Rock Valley College

Community College District No. 511
315 S. Winnebago Street, Rockford, IL 61102

BOARD OF TRUSTEES COMMITTEE OF THE WHOLE MEETING
CHANGE OF LOCATION FOR THIS MEETING ONLY
RVC Downtown Learning Center (DLC)
Hennig Engagement Center, Room 2008 and 2012
Monday, November 2, 2026 at 5:15 p.m.

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, October 6, 2026
G. General Presentation
H. Finance Discussion: Board Liaison Trustee Cardenas Cudia

1. Proposed Tuition and Student Fees Increase FY2028 (BRXXXX)
2. Purchase Report (A) (BRXXXX)
3. FY2027 First Quarter Financial Report
4. Cash and Investment Report
5. Proposed Tuition Waiver for Student Government Association Leaders (BRXXXX)
6. *Informational Only
    a. FY2027 First Quarter Report for Purchases ($10,000-$25,000)

I. Teaching, Learning, and Communications Discussion: Board Liaison Student Trustee Ortiz Espinoza

1. Culinary Arts Program
2. 14th Day Census Enrollment Data Brief and Student Profile Report
3. Aviation Program Expansion
4. *Informational Only
    a. FY2027 Adult Learner (Ages 25-45) Enrollment: Credit Workforce Development/Downtown West
    b. RVC Presentation at ACCT Leadership Congress: Law Enforcement Officers' Associate Degree Program

J. Operations Discussion: Board Liaison Trustee Trojan

1. Board Policy Manual Update-Article 5 Finance – First Reading (BRXXXX)
2. Change Orders
3. Downtown West / Classroom Building II (CLII) Update
4. 2026 Campus Safety and Security Report (Clery Act Report)
5. Personnel Report (BRXXXX)
6. Rock Valley College Events Calendar
7. *Informational Only
    a. Human Resources Quarterly Report-Hires and Departures

K. Other Business:

1. Unfinished Business
2. New Business

L. Next Regular Board of Trustees Meeting:

November 17, 2026, 5:15 p.m. The meeting will be held in the Performing Arts Room (PAR, Room 0214) located in the Educational Resource Center (ERC) on the main campus.

M. Next Committee of the Whole Meeting:

December 1, 2026 at 5:15 p.m. The meeting will be held in the Performing Arts Room (PAR, Room 0214) located in the Educational Resource Center (ERC) on the main campus.

N. Adjourn to Closed Session to discuss:

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

2) Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees per Section 2 (c) (2), all in accordance with the Illinois Open Meetings Act.

O. Reconvene Open Session

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
5:20 p.m. Tuesday, October 6, 2026

Call to Order

The Rock Valley College (RVC) Board of Trustees Committee of the Whole meeting convened on Tuesday, October 6, 2026, in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC). Board Chair Paul Gorski called the meeting to order at 5:31 p.m.

Roll Call

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

Mr. Paul Gorski	Ms. Kristen Simpson
Mr. Robert 'Bob' Trojan	Ms. Terri Knight
Ms. Gloria Cardenas Cudia	Ms. Sarah Ortiz Espinoza, Student Trustee

The following trustees were absent from roll call: Mr. John Nelson and Ms. Crystal Soltow.

Also present: Dr. Howard J. Spearman, President; Dr. Amanda Smith, Vice President of Academic Affairs; Dr. Keith Barnes, Vice President of Cultural Excellence and Belonging; Dr. Patrick Peyer, Vice President of Student Affairs; Ms. Heather Snider, Vice President of Institutional Effectiveness and Communications; Dr. Terrica Huntley, Vice President of Human Resources; Ms. Saba Jaffery, Vice President of Operations; Ms. Ellen Olson, Vice President of Finance; Ms. Ann Kerwitz, Assistant to the President; Ms. Carly Diciolla, Assistant to the President; Attorney Joseph Perkoski, Robbins Schwartz.

Communications and Petitions

Chair Paul Gorski received mail from the Association of Community College Trustees (ACCT) regarding deadlines and upcoming events.

Ms. Erica Reed spoke about the need for Rock Valley College (RVC) to implement more domestic violence awareness events on campus, as well as in the curriculum.

Recognition of Visitors

There were no visitors.

Review of Minutes

There were no comments, questions, or revisions on the minutes from the September 8, 2026, Board of Trustees Committee of the Whole meeting.

General Presentations

There were no general presentations.

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Teaching, Learning & Communications Liaison Appointment

Chair Gorski appointed Student Trustee Sarah Ortiz Espinoza as the new Teaching, Learning, and Communications Board Liaison.

1. **Human Services A.A.S. Degree (#5300)**

   Dr. Amanda Smith presented the Associate of Applied Science (A.A.S.) in Human Services degree. The program was designed with advisory committees, in which community partners participated. The rollout of the degree will launch in Fall 2027, after approval by the Illinois Board of Higher Education (IBHE), Higher Learning Commission (HLC), and Illinois Community College Board (ICCB). The classes for the A.A.S. will be offered at the RVC Downtown West facility.

2. **FY2027 Enrollment Update**

   Vice President Heather Snider presented the enrollment update: enrollment is flat compared to Fall 2025, and 1% behind for the total year. At the November 2, 2026 Committee of the Whole (CotW) meeting, Ms. Snider will present the Student Profile Report and the 14th Day Census Enrollment Data Brief that is submitted to the Illinois Community College Board. Discussion ensued regarding the budget goal of 115%.

3. **Early College Report**

   Dr. Cindi Schaefer Tobin, dean of early college, presented an update on Early College for 2025-2026. Districts and private schools determine their participation in Early College at RVC. Dr. Tobin meets twice a year with each participating school district to discuss Early College offerings and feedback. Running Start, Dual Credit, and Senior Semester are the different programs that are housed in Early College. There are also special cohorts (i.e. CNC, welding) which meet off-campus, where students earn credit for high school and RVC at the same time. The dual credit courses are offered in the spring, so enrollment may grow once the spring semester begins. Summer Manufacturing and Readiness Technology (SMART) camp has grown since it was first offered in 2023. Discussion ensued. Dr. Tobin confirmed that RVC assigned student identification numbers to SMART camp attendees so that their data can be tracked from year to year.

4. **Strategic Plan Scorecard**

   Vice President Heather Snider reminded trustees that FY25 outcomes were shared at the February 2026 State of the College. FY26 outcomes will be shared in the 2027 State of the College recording, which will be released in January 2027. RVC experienced some wins in credit hour enrollment, transfer grade point average (GPA), and outcome measures. Some of the alert categories show equity gaps, especially with African American students. The non-credit revenue is informing the metrics on how these programs will be measured in the future. Discussion ensued regarding non-credit enrollment goals and how they will be re-evaluated by leadership. Student success outcome measures will be shared along with the Strategic Plan Refresh. Chair Gorski asked Vice President Snider to research two items: the percentage of students that are graduating high school and not attending RVC, and the percentage of high school students who don't attend post-secondary education.

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5. *Informational Only

a. FY2027 Adult Learner (Ages 25-45) Enrollment - Vice President Snider mentioned that course and program capacities were added to the report this month.

Finance Discussion: Board Liaison Trustee Cardenas Cudia

1. Purchase Reports

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

Purchase Report A – FY2027 Amendments

A. Fire tower – (DCEO and ICCB Grants – Fire Science)

1.	**City of Loves Park**	**Loves Park, IL**	**$ 300,000.00*(1)**
			Not to Exceed

Action: none

B. Contractual Service for Radios – (Tort Fund – Other Contractual Services – Public Safety)

2.	**Motorola Solutions**	**Schaumburg, IL**	**$ 56,127.20*(2)**

Action: none

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

3.	**Schneider Electric**	**Rockford, IL**	**$ 703,311.40*(3)**
			Not to Exceed

Action: none

2. Levy Year 2026 Estimated Taxes Required and Setting Hearing Date for Truth in Taxation

Ms. Olson presented the 2026 Tax Levy and Setting a Date for the Truth in Taxation Hearing. In 2024, there was an amendment added to the notice requirements for the Illinois Truth and Taxation Law. Taxing districts must post website notice for a period of not less than 30 consecutive days. This law also requires notice to be published in the newspaper for not more than 14 days and not less than 7 days prior to the date of the public hearing. The public hearing will take place on December 15, 2026 to accommodate the posting requirements. The proposed tax levy amount is expected to increase $2,384,537 or 8.04% for the property tax extension. The key driver of the increase is Equalized Assessed Value (EAV).

VP Olson mentioned that RVC is eligible for a special tax levy, which would be an additional $493,471 in property tax revenue. Discussion ensued regarding the special tax levy and the process, which would include passing a resolution and publishing the resolution in the newspaper. From that point, the public would have 30 days to challenge the tax. If petitions are signed by 10% of the district's registered voters, the levy would be frozen and would go to referendum. If the proposition passes, the special levy funds would be applied to the Operations and Education funds. The special levy discussion will take place at the October 20, 2026 Regular Board of Trustees meeting.

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3. Cash and Investment Report

Ms. Olson presented the Cash and Investment Report through September 28, 2026. Operating cash and investments increased from $7.8 million on August 31, 2026 to $118.9 million. The percent of operating cash and investments is 109.95%. The working cash fund was flat, as there has been no activity as of September 28. Capital funds increased from $54.32 million to $55.43 million due to the receipt of property taxes.

Operations Discussion: Board Liaison Trustee Trojan

1. Americans with Disability Act (ADA) Transition and Prioritization Plan - Dr. Keith Barnes: In 2023, student and community surveys were conducted, and 49 recommendations were made. The ADA Transition and Prioritization Plan includes improvements that were made as of Summer 2026, and provides a guide for ongoing transition efforts. RVC has completed or made significant progress in 16 of the 42 categories identified in the plan, including closed captioning and sign language interpreters.

2. Athletic Fields Change Order - Vice President Saba Jaffery: There are a number of change orders for baseball/softball field site prep activities. The report also shows the refund of unused contingency of about $10,900. Only a few change orders remain and all work should be finished by the end of November.

3. Downtown West Change Order/Punch List Update - Vice President Saba Jaffery: Change orders will continue for Downtown West. As of October 1, we are at 72% closure rate on the overall punch list items. Ms. Jaffery confirmed that RVC will stay within the $1 million contingency that Mr. Rick Jenks committed to.

4. Personnel Report - no questions.

5. Rock Valley College Events Calendar - Dr. Huntley discussed key calendar events.

New Business/Unfinished Business

Unfinished Business

Dr. Spearman expressed his thanks to the campus for their commitment at all of the events that were hosted across our different campus locations during the week of September 22.

New Business

a. Discussion to Change the Date of the November Committee of the Whole Meeting: There was a consensus to move the meeting from Wednesday, November 4, 2026 to Monday, November 2, 2026. The meeting will be held in the Hennig Engagement Center (HEC), in the Downtown Learning Center (DLC) on the Downtown West campus.

Next Regular Board of Trustees Meeting

The next Regular Board of Trustees Meeting will be held on Tuesday, October 20, 2026, 5:15 p.m. The meeting will be held at the Advanced Technology Center (ATC), Bob and Norma Trojan Room #1300, 1400 Big Thunder Boulevard, Belvidere, IL 61008.

Next Committee of the Whole Meeting

The next Committee of the Whole Meeting will be held on Monday, November 2, 2026, at 5:15 p.m. The meeting will be held in the Hennig Engagement Center (HEC), Rooms 208 and 212, in the Downtown Learning Center (DLC) on the Downtown West campus, located at 315 S. Winnebago Street, Rockford, IL

At 6:54 p.m., Trustee Cardenas Cudia made a motion, seconded by Trustee Knight, to adjourn the meeting. The motion passed by unanimous roll call vote.

Submitted by: Carly A. Diciolla

_____ _____

Ms. Kristen Simpson, Secretary Paul Gorski, Board Chairman

DRAFT

Finance Discussion:
Board Liaison
Trustee Cardenas Cudia

PROPOSED FISCAL YEAR (FY)2028 TUITION AND STUDENT ACTIVITY FEE INCREASE

Board of Trustees Committee of the Whole Meeting
November 2, 2026

Ms. Ellen Olson, Vice President of Finance
Dr. Patrick Peyer, Vice President of Student Affairs



LAND ACKNOWLEDGEMENT

As an institution physically located in northern Illinois, we at Rock Valley College respectfully acknowledge and recognize our responsibility to the [seven] Indigenous nations who are the original and current caretakers of this land, water, and air.

Learn more at RockValleyCollege.edu.

ABOUT RVC

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

MISSION STATEMENT

Rock Valley College empowers students and community through lifelong learning.

VISION STATEMENT

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

THE FOUR PILLARS

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



RVC FAST FACTS



60+ Areas of Study



19:1 Student-to-Faculty Ratio



26+ Student Organizations

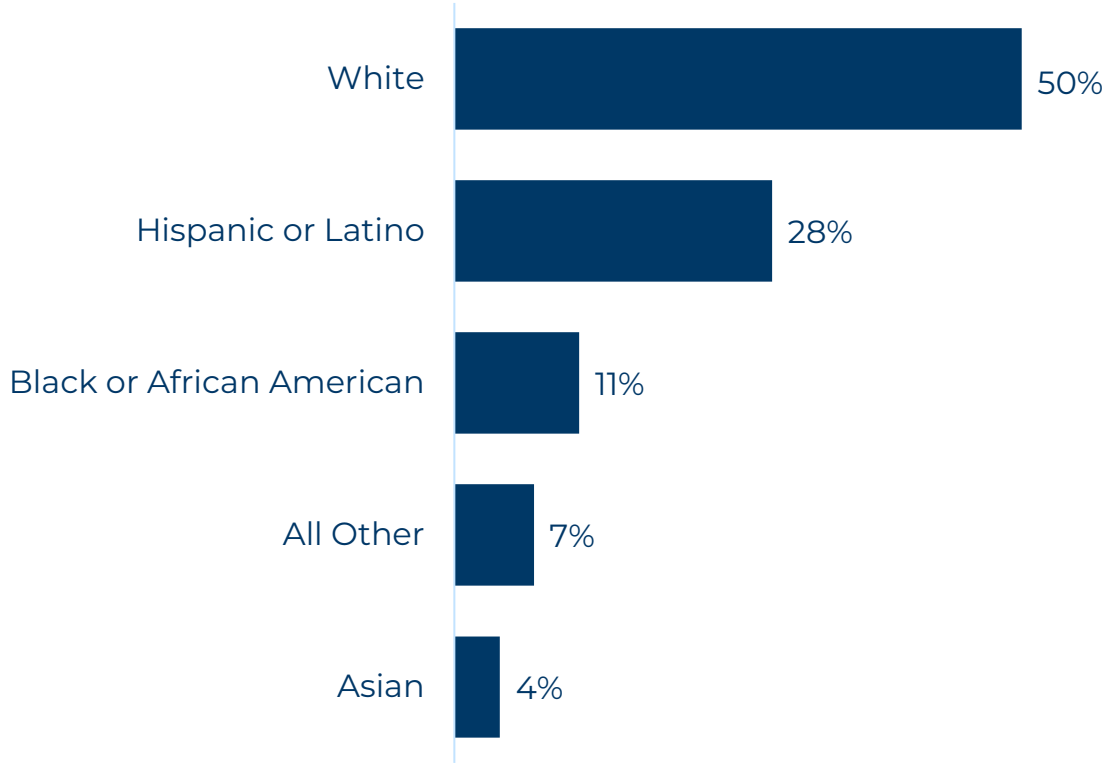


51% of Students Receive Aid

RVC FAST FACTS: COMMUNITY & STUDENT PROFILE

- **384,486** district population (Lightcast Q4 2025)
- **9,784** unduplicated headcount credit students (A1 FY2025)
- **12,806** duplicated headcount non-credit students (Internal Report FY2025)
- **24** average age (A1 FY2025)

Race & Ethnicity (A1 FY2025)



RVC FAST FACTS: STUDENT ACCESS & PATHWAYS

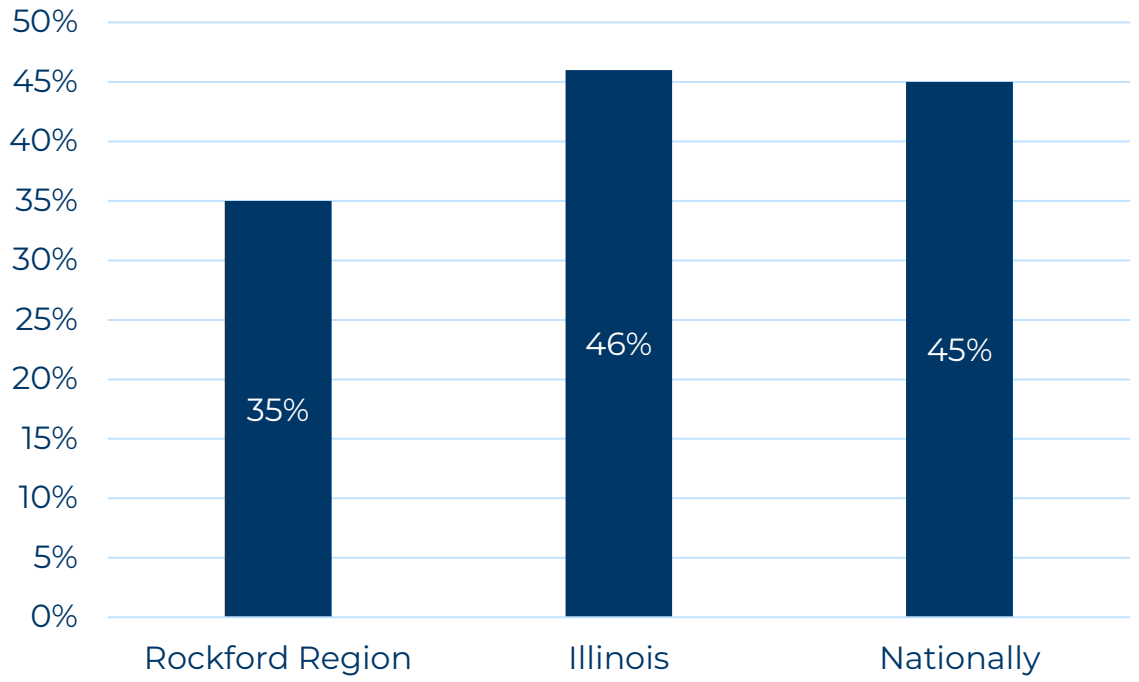
Pell Recipients (IPEDS FY2024)

- **42%** Full-time, first-time students
- **28%** Overall

Courses (LAS and CTE)



Educational Attainment: Associate's Degree & Higher (Lightcast Q4 2025)



RVC FAST FACTS:
STUDENT SUCCESS & OUTCOMES

- **70%** Retention Rate (IPEDS First-time, Full-time FY2024)
- **37%** Graduation Rate (IPEDS First-time, Full-time FY2024)
- **16%** Transfer-out Rate (IPEDS FY2024)
- **1,559** Completions (FY2024)

110 ILCS 805/6 PUBLIC COMMUNITY COLLEGE ACT

Each community college district board of trustees establishes its own student tuition and fees rates for in-district, in-state out-of-district residents, out-of-state residents, and out-of-country residents in accordance with state policies prescribed in 110 ILCS 805/6 of the Illinois Public Community College Act and ICCB Rule 1501.55.

In-district student tuition and fees may not exceed one-third of the per capita cost as defined in the Certificate of Per Capita Cost calculation. The College's FY2026 per capita cost is $678.40, resulting in a one-third per capita cost of $226.13

CURRENT & PROPOSED IN-DISTRICT RATES

Proposed tuition increase $10.00 per credit hour

Proposed Student Activity Fee increase $1.00 per credit hour

In-District Tuition

	Current LAS Rate	Proposed LAS Rate	Current CTE Rate	Proposed CTE Rate
Tuition	125.00	135.00	150.00	160.00
Technology Fee	10.00	10.00	10.00	10.00
Student Activity Fee	9.00	10.00	9.00	10.00
Total	144.00	155.00	169.00	180.00

LAS = Liberal Arts and Sciences CTE = Career and Technical Education

TUITION HISTORY

The last increase in tuition was implemented for Fiscal Year 2024

Rock Valley College

Tuition Increase History

	LAS	CTE
FY 2017	100.00	
FY 2018	115.00	
FY 2020*	115.00	140.00
FY 2023	120.00	145.00
FY 2024	125.00	150.00

LAS = Liberal Arts and Sciences CTE = Career and Technical Education

*CTE Variable Rate Tuition approved for FY 2020

ICCB FY2027 TUITION & FEE SURVEY

ICCB Peer Group

Rock Valley has the lowest tuition among its peer group

	In District Fall FY27 - Calendar 2026			In-District Spring FY27 - Calendar 2027		
	Tuition	Fee	Total	Tuition	Fee	Total
511 ROCK VALLEY	$ 125.00	$ 19.00	$ 144.00	$ 125.00	$ 19.00	$ 144.00
522 SOUTHWESTERN	$ 145.00	$ 9.00	$ 154.00	$ 145.00	$ 9.00	$ 154.00
537 RICHLAND	$ 148.00	$ 14.00	$ 162.00	$ 148.00	$ 14.00	$ 162.00
526 LINCOLN LAND	$ 146.50	$ 16.00	$ 162.50	$ 146.50	$ 16.00	$ 162.50
514 ILLINOIS CENTRAL	$ 167.00	$ -	$ 167.00	$ 167.00	$ -	$ 167.00
503 BLACK HAWK	$ 177.00	$ -	$ 177.00	$ 177.00	$ -	$ 177.00
540 HEARTLAND	$ 174.00	$ 18.00	$ 192.00	$ 174.00	$ 18.00	$ 192.00
505 PARKLAND	$ 168.75	$ 24.25	$ 193.00	$ 168.75	$ 24.25	$ 193.00
State Average	$ 149.43	$ 22.19	$ 171.62	$ 149.43	$ 22.19	$ 171.62

Rock Valley has the fifth-lowest tuition in the state and the third-lowest tuition and universal fees in the state

OUT-OF-DISTRICT AND OUT-OF-STATE TUITION RATES

Out-of-district and out-of-state/international tuition rates are calculated based on state policies prescribed in 110 ILCS 805/6 of the Illinois Public Community College Act and ICCB Rule 1501.55, adopted by the Board of Trustees, Board Report #8134, February 27, 2024.

The out-of-district rate is set at a minimum of 1.5 times the highest tuition rate of neighboring contiguous Illinois community college districts. Neighboring contiguous districts include McHenry Community College, Kishwaukee Community College, Sauk Valley Community College, and Highland Community College. The highest in-district tuition rate among Rock Valley College's contiguous neighboring districts is Highland Community College at $163 per credit hour. Using the above-mentioned formula, Rock Valley College's out-of-district tuition rate would be $244.50 per credit hour.

Out-of-state is calculated as the greater of 1.67 times its in-district tuition rate, the out-of-district tuition rate at 1.5 times the highest in-district rate at any neighboring contiguous Illinois community college district, or $244.50 per credit hour.

CURRENT AND PROPOSED OUT-OF-DISTRICT AND OUT-OF-STATE RATES

Out-of-District Tuition

	Current LAS Rate	Proposed LAS Rate	Current CTE Rate	Proposed CTE Rate
Tuition	240.00	244.50	265.00	269.50
Technology Fee	10.00	10.00	10.00	10.00
Student Activity Fee	9.00	10.00	9.00	10.00
Total	259.00	264.50	284.00	289.50

Out-of-State Tuition

	Current LAS Rate	Proposed LAS Rate	Current CTE Rate	Proposed CTE Rate
Tuition	240.00	244.50	265.00	269.50
Technology Fee	10.00	10.00	10.00	10.00
Student Activity Fee	9.00	10.00	9.00	10.00
Total	259.00	264.50	284.00	289.50

STUDENT ACTIVITY FEES

Student Activity fees are meant to offset costs related to student activities such as the Student Government Association, student programming, clubs, and athletics.

FY2027 budget for these activities is $1.97 million, with budget revenues of $1.04 million.

STUDENT GOVERNMENT ASSOCIATION (SGA) TUITION WAIVER PROGRAM

- The Rock Valley College Student Government Association hereby establishes the Executive Officer Tuition Waiver Program, effective for FY2028 (July 1, 2027 through June 30, 2028), subject to approval of the proposed student activity fee increase by the Rock Valley College Board of Trustees.

- SGA Executive Officer positions shall be eligible to receive a tuition waiver of up to nine (9) credit hours per fiscal year at the per-credit-hour tuition rate applicable to each officer's residency classification: President, Vice President, Secretary, Treasurer, Student Trustee, Public Relations and Outreach Officer, Parliamentarian.

- The total annual allocation for the Executive Officer Tuition Waiver Program shall be calculated annually as the product of nine (9) credit hours per semester (Fall and Spring), per officer, seven (7) eligible officers, and the applicable per-credit-hour tuition rate based on each officer's residency classification, funded exclusively as a separate line item within the proposed $1.00 per credit hour student activity fee increase, and shall not be drawn from existing SGA mainline budget or reserve funds.

RECOMMENDATION

The recommendation is that the Board of Trustees approve the following:

- In-district tuition increase of $10.00 per credit hour.
- Out-of-district and out-of-state tuition rate of $244.50 per credit hour.
- $1.00 per credit hour increase for the Student Activity Fee

Effective July 1, 2027, FY2028.

QUESTIONS?

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

RockValleyCollege

Board Report #XXXX
November 17, 2026

Proposed Fiscal Year (FY) 2028 Tuition and Student Activity Fee Increase

Background:

Each community college district board of trustees will establish its own student tuition and fees rate for in-district, in-state, out-of-district residents, out-of-state residents, and out-of-country residents in accordance with state policies prescribed in 110 ILCS 805/6 of the Illinois Public Community College Act and ICCB Rule 1501.55. In-district student tuition and fees may not exceed one-third of the per capita cost as defined in the Certificate of Per Capita Cost calculation. The College's FY2026 per capita cost is $678.40, resulting in a one-third per capita cost of $226.13.

Rock Valley College's current in-district tuition and fees are listed in the table below:

	Current LAS Rate	**Current CTE Rate**
Tuition	$125.00	$150.00
Technology Fee	$ 10.00	$ 10.00
Student Activity Fee	$ 9.00	$ 9.00
Total	$144.00	$169.00

LAS = Liberal Arts and Sciences CTE = Career and Technical Education

The College's administration recommends increasing tuition by $10.00 per credit hour and the Student Activity Fee by $1.00 per credit hour to provide additional funding for student clubs and other programs within the auxiliary fund, Fund 05. The weighted average of these rates still falls below the one-third estimated per capita cost for FY2026 / $226.13 and FY2025 / $220.92.

	Proposed LAS Rate	**Proposed CTE Rate**
Tuition	$135.00	$160.00
Technology Fee	$ 10.00	$ 10.00
Student Activity Fee	$ 10.00	$ 10.00
Total	$155.00	$180.00

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As part of developing the annual budget and efficiently registering students for the Summer II 2027 and Fall 2027 terms, the College establishes tuition and fee rates for the upcoming fiscal year based on the most current operating, economic, and financial data available to the College.

Administration recommends that the Board consider increasing the in-district, out-of-district, and out-of-state/international tuition rates to bring the College's rates more closely in alignment with comparable area community colleges while remaining among the most affordable in the state of Illinois. The College remains committed, via scholarships or other financial assistance through the Rock Valley College Foundation, to taking further steps to provide affordability for any students experiencing financial hardship.

For FY2027, the College's in-district rate of $125 per credit hour is $22.34 below the state of Illinois average of all 39 college districts in the community college system and $27.62 below the state average for tuition and universal fees. Rock Valley College's total tuition and universal fee rate is the third lowest in the state and the lowest among our ICCB peer group, which includes Blackhawk, Heartland, Illinois Central, Lincoln Land, Parkland, Richland, and Southwestern.

The last tuition increase was approved for FY2024. History is provided below.

Rock Valley College
Tuition Increase History

	LAS	CTE
FY 2017	100.00	
FY 2018	115.00	
FY 2020*	115.00	140.00
FY 2023	120.00	145.00
FY 2024	125.00	150.00

LAS = Liberal Arts and Sciences CTE = Career and Technical Education
*CTE Variable Rate Tuition approved for FY 2020

Per capita cost per credit hour has increased nearly 14% for FY2023; the proposed rate increase is 8%.

Out-of-district and out-of-state/international tuition rates are calculated based on state policies prescribed in 110 ILCS 805/6 of the Public Community College Act and ICCB Rule 1501.55, adopted by the Board of Trustees, Board Report #8134, February 27, 2024.

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Out-of-district rate is set at a minimum of 1.5 times the highest tuition rate of neighboring contiguous Illinois community college districts. Neighboring contiguous districts include McHenry Community College, Kishwaukee Community College, Sauk Valley Community College, and Highland Community College. The highest in-district tuition rate among Rock Valley College's contiguous neighboring districts is Highland Community College, at $163 per credit hour. Using the above-mentioned formula, Rock Valley College's out-of-district tuition rate would be $244.50 per credit hour.

The out-of-state tuition rate is calculated as the greater of 1.67 times its in-district tuition rate. The out-of-district tuition rate is calculated at 1.5 times the highest in-district rate at any neighboring contiguous Illinois community college district, or $244.50 per credit hour.

Student Activity fees are meant to offset costs related to student activities such as the Student Government Association, student programming, clubs, and athletics. FY2027 budget for these activities is $1.97 million, with budget revenues of $1.04 million.

Recommendation: It is recommended that the Board of Trustees approves an in-district tuition increase of $10.00 per credit hour, an out-of-district and out-of-state tuition rate of $244.50 per credit hour, and a $1.00 per credit hour increase for the Student Activity Fee, effective July 1, 2027, Fiscal Year 2028.

_____
Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

DRAFT

Purchase Report-A - FY2027 Purchases

Recommendation: Board approval for items marked with an asterisk.

A. Interpreter Services – (Other Contractual Services – Refugee and Immigrant Services)

Boostlingo, LLC	**Austin, TX**	**$34,000*(1)** **Not to exceed**

1. This expense is for over-the-phone language interpretation services through Boostlingo, LLC to support Rock Valley College's Refugee and Immigrant Services' grant programs. These services provide language access for program participants and support compliance with grant requirements. This is year one (1) of a four-year agreement. 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.

FY2027 Grant Expense

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

Studer Education, LLC	**Littleton, CO**	**$129,390.00*(2)** **Not to exceed**

2. This expense is for the professional development partnership with Studer Education, LLC as approved on Board Report 8302 on July 22, 2025, and Board Report 8309-C on August 26, 2025. These services will support the College's efforts to align with the current Strategic Plan and develop and implement the Strategic Plan Refresh in 2027. This is year two (2) of a two-year contract with two (2) optional one-year renewals. 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.

FY2027 Budgeted Expense

DRAFT

Purchase Report-A - FY2027 Purchases

C. Hybrid Vehicle – (Capital Instructional Equipment/Furniture – Rev Up Grant)

TBD	**TBD**	**$38,000.00*(3)** **Not to exceed**
Toyota of Fox Lake	Fox Lake, IL	$30,808.00
Elgin Toyota	Elgin, IL	$34,203.00
Toyota of Fox Lake	Fox Lake, IL	$34,408.00
Dearth Automotive	Monroe, WI	$35,792.00

3. This expense is for the purchase of a used 2024 or 2025 Toyota RAV4 Hybrid XLE AWD to support Rock Valley College's Automotive Technology Program. Students will use this vehicle to gain hands-on experience with hybrid powertrain systems and modern automotive technologies. Funding will be provided through the Rev Up EV Grant and the Automotive Department. This is a not to exceed.

This is exempt from Bid under the Illinois State Statute (110 ILCS 805/3-27.1)
Exemption I: Purchases of equipment previously owned by some other entity other than the district itself.

FY2027 Grant and Budgeted Expense

DRAFT

Purchase Report-A - FY2027 Purchases

D. Software Renewal – (Administrative Software – IT Administration)

CDW-G	**Chicago, IL**	**$180,000.00*(4)** **Not to exceed**

4. This expense is for the renewal of a software subscription to CrowdStrike, a managed detection and response (MDR) solution. These services provide continuous monitoring and protection of Rock Valley College's network, computers, and servers. This cybersecurity investment will continue to help safeguard the College against ransomware and other cyber threats. This is a not to exceed.

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

FY2027 Budgeted Expense

_____
Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

DRAFT

3301 North Mulford Road
Rockford, IL 61114

State of Illinois

Rock Valley College

Community College District 511

1st Quarter Y-T-D Financial Report
9/30/2026

Submitted: November 2, 2026

Prepared by: Ellen Olson, Vice President of Finance and Chief Financial Officer

Presented by: Ellen Olson, Vice President of Finance and Chief Financial Officer

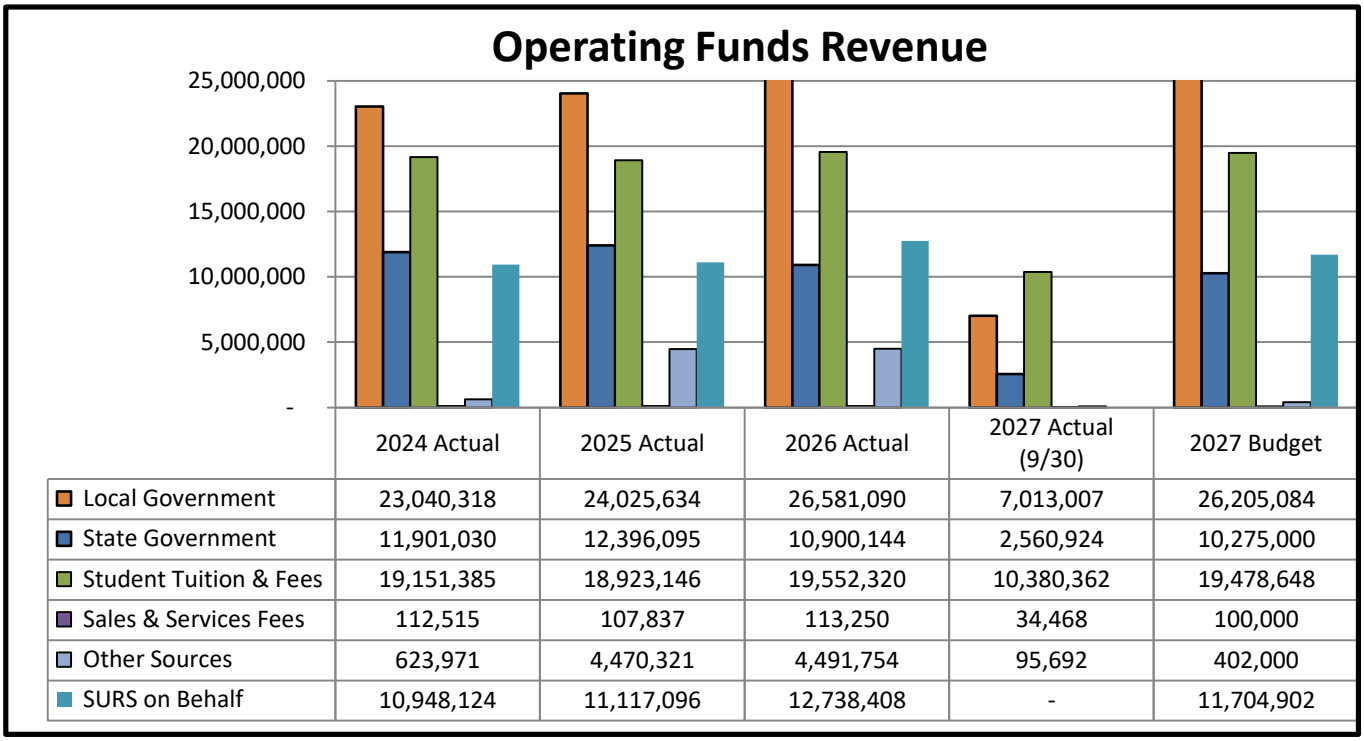
Rock Valley College

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Rock Valley College
FY27 Operating Funds 1st Qtr Y-T-D

Operating (Funds 01 & 02)

	Revenues by Source	Fund 01 Actual 9/30/2026	Fund 02 Actual 9/30/2026	Total Operating Revenue 9/30/2026	2027 Operating Revenue Budget	% Actual to Budget
41	*Local Government*	$ 5,909,591	$ 1,103,416	$ 7,013,007	$ 26,205,084	26.76%
42	*State Government*	2,357,279	203,644	2,560,924	10,275,000	24.92%
43	*Federal Governmental*	-	-	-	-	
44	*Student Tuition & Fees*	10,084,264	296,098	10,380,362	19,478,648	53.29%
45	*Sales & Services Fees*	34,468	-	34,468	100,000	34.47%
46	*Facilities Revenue*	-	238,037	238,037	817,017	29.13%
47	*Investment Revenue*	(412,083)	-	(412,083)	2,052,683	-20.08%
48	*Gifts, Grants, & Bequests*	71,160	-	71,160	420,000	16.94%
49	*Other Sources*	45,879	49,813	95,692	402,000	23.80%
	SURS on Behalf	-	-	-	11,704,902	0.00%
	Total Revenues	$ 18,090,560	$ 1,891,008	$ 19,981,568	$ 71,455,334	27.96%
	Revenues excluding SURS on Behalf	$ 18,090,560	$ 1,891,008	$ 19,981,568	$ 59,750,432	33.44%

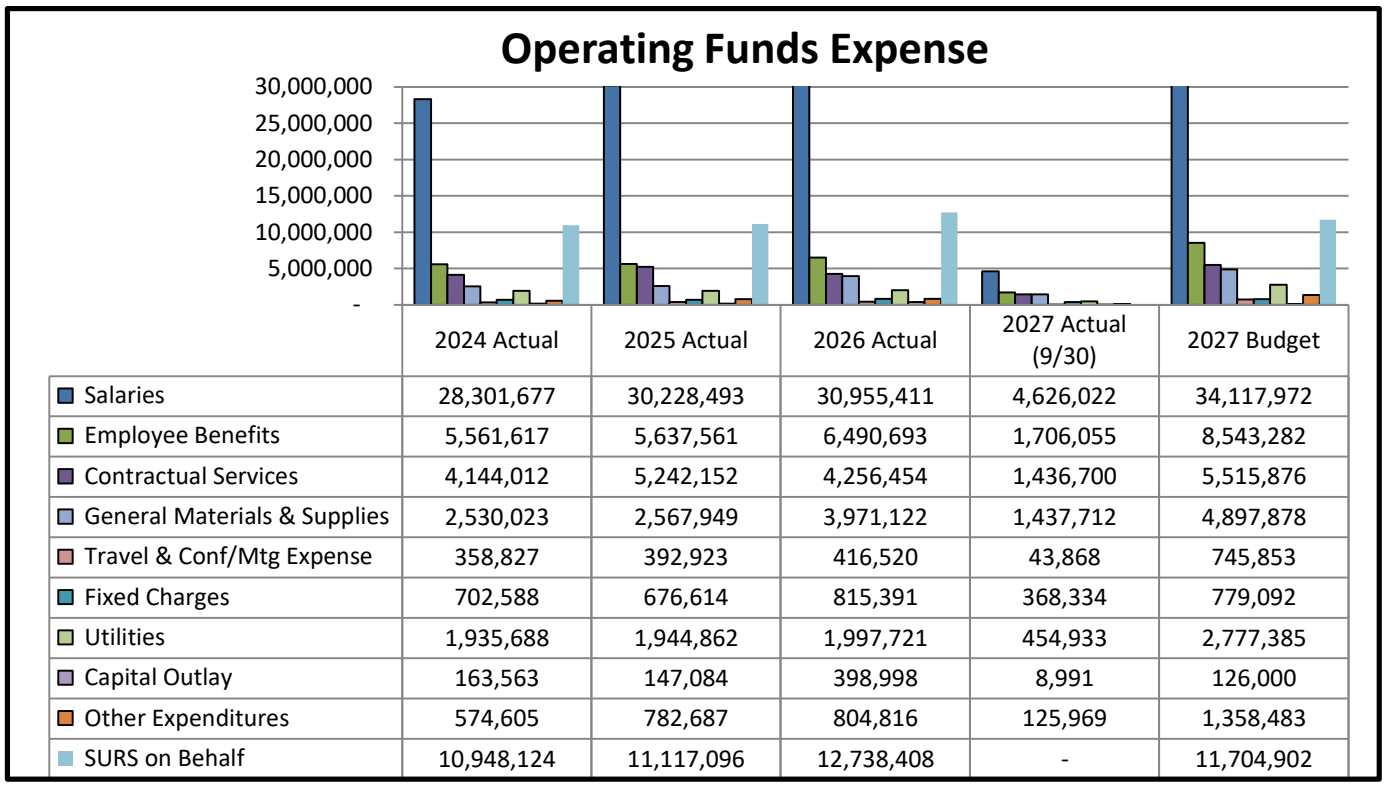


	2024 Actual	2025 Actual	2026 Actual	2027 Actual (9/30)	2027 Budget
Local Government	23,040,318	24,025,634	26,581,090	7,013,007	26,205,084
State Government	11,901,030	12,396,095	10,900,144	2,560,924	10,275,000
Student Tuition & Fees	19,151,385	18,923,146	19,552,320	10,380,362	19,478,648
Sales & Services Fees	112,515	107,837	113,250	34,468	100,000
Other Sources	623,971	4,470,321	4,491,754	95,692	402,000
SURS on Behalf	10,948,124	11,117,096	12,738,408	-	11,704,902

Rock Valley College
FY27 Operating Funds 1st Qtr Y-T-D

Operating (Funds 01 & 02)

	Expenses by Source	Fund 01 Actual 9/30/2026	Fund 02 Actual 9/30/2026	Total Operating Expense 9/30/2026	2027 Operating Expense Budget	% Actual to Budget
51	*Salaries*	$ 4,130,795	$ 495,226	$ 4,626,022	$ 34,117,972	13.56%
52	*Employee Benefits*	1,538,527	167,528	1,706,055	8,543,282	19.97%
53	*Contractual Services*	1,134,811	301,889	1,436,700	5,515,876	26.05%
54	*General Materials & Supplies*	1,261,311	176,400	1,437,712	4,897,878	29.35%
55	*Travel & Conf/Mtg Expense*	44,381	(513)	43,868	745,853	5.88%
56	*Fixed Charges*	80,497	287,837	368,334	779,092	47.28%
57	*Utilities*	1,283	453,650	454,933	2,777,385	16.38%
58	*Capital Outlay*	-	8,991	8,991	126,000	7.14%
59	*Other Expenditures*	125,969	-	125,969	1,358,483	9.27%
	SURS on Behalf	-	-	-	11,704,902	0.00%
	Total Expenses	$ 8,317,574	$ 1,891,008	$ 10,208,583	$ 70,566,723	14.47%
	Expenses excluding SURS on Behalf	8,317,574.49	*1,891,008.04*	10,208,583	58,861,821	17.34%



	2024 Actual	2025 Actual	2026 Actual	2027 Actual (9/30)	2027 Budget
Salaries	28,301,677	30,228,493	30,955,411	4,626,022	34,117,972
Employee Benefits	5,561,617	5,637,561	6,490,693	1,706,055	8,543,282
Contractual Services	4,144,012	5,242,152	4,256,454	1,436,700	5,515,876
General Materials & Supplies	2,530,023	2,567,949	3,971,122	1,437,712	4,897,878
Travel & Conf/Mtg Expense	358,827	392,923	416,520	43,868	745,853
Fixed Charges	702,588	676,614	815,391	368,334	779,092
Utilities	1,935,688	1,944,862	1,997,721	454,933	2,777,385
Capital Outlay	163,563	147,084	398,998	8,991	126,000
Other Expenditures	574,605	782,687	804,816	125,969	1,358,483
SURS on Behalf	10,948,124	11,117,096	12,738,408	-	11,704,902

Other Financing Sources (Uses)	Fund 01 Actual 9/30/2026	Fund 02 Actual 9/30/2026	Total Operating Expense 9/30/2026	2027 Operating Expense Budget	% Actual to Budget
Transfers from Other Funds					
Transfer to Other Funds	(15,325,000)		(15,325,000)	-	N/M
Total Other Financing Sources	$ (15,325,000)	$ -	$ (15,325,000)	$ -	N/M
Total Expenses, Including Transfers	$ 23,642,574	$ 1,891,008	$ 25,533,583	$ 70,566,723	36.18%

Fund 01 Education-Detail

The Education Fund is established by Section 3-1 of the Public Community College Act. It is used to account for the revenues and expenditures of the academic and service programs of the college.

	FY 2023 Actuals	FY 2024 Actuals	FY2025 Actuals	FY 2026 Actuals	FY 2027 Actuals (9/30/26)	% of 2026 Actuals	(Target % =25%) FY 2027 Budget	% of 2027 Budget
Revenue								
Local Government	$ 19,564,767	$ 19,277,274	$ 20,194,161	$ 22,409,285	$ 5,909,591	26.37%	$ 22,161,000	26.67%
State Government	9,686,656	11,087,541	11,437,584	10,069,364	2,357,279	23.41%	9,495,000	24.83%
Federal Government	-	-	-	-	-		-	
Student Tuition & Fees	16,970,781	17,410,813	16,788,948	16,856,456	10,084,264	59.82%	14,954,359	67.43%
Sales & Service Fees	112,982	112,515	107,837	113,250	34,468	30.43%	100,000	34.47%
Facilities Revenue	-	-	-	-	-		-	
Investment Revenue	2,725,032	3,847,967	4,574,980	3,829,807	(412,083)	-929.38%	1,942,600	-21.21%
Gifts, Grants & Bequests	323,346	390,094	420,078	446,216	71,160	15.95%	420,000	16.94%
Other Revenue	1,864,879	377,768	4,266,540	4,206,534	45,879	1.09%	216,800	21.16%
SURS on Behalf	9,898,231	9,151,156	10,082,128	11,513,211	-	0.00%	10,660,773	0.00%
Total Revenue	$ 61,146,676	$ 61,655,128	$ 67,872,257	$ 69,444,123	$ 18,090,560	26.05%	$ 59,950,532	30.18%
Expenses								
Salaries	24,123,291	25,654,149	27,207,903	27,705,914	4,130,795	14.91%	$ 31,074,499	13.29%
Employee Benefits	4,452,853	5,091,978	5,123,491	5,903,251	1,538,527	26.06%	7,653,551	20.10%
Contractual Services	2,391,346	2,405,617	3,400,063	2,355,152	1,134,811	48.18%	3,021,257	37.56%
General Materials & Supplies	1,777,917	2,014,020	2,022,370	3,356,496	1,261,311	37.58%	4,055,520	31.10%
Travel & Conf/Meeting Exp	330,821	360,508	388,995	411,004	44,381	10.80%	731,158	6.07%
Fixed Charges	485,456	483,714	416,350	522,552	80,497	15.40%	444,455	18.11%
Utilities	7,928	7,437	9,189	4,465	1,283	28.74%	5,975	21.48%
Capital Outlay	37,844	113,247	73,013	172,330	-	0.00%	56,250	0.00%
Other Expenditures	761,049	575,588	778,141	804,816	125,969	15.65%	1,358,483	9.27%
SURS on Behalf	9,898,231	9,151,156	10,082,128	11,513,211	-	0.00%	10,660,773	0.00%
Total Expenses	$ 44,266,736	$ 45,857,413	$ 49,501,643	$ 52,749,190	$ 8,317,574	15.77%	$ 59,061,921	14.08%
Contingency	-			-	-		888,611	
Other Financing Sources (Uses)								
Transfers from Other Funds							-	
Transfer to Other Funds	(14,247,008)	(13,000,000)	(15,000,000)	(15,325,000)	-		-	
Total Other Financing Sources (Uses)	(14,247,008)	(13,000,000)	(15,000,000)	(15,325,000)	-		-	
Excess (Deficiency) of Revenues Over Expenditures and Other Sources (Uses)	$ 2,632,932	$ 2,797,715	$ 3,370,614	$ 1,369,933	$ 9,772,985		$ -	
Beginning Fund Balance	$ 35,810,571	$ 38,443,503	$ 41,241,218	$ 44,611,832	$ 45,981,765		$ 45,981,765	
Change in Fund Balance	2,632,932	2,797,715	3,370,614	1,369,933	9,772,985		-	
Ending Fund Balance	$ 38,443,503	$ 41,241,218	$ 44,611,832	$ 45,981,765	$ 55,754,750		$ 45,981,765	

Fund 02 Operations & Maintenance-Detail

The Operations & Maintenance Fund is used to account for the expenditures for the improvement, maintenance, repair, or benefit of buildings and property, including the costs of interior decorating, installation and repair of fixtures, rental of building and property, payment of insurance premiums upon buildings, and utilities.

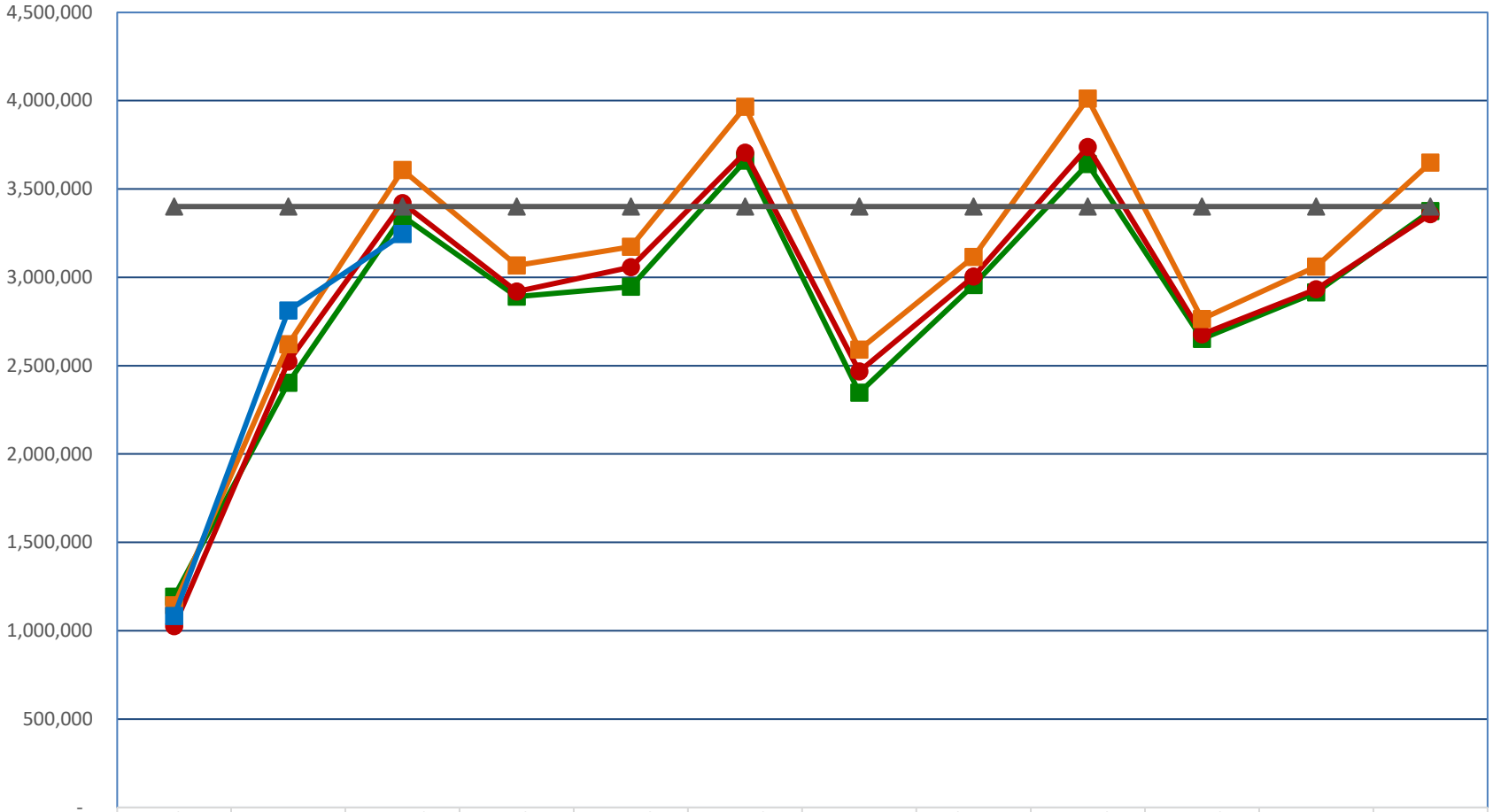
	FY 2023 Actuals	FY 2024 Actuals	FY 2025 Actuals	FY 2026 Actuals	FY 2027 Actuals (9/30/26)	% of 2026 Actuals	(Target % =25%) FY 2027 Budget	% of 2027 Budget
Revenue								
Local Government	$ 4,012,164	$ 3,763,044	$ 3,831,472	$ 4,171,806	$ 1,103,416	26.45%	$ 4,044,084	27.28%
State Government	776,459	813,489	958,511	830,780	203,644	24.51%	780,000	26.11%
Federal Government	-	-	-	-	-		-	
Student Tuition & Fees	1,045,767	1,740,572	2,134,198	2,695,864	296,098	10.98%	4,524,289	6.54%
Sales & Service Fees	-	-	-	-	-	N/M	-	N/M
Facilities Revenue	864,892	899,965	953,728	777,357	238,037	30.62%	817,017	29.13%
Investment Revenue	128,022	125,784	117,213	110,120	-	0.00%	110,083	0.00%
Gifts, Grants & Bequests	1,500	-	1,906	-	-		-	
Other Revenue	295,755	246,203	203,781	285,219	49,813	17.46%	185,200	26.90%
SURS on Behalf	996,835	1,002,541	1,034,967	1,225,197	-	0.00%	1,044,129	0.00%
Total Revenue	$ 8,121,393	$ 8,591,598	$ 9,235,776	$ 10,096,343	$ 1,891,008	109.32%	$ 11,504,802	87.76%
Expenses								
Salaries	$ 2,438,099	$ 2,670,243	$ 3,020,590	$ 3,249,496	$ 495,226	15.24%	$ 3,043,473	16.27%
Employee Benefits	376,168	469,639	514,070	587,442	167,528	28.52%	889,731	18.83%
Contractual Services	1,794,115	1,738,395	1,842,089	1,901,302	301,889	15.88%	2,494,619	12.10%
General Materials & Supplies	515,043	516,004	545,579	614,626	176,400	28.70%	842,358	20.94%
Travel & Conf/Meeting Exp	(451)	(1,681)	3,928	5,516	(513)	-9.31%	14,695	-3.49%
Fixed Charges	189,777	218,874	260,264	292,840	287,837	98.29%	334,637	86.01%
Utilities	1,765,322	1,928,252	1,935,672	1,993,257	453,650	22.76%	2,771,410	16.37%
Capital Outlay	44,985	50,316	74,071	226,668	8,991	3.97%	69,750	12.89%
Other Expenditures	1,500	(983)	4,546	-	-	0.00%	-	N/M
SURS on Behalf	996,835	1,002,541	1,034,967	1,225,197	-	0.00%	1,044,129	0.00%
Total Expenses	$ 8,121,393	$ 8,591,598	$ 9,235,776	$ 10,096,343	$ 1,891,008	109.32%	$ 11,504,802	87.76%
Contingency	-			-	-		-	
Other Financing Sources (Uses)								
Transfers from Other Funds							-	
Transfer to Other Funds	-			-	-		-	
Total Other Financing Sources (Uses)	-			-	-		-	
Excess (Deficiency) of Revenues Over Expenditures and Other Sources (Uses)	$ -	$ (0)	$ -	$ (0)	$ 0		$ -	
Beginning Fund Balance	$ -	$ -	$ -	$ -	$ (0)		$ (0)	
Change in Fund Balance	-	(0)	-	(0)	0		-	
Ending Fund Balance	$ -	$ (0)	$ -	$ (0)	$ 0		$ (0)	

Fund 05 Auxiliary Enterprises-Detail

The Auxiliary Enterprises Fund is established by Section 3-31.1 of the Public Community College Act. It is used to account for college services where a fee is charged and the activity is intended to be self-supporting. Accounts in this fund include food services, student stores, and intercollegiate athletics.

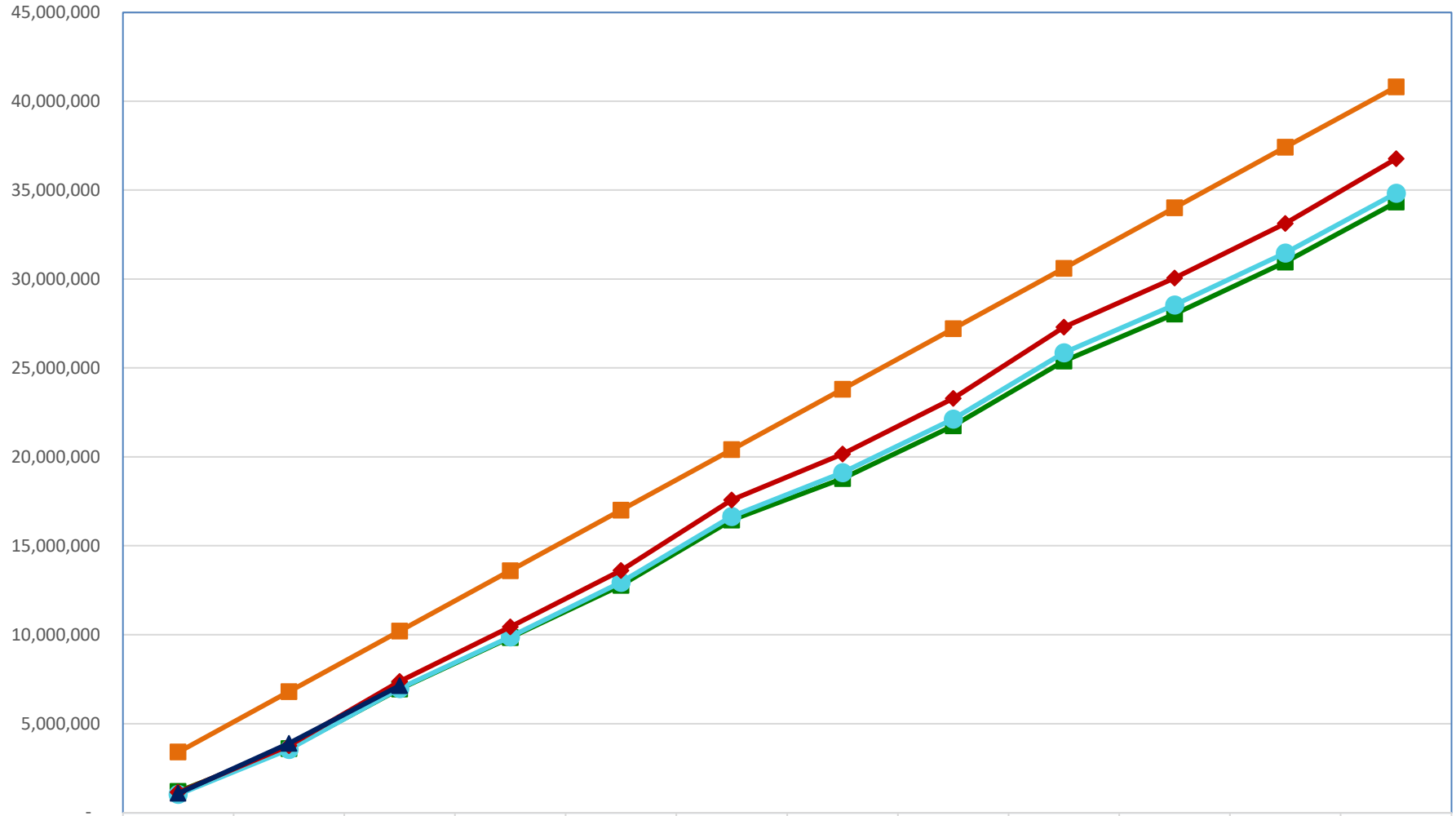
	FY 2023 Actuals	FY 2024 Actuals	FY 2025 Actuals	FY 2026 Actuals	FY 2027 Actuals (9/30/26)	% of 2026 Actuals	(Target % =25%) FY 2027 Budget	% of 2027 Budget
Revenue								
Local Government	$ -	$ -	$ -	$ -	$ -	N/N	$ -	N/M
State Government	52,229	-	-	-	-	N/N	-	N/M
Federal Government	-	-	-	-	-	N/N	-	N/M
Student Tuition & Fees	1,761,238	1,946,088	2,501,303	2,505,946	1,284,311	51%	2,633,507	49%
Sales & Service Fees	1,208,997	1,376,676	1,523,708	1,712,473	739,643	43%	1,761,189	42%
Facilities Revenue		-	11,700	11,700	-	N/N	11,700	N/M
Investment Revenue		-	-	-	-	N/N	-	N/M
Gifts, Grants & Bequests	2,744	1,855	6,925	1,298	5,405	416%	3,900	139%
Other Revenue	369,150	426,085	295,569	444,082	39,998	9%	540,035	7%
SURS on Behalf	665,008	688,228	774,968	924,465	-	0%	1,039,452	0%
Total Revenue	$ 4,059,366	$ 4,438,932	$ 5,114,173	$ 5,599,964	$ 2,069,357	37%	$ 5,989,783	35%
Expenses								
Salaries	$ 2,226,594	$ 2,384,467	$ 2,760,253	$ 2,950,672	$ 437,479	15%	$ 3,029,840	14%
Employee Benefits	465,120	451,403	472,832	629,820	166,416	26%	734,557	23%
Contractual Services	323,345	437,518	442,901	471,658	189,476	40%	566,108	33%
General Materials & Supplies	441,068	422,566	482,440	614,844	236,636	38%	691,174	34%
Travel & Conf/Meeting Exp	229,923	425,389	372,402	378,729	46,764	12%	469,392	10%
Fixed Charges	4,230	3,295	3,627	5,364	3,624	68%	7,975	45%
Utilities	647	960	989	864	216	25%	500	43%
Capital Outlay	-	-	24,123	31,117	-	N/N	-	N/M
Other Expenditures	775,524	857,649	1,119,860	1,151,898	575,156	50%	1,174,916	49%
SURS on Behalf	665,008	688,228	774,968	924,465	-	0%	1,039,452	0%
Total Expenses	$ 5,131,459	$ 5,671,475	$ 6,454,394	$ 7,159,432	$ 1,655,767	23%	$ 7,713,914	21%
Other Financing Sources (Uses)								
Transfers from Other Funds	1,000,000	2,011,734	3,750,000	2,000,000				
Transfer to Other Funds	-						-	
Total Other Financing Sources (Uses)	$ 1,000,000	$ 2,011,734	$ 3,750,000	$ 2,000,000	$ -		$ -	
Excess (deficiency) of revenues over expenditures and other sources (uses)	$ (72,093)	$ 779,191	$ 2,409,779	$ 440,532	$ 413,590		$ (1,724,131)	
Beginning Fund Balance	$ 38,311	$ (33,782)	$ 745,409	$ 3,155,188	$ 3,595,720		$ 3,595,720	
Change in Fund Balance	(72,093)	779,191	2,409,779	440,532	413,590		(1,724,131)	
Ending Fund Balance	$ (33,782)	$ 745,409	$ 3,155,188	$ 3,595,720	$ 4,009,310		1,871,589	

Rock Valley College
FY27 Payroll by Month



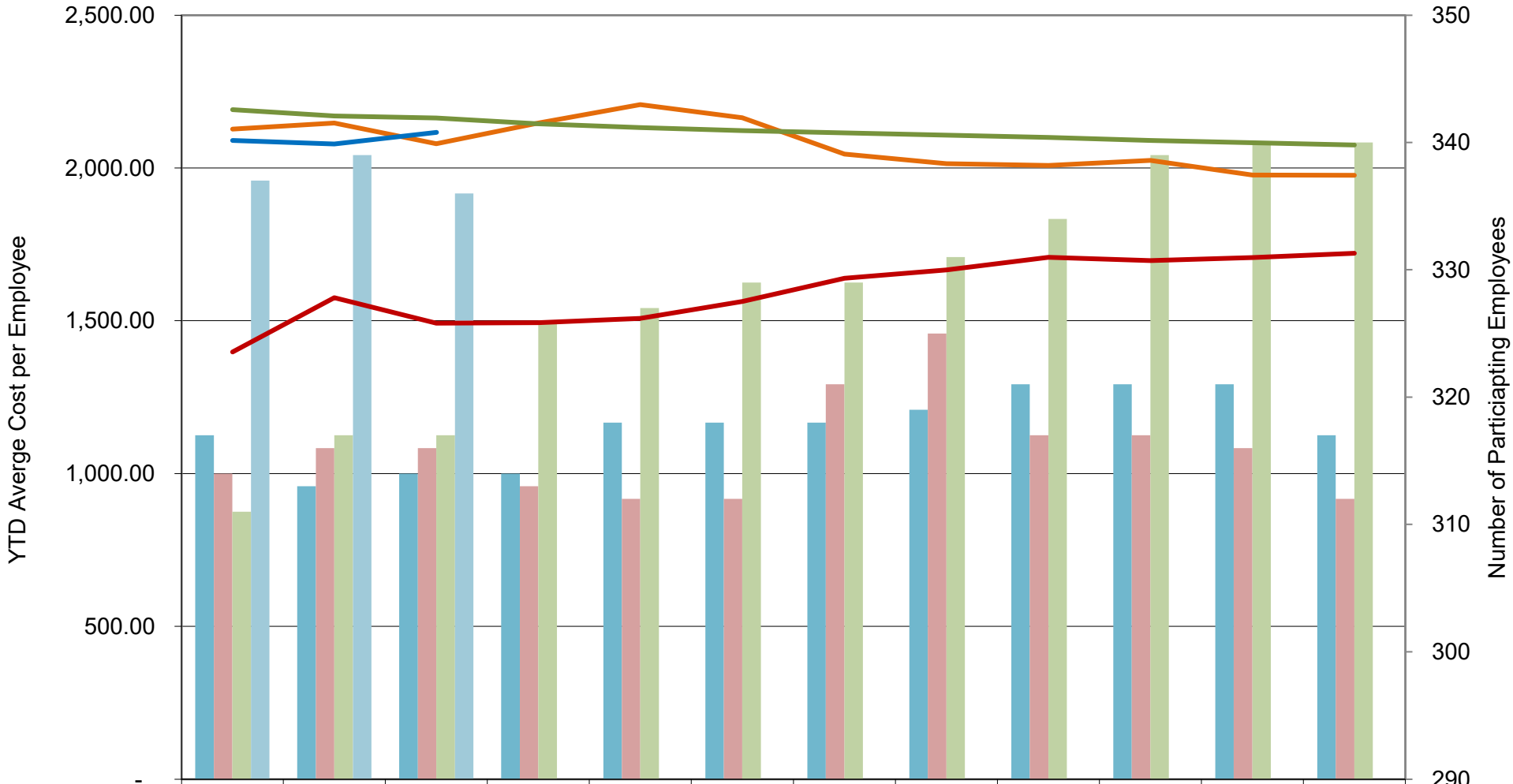
	July	August	September	October	November	December	January	February	March	April	May	June
FY24 Actuals	1,192,998	2,402,681	3,346,155	2,891,157	2,947,309	3,659,775	2,346,362	2,956,758	3,641,111	2,652,088	2,914,167	3,374,816
FY25 Actuals	1,026,443	2,524,217	3,419,663	2,919,477	3,057,394	3,705,077	2,467,166	3,004,895	3,738,061	2,677,328	2,932,737	3,356,951
FY26 Actuals	1,143,771	2,620,499	3,607,163	3,067,107.	3,172,849	3,964,832	2,590,509	3,115,859	4,012,033	2,764,097	3,060,280	3,649,762
FY27 Budget	3,400,652	3,400,652	3,400,652	3,400,652	3,400,652	3,400,652	3,400,652	3,400,652	3,400,652	3,400,652	3,400,652	3,400,652
FY27 Actuals	1,083,393	2,811,572	3,244,439									

Rock Valley College
FY27
Payroll Year-to-Date



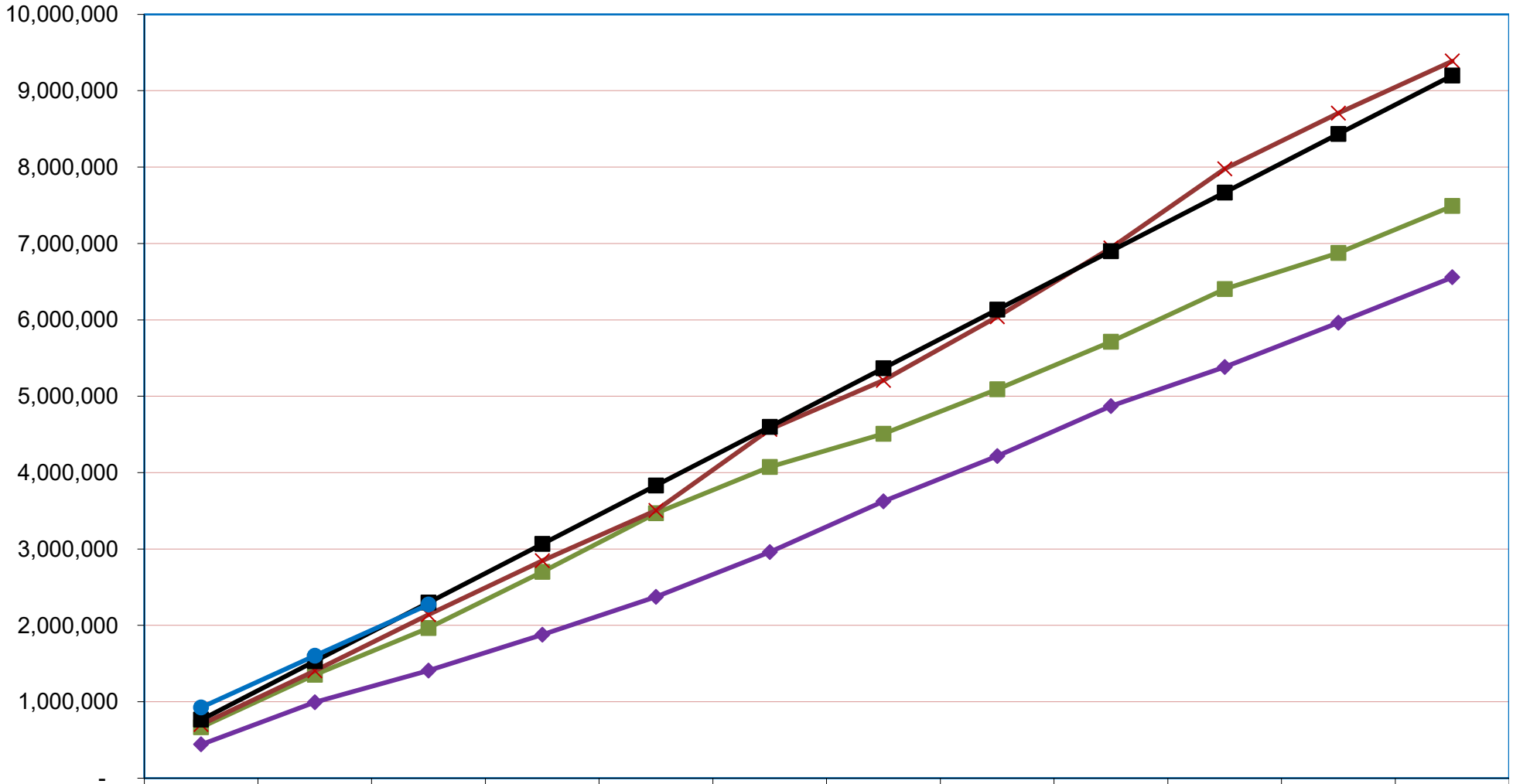
	July	August	September	October	November	December	January	February	March	April	May	June
FY24 Actuals	1,192,998	3,595,678	6,941,833	9,832,990	12,780,299	16,440,073	18,786,435	21,743,193	25,384,304	28,036,392	30,950,559	34,325,375
FY25 Actuals	1,026,443	3,550,660	6,970,323	9,889,799	12,947,194	16,652,271	19,119,436	22,124,331	25,862,392	28,539,720	31,472,457	34,829,409
FY26 Actuals	1,143,771	3,764,270	7,371,433	10,438,540	13,611,390	17,576,221	20,166,730	23,282,589	27,294,623	30,058,720	33,119,000	36,768,762
FY27 Actuals	1,083,393	3,894,965	7,139,404									
FY27 Budget	3,400,652	6,801,305	10,201,957	13,602,609	17,003,262	20,403,914	23,804,566	27,205,219	30,605,871	34,006,523	37,407,176	40,807,828

Rock Valley College
Health Care Costs - Year-To-Date Average Cost per Participating Employee



	1	2	3	4	5	6	7	8	9	10	11	12
FY24 Participants	317	313	314	314	318	318	318	319	321	321	321	317
FY25 Participants	314	316	316	313	312	312	321	325	317	317	316	312
FY26 Participants	311	317	317	326	327	329	329	331	334	339	340	340
FY27 Participants	337	339	336									
FY24 Actuals	1,398.50	1,575.60	1,492.16	1,493.66	1,507.37	1,562.75	1,638.57	1,666.45	1,707.64	1,696.99	1,706.42	1,720.79
FY25 Actuals	2,126.97	2,146.57	2,079.08	2,146.51	2,207.28	2,164.22	2,045.22	2,013.98	2,007.88	2,024.44	1,976.44	1,975.99
FY26 Actuals	2,191.01	2,170.08	2,163.19	2,144.47	2,132.06	2,121.66	2,114.29	2,107.17	2,099.50	2,090.20	2,082.07	2,075.34
FY27 Actuals	2,089.84	2,078.44	2,116.70									

Rock Valley College
Health Care Costs - Year-To-Date



	1	2	3	4	5	6	7	8	9	10	11	12
FY24 Actuals	443,324	992,629	1,408,596	1,879,030	2,375,615	2,959,855	3,624,517	4,217,775	4,870,181	5,384,564	5,962,234	6,557,922
FY25 Actuals	667,868	1,352,340	1,966,812	2,702,462	3,467,641	4,075,231	4,507,655	5,093,346	5,714,420	6,403,291	6,876,048	7,490,977
FY26 Actuals	704,276	1,405,027	2,142,105	2,848,431	3,506,045	4,565,471	5,206,992	6,039,536	6,940,347	7,978,084	8,707,951	9,389,462
FY27 Budget	766,667	1,533,333	2,300,000	3,066,667	3,833,333	4,600,000	5,366,667	6,133,333	6,900,000	7,666,667	8,433,333	9,200,000
FY27 Actuals	926,570	1,603,927	2,275,248									

ROCK VALLEY COLLEGE
Cash and Investment Report
October 22, 2026

	Month End Balance	
Operating Cash Accounts		
UMB Bank	8,999,567	
PTMA Operating Cash	7,445,467	
Petty Cash	7,491	
ISDLAF*	18,862,388	
Total Operating Cash:		35,314,913
Operating Investments Accounts		
PTMA Operating	45,726	
ISDLAF*	1,966,780	
CD's and CDARS	62,111,024	
Treasuries	7,603,532	
ISDLAF Term Series	11,450,000	
Total Operating Investments:		83,177,062
Total Operating Cash & Investments:		*118,491,975*

Total Operating Cash and Investments on September 30, 2026	***119,112,189***
Total Operating Cash and Investments on October 22, 2026	***118,491,975***
Total Operating Cash and Investments on October 31, 2025	***113,034,422***
% of Operating Budget	***109.53%***
Change in Operating Cash and Investments since September 30, 2026	***(620,214)***

**Illinois School District Liquid Asset Fund*

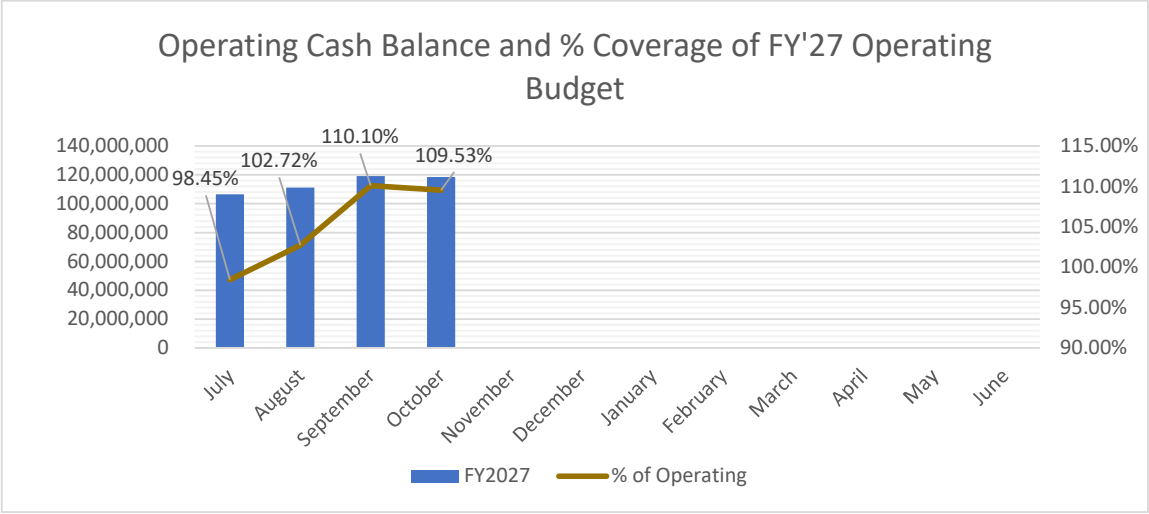
	Month End Balance	
Working Cash Accounts		
ISDLAF*	765,948	
Total Working Fund Cash:		765,948

Total Working Cash Funds on September 30, 2026	***765,948***
Total Working Cash Funds on October 22, 2026	***765,948***
Change in Working Cash Funds since September 30, 2026	***(0)***

**Illinois School District Liquid Asset Fund*

	Month End Balance	
Capital Funds		
Debt Service	8,753,133	
Life Safety	6,182,898	
CDB Escrow	28,848,913	
Building Funds	10,826,466	
Total Capital Funds:		*54,611,409*

Total Capital Funds on September 30, 2026	***54,608,074***
Total Capital Funds on October 22, 2026	***54,611,409***
Change in Capital Funds since September 30, 2026	***3,335***



Month / Year	Cash & Investments	Capital	Total
October 2026	118,491,975	54,611,409	173,103,385
October 2025	111,518,636	85,833,801	197,352,438
September 2026	119,112,189	54,608,074	173,720,262
September 2025	113,034,422	89,501,970	202,536,392
August 2026	111,124,183	54,275,232	165,399,415
August 2025	102,521,697	84,522,519	187,044,216
July 2026	106,506,075	59,224,991	165,731,067
July 2025	106,278,443	82,185,396	188,463,840
June 2026	114,825,387	58,692,369	173,517,756
June 2025	106,950,507	80,801,115	187,751,622
May 2026	104,639,364	57,068,734	161,708,097
May 2025	103,733,777	73,618,424	177,352,201
April 2026	97,562,068	61,832,007	159,394,076
April 2025	99,245,776	70,778,111	170,023,887
March 2026	98,557,030	64,786,827	163,343,858
March 2025	95,499,192	23,655,986	119,155,178
February 2026	99,747,903	67,381,557	167,129,460
February 2025	93,595,008	23,564,036	117,159,044
January 2026	103,628,934	65,476,101	169,105,035
January 2025	97,793,062	23,489,305	121,282,367
December 2025	103,898,449	71,437,423	175,335,872
December 2024	97,836,468	22,888,518	120,724,986
November 2025	107,480,877	84,592,278	192,073,156
November 2024	86,593,948	34,956,285	121,550,233
October 2025	111,518,636	85,833,801	197,352,438
October 2024	86,909,426	36,439,132	123,348,557

Rock Valley College

Board Report #XXXX
November 17, 2026

Student Government Association Executive Officer Tuition Waiver

Background:

The Rock Valley College Student Government Association (SGA) recognizes that its elected Executive Officers devote substantial time, effort, and expertise to the governance and administration of student affairs. On April 8, 2026, the SGA passed a resolution to establish a Tuition Waiver Program to provide modest financial recognition for that service, funded exclusively through a proposed student activity fee increase for Fiscal Year 2028, and expressly contingent upon approval by the Board of Trustees.

SGA Executive Officers — specifically the President, Vice President, Secretary, Treasurer, Student Trustee, Public Relations and Outreach Officer, and Parliamentarian — are required to devote significant time and effort to fulfilling their responsibilities, including but not limited to: attending all regular and special SGA meetings, representing students before the Rock Valley College Board of Trustees, reviewing and approving proposed club and organization budgets each Spring Semester, engaging in state and national legislative advocacy, and administering the internal operations of the Student Government Association.

The Rock Valley College student activity fee is currently $9.00 per credit hour, and the administration has proposed an increase of $1.00 per credit hour — bringing the total to $10.00 per credit hour — for Fiscal Year 2028, subject to approval by the Board of Trustees as part of the Fiscal Year 2028 budget.

The Rock Valley College Student Government Association requests establishment of the Executive Officer Tuition Waiver Program, effective beginning Fiscal Year 2028 (July 1, 2027 through June 30, 2028), subject to approval of the proposed student activity fee increase by the Rock Valley College Board of Trustees.

The total annual allocation for the Executive Officer Tuition Waiver Program shall be calculated annually as the product of nine (9) credit hours, per semester (fall and spring), per officer, seven (7) eligible officers, and the applicable per-credit-hour tuition rate based on each officer's residency classification, funded exclusively as a separate line item within the proposed $1.00 per credit hour student activity fee increase, and shall not be drawn from existing SGA mainline budget or reserve funds

DRAFT

Recommendation: It is recommended that the Rock Valley College Board of Trustees approves the Student Government Association (SGA) resolution to establish a Tuition Waiver Program for SGA Executive Officers: President, Vice President, Secretary, Treasurer, Student Trustee, Public Relations and Outreach Officer, and Parliamentarian.

_____

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachment(s): Student Government Association Resolution No. 1, April 8, 2026

DRAFT

ROCK VALLEY COLLEGE

Student Government Association

3301 N. Mulford Rd · Rockford, IL 61114

OFFICIAL

RESOLUTION

SGA Resolution No. 1

A RESOLUTION OF THE ROCK VALLEY COLLEGE STUDENT GOVERNMENT ASSOCIATION

Establishing an Executive Officer Tuition Waiver Program and Allocating Funds for Fiscal Year 2028, Contingent Upon Board of Trustees Approval

INTRODUCED BY	SGA Executive Board
DATE INTRODUCED	March 23, 2026
DATE ADOPTED	April 8, 2026
EFFECTIVE DATE	July 1, 2027 (Fiscal Year 2028)
SPONSORED BY	Treasurer Leo Jang and Student Trustee Isiah Blake
TOTAL FUNDS ALLOCATED	To be calculated annually based on each officer's applicable residency rate (contingent upon FY28 fee increase approval)
POSITIONS BENEFITED	President, Vice President, Secretary, Treasurer, Student Trustee, Public Relations and Outreach Officer, Parliamentarian

PURPOSE & PREAMBLE

The Rock Valley College Student Government Association (SGA) recognizes that its elected Executive Officers devote substantial time, effort, and expertise to the governance and administration of student affairs. This Resolution establishes a Tuition Waiver Program to provide modest financial recognition for that service, funded exclusively through a proposed student activity fee increase for Fiscal Year 2028, and expressly contingent upon approval by the Board of Trustees.

FINDINGS — WHEREAS CLAUSES

WHEREAS, the Rock Valley College Student Government Association is the duly elected representative body of the student population, responsible for reviewing and approving proposed club and organization budgets at the beginning of each Spring Semester and advocating for the interests of over 6,000 enrolled students; and

WHEREAS, the SGA Executive Officers — specifically the President, Vice President, Secretary, Treasurer, Student Trustee, Public Relations and Outreach Officer, and Parliamentarian — are required to devote significant time and effort to fulfilling their responsibilities, including but not limited to: attending all regular and special SGA meetings, representing students before the Rock Valley College Board of Trustees, reviewing and approving proposed club and organization budgets each Spring Semester, engaging in state and national legislative advocacy, and administering the internal operations of the Student Government Association; and

WHEREAS, several Illinois community colleges — including but not limited to Harper College, Heartland Community College, Elgin Community College, Illinois Central College, Parkland College, and Waubonsee Community College — have established similar compensation or tuition benefit programs for their elected student government leaders, recognizing the equivalency of such service to meaningful student labor; and

WHEREAS, the Rock Valley College student activity fee is currently $9.00 per credit hour, and the administration has proposed an increase of $1.00 per credit hour — bringing the total to $10.00 per credit hour — for Fiscal Year 2028, subject to approval by the Board of Trustees as part of the Fiscal Year 2028 budget; and

WHEREAS, the SGA, in consultation with the Rock Valley College Chief Financial Officer, Ellen Olson, and the Vice President of Student Affairs, has determined that the Tuition Waiver Program cannot be funded from the existing SGA mainline budget or reserve funds in Fiscal Year 2027, as those funds are committed to student club and organization budget allocations; and

WHEREAS, the total projected cost of the Tuition Waiver Program will vary based on each officer's residency classification, representing up to nine (9) credit hours of tuition per semester (fall and spring), per officer for each of the seven (7) eligible positions; current per-credit-hour tuition rates are $125.00 (Liberal Arts and Sciences, in-district), $150.00 (Career and Technical Education, in-district), and $226.00 (out-of-district), which constitutes a reasonable and proportional use of the proposed student activity fee increase; and

WHEREAS, the Rock Valley College Chief Financial Officer has confirmed that a separate allocation from the student activity fee increase can be established to fund this program and incorporated into the FY2028 tuition and fees recommendation presented to the Board of Trustees; and

WHEREAS, the SGA believes that accountability, measurable performance goals, and continued evaluation are essential to maintaining the integrity of this program and ensuring that all students whose activity fees contribute to this allocation receive meaningful and demonstrable benefit from the service rendered by their elected representatives;

RESOLUTION — RESOLVED CLAUSES

NOW, THEREFORE, BE IT RESOLVED by the Student Government Association of Rock Valley College, duly assembled and constituting a quorum, as follows:

BE IT RESOLVED, that the Rock Valley College Student Government Association hereby establishes the Executive Officer Tuition Waiver Program, effective for Fiscal Year 2028 (July 1, 2027 through June 30, 2028), subject to approval of the proposed student activity fee increase by the Rock Valley College Board of Trustees;

BE IT FURTHER RESOLVED, that the following seven (7) SGA Executive Officer positions shall be eligible to receive a tuition waiver of up to nine (9) credit hours per fiscal year at the per-credit-hour tuition rate applicable to each officer's residency classification:

(1) President

(2) Vice President

(3) Secretary

(4) Treasurer

(5) Student Trustee

(6) Public Relations and Outreach Officer

(7) Parliamentarian;

BE IT FURTHER RESOLVED, that the total annual allocation for the Executive Officer Tuition Waiver Program shall be calculated annually as the product of nine (9) credit hours per officer, seven (7) eligible officers, and the applicable per-credit-hour tuition rate based on each officer's residency classification, funded exclusively as a separate line item within the proposed $1.00 per credit hour student activity fee increase, and shall not be drawn from existing SGA mainline budget or reserve funds;

BE IT FURTHER RESOLVED, that the per-officer tuition waiver amount shall be calculated using the per-credit-hour tuition rate applicable to each officer's residency classification in effect at the time the waiver is applied; accordingly, if tuition rates are adjusted in any subsequent fiscal year, the waiver amounts shall automatically adjust to reflect the then-current rates, and the total program allocation shall be recalculated accordingly, without requiring a separate amendment to this Resolution;

BE IT FURTHER RESOLVED, that the tuition waiver benefit shall be applied to the eligible officer's tuition account prior to the application of any federal or state financial aid, including but not limited to Pell Grants and Illinois MAP Grants, ensuring that eligible officers may retain the full value of their financial aid awards;

BE IT FURTHER RESOLVED, that eligibility for the tuition waiver shall be subject to the following conditions:

(a) The officer must be enrolled in at least six (6) credit hours during the academic year in which the waiver is applied;

(b) The officer must be in good academic standing as defined by Rock Valley College policy and the SGA Constitution and Bylaws;

(c) The officer must fulfill the duties and responsibilities of their elected position as defined in the SGA Constitution and Bylaws;

(d) If an officer resigns, is removed from office, or otherwise ceases to serve before the conclusion of the semester, the tuition waiver shall be forfeited in full for that semester, consistent with the forfeiture standards applied by the Rock Valley College Scholarship Foundation;

BE IT FURTHER RESOLVED, that the continuation of this program beyond Fiscal Year 2028 shall be contingent upon an annual evaluation of program effectiveness, conducted as follows:

(a) At the beginning of each academic year, the SGA — together with the Student Trustee, the Director of Student Life (primary SGA Advisor), and the Dean of Students (SGA Co-Advisor) — shall jointly establish measurable annual goals that define what constitutes successful performance for all eligible positions; all parties must reach agreement on these goals before they are considered final;

(b) The Student Trustee shall then present the agreed-upon goals to the Vice President of Student Affairs for review; the goals shall not be considered formally adopted until the Vice President of Student Affairs and the Student Trustee have dually reached an agreement;

(c) At the conclusion of each academic year, the Director of Student Life shall assess whether the established goals were met and submit a formal recommendation to the President of Rock Valley College regarding continuation of the program;

(d) SGA shall have direct input into the development of its annual goals and the evaluation criteria — these shall not be determined unilaterally without the participation of the elected SGA body;

BE IT FURTHER RESOLVED, that this Resolution is expressly contingent upon the Rock Valley College Board of Trustees approving the proposed $1.00 per credit hour increase to the student activity fee as part of the Fiscal Year 2028 tuition and fee schedule; should the Board not approve the fee increase, this Resolution shall not take effect and no expenditure shall be made under its authority;

BE IT FURTHER RESOLVED, that this Resolution shall be transmitted to the President of Rock Valley College, the Vice President of Student Affairs, the Chief Financial Officer, and the Board of Trustees as part of the record supporting the Fiscal Year 2028 tuition and fees recommendation;

BE IT FURTHER RESOLVED, that the SGA Secretary shall ensure a certified copy of this Resolution, along with the Official Voting Record, is filed in the official SGA records and that the transition of this program's documentation is included in any official operating procedures or transition materials passed to future SGA leadership.

FISCAL SUMMARY — ESTIMATED FY28 COST AT CURRENT RATES

Current per-credit-hour tuition rates by residency classification:

RESIDENCY CLASSIFICATION	CREDIT HOURS	RATE / CREDIT HR	PER OFFICER
Liberal Arts & Sciences (In-District)	9	$125.00	$1,125.00
Career & Technical Education (In-District)	9	$150.00	$1,350.00
Out-of-District	9	$226.00	$2,034.00

Estimated total program cost for seven (7) officers ranges from $7,875.00 (all in-district LAS) to $14,238.00 (all out-of-district) based on current Fiscal Year 2028 rates. Actual totals will adjust as the Board of Trustees sets tuition rates each year.

VOTE TALLY

AYES	NAYS	ABSTENTIONS	ABSENT	RESULT
_____	_____	_____	_____	_____

SIGNATURES — EXECUTIVE BOARD

The undersigned SGA Executive Officers hereby certify their vote on this Resolution. Signature below confirms the member's recorded vote, whether in favor, opposed, or abstaining, as reflected in the Official Voting Record for this meeting.

PRESIDENT

Printed Name: _____
Date: _____

VICE PRESIDENT

Printed Name: _____
Date: _____
☐ In Favor ☐ Against ☐ Abstain ☐ Absent

SECRETARY

Printed Name: _____
Date: _____
☐ In Favor ☐ Against ☐ Abstain ☐ Absent

TREASURER

Printed Name: _____
Date: _____
☐ In Favor ☐ Against ☐ Abstain ☐ Absent

STUDENT TRUSTEE

Printed Name: _____
Date: _____
☐ In Favor ☐ Against ☐ Abstain ☐ Absent

PUBLIC RELATIONS & OUTREACH OFFICER

Printed Name: _____
Date: _____
☐ In Favor ☐ Against ☐ Abstain ☐ Absent

PARLIAMENTARIAN

Printed Name: _____
Date: _____

SIGNATURES — SGA SENATORS

The undersigned SGA Senators hereby certify their vote on this Resolution. Signature below confirms the member's recorded vote, whether in favor, opposed, or abstaining, as reflected in the Official Voting Record for this meeting.

DISABILITY SENATOR

Printed Name: _____
Date: _____
☐ In Favor ☐ Against ☐ Abstain ☐ Absent

NON-TRADITIONAL SENATOR

Printed Name: _____
Date: _____
☐ In Favor ☐ Against ☐ Abstain ☐ Absent

ATHLETIC SENATOR

Printed Name: _____
Date: _____
☐ In Favor ☐ Against ☐ Abstain ☐ Absent

DIVERSITY SENATOR

Printed Name: _____
Date: _____
☐ In Favor ☐ Against ☐ Abstain ☐ Absent

RUNNING START SENATOR

Printed Name: _____
Date: _____
☐ In Favor ☐ Against ☐ Abstain ☐ Absent

SIGNATURES — ADVISORS

The undersigned advisors acknowledge this Resolution as adopted by the Student Government Association.

DIRECTOR OF STUDENT LIFE (PRIMARY ADVISOR)

Printed Name: _____
Date: _____

DEAN OF STUDENTS (CO-ADVISOR)

Printed Name: _____
Date: _____

Informational Only

Rock Valley College
Quarterly Purchase Activity Report
1st Quarter FY2027
Items between $10,000 to $25,000

New Blanket Purchase Orders

BPO #	BPO Date	Vendor Name	Fund	Original Amount
B0012826	7/1/2026	PEPSI COLA	05	$11,500.00
B0012827	7/1/2026	LOWE'S HOME IMPROVEMENT	05	$10,000.00
B0012828	7/1/2026	AMAZON	05	$10,000.00
B0012836	7/1/2026	FULL COMPASS SYSTEMS LTD	05	$10,000.00
B0012837	7/1/2026	NOTHING BUNDT CAKES	05	$12,000.00
B0012847	7/2/2026	ACC BUSINESS	02	$10,000.00
B0012859	7/2/2026	DOOR SYSTEMS ASSA ABLOY US INC.	12 & 02	$10,300.00
B0012869	7/8/2026	PRECISION SPORTS TRAINING LLC	05	$19,000.00
B0012888	7/8/2026	SPEEDY METALS LLC	01	$14,100.00
B0012889	7/8/2026	CITY ROCKFORD	02	$12,360.00
B0012898	7/9/2026	FITZGERALD EQUIPMENT	12 & 02	$10,000.00
B0012952	7/14/2026	MOTOROLA SOLUTIONS	02	$19,044.00
B0012953	7/14/2026	UNIFORM DEN EAST, INC.	02	$18,000.00
B0012957	7/14/2026	KANOPY	01	$16,000.00
B0012958	7/14/2026	YBP LIBRARY SERVICES	01	$14,000.00
B0012961	7/14/2026	MIKE HARRIS MASON CONTRACTOR, INC.	02	$15,000.00
B0012962	7/14/2026	CARNOW CONIBEAR ASSOC LTD	12	$15,000.00
B0012963	7/14/2026	STATELINE CITYSCAPES LLC	02	$13,700.00
B0012964	7/14/2026	JOHNSTONE SUPPLY ROCKFORD	02	$13,000.00
B0012966	7/14/2026	FINALSITE	01	$13,766.00
B0012967	7/14/2026	GLOBAL WATER TECHNOLOGY	02	$12,000.00
B0012968	7/14/2026	HOME DEPOT	02	$10,000.00
B0012969	7/14/2026	MENARD'S	02	$10,000.00
B0012971	7/14/2026	NAPA AUTO PARTS	02	$10,000.00
B0012972	7/14/2026	REINDERS	02	$10,000.00
B0012973	7/14/2026	ROCK VALLEY CULLIGAN	02	$10,000.00

New Blanket Purchase Orders

BPO #	BPO Date	Vendor Name	Fund	Original Amount
B0012974	7/14/2026	STEINER ELECTRIC	02	$10,000.00
B0013045	7/16/2026	BENNIE'S DRY CLEANING LAUNDRY SERVICES	05	$13,000.00
B0013052	7/17/2026	ELEVATED SAFETY LLC	12	$15,100.00
B0013054	7/17/2026	RUSH POWER SYSTEMS LLC	02	$24,800.00
B0013055	7/17/2026	CINTAS	02	$24,300.00
B0013056	7/17/2026	UNI-SYSTEMS ENGINEERING, INC.	12	$20,000.00
B0013057	7/17/2026	GRAINGER INDUSTRIAL SUPPLY	02	$20,000.00
B0013058	7/17/2026	SKYLINE WINDOW CLEANING	02	$16,000.00
B0013059	7/17/2026	B R BLEACHERS	12	$13,761.00
B0013066	7/17/2026	AIROLDI BROTHERS	01	$12,000.00
B0013078	7/20/2026	LUXE LINK BUSINESS SOLUTIONS	05	$10,000.00
B0013116	7/21/2026	WELDERS SUPPLY	01	$24,500.00
B0013128	7/22/2026	HENRY SCHEIN	01	$15,200.00
B0013178	8/6/2026	BLACK ROCKET PRODUCTIONS LLC	05	$10,000.00
B0013207	8/10/2026	CLARITY BENEFIT SOLUTIONS, INC.	18	$10,000.00
B0013209	8/10/2026	MSC INDUSTRIAL SUPPLY CO.	05	$15,000.00
B0013214	8/10/2026	IHLS-OCLC	01	$14,293.32
B0013229	8/13/2026	BOOSTLINGO LLC	06	$24,000.00
B0013248	9/4/2026	KELLEY WILLIAMSON	06	$12,000.00
B0013250	9/14/2026	BLUE ICON ADVISORS LLC	01	$22,313.00
B0013251	9/14/2026	PHYSICIANS IMMEDIATE CARE LTD.	01	$20,000.00
B0013258	9/18/2026	Downing, Robert T	05	$18,000.00
B0013259	9/18/2026	MICHAEL ROGERS CONSULTING LLC	05	$22,000.00

Amended Blanket Purchase Orders

BPO #	BPO Date	Vendor Name	Fund	Original Amount	BPO New Total	BPO Maintenance Date
B0012859	07/02/2026	DOOR SYSTEMS ASSA ABLOY US INC.	12 & 02	$7,300.00	$10,300.00	07/02/2026
B0012898	07/09/2026	FITZGERALD EQUIPMENT	12 & 02	$7,000.00	$10,000.00	09/10/2026
B0013059	07/17/2026	B R BLEACHERS	12	$12,000.00	$13,761.00	07/20/2026

New Purchase Orders

PO #	PO Date	Vendor Name	Fund	Amount
P0053355	7/1/2026	LIGHTCAST	01	$12,800.00
P0053358	7/1/2026	QUALTRICS, LLC	01	$18,761.34
P0053383	7/2/2026	ENTRE COMPUTER SOLUTIONS	01	$13,729.00
P0053385	7/2/2026	PREY	01	$17,123.99
P0053386	7/2/2026	NETSUPPORT	01	$12,768.96
P0053387	7/2/2026	CARQUEST AUTO PARTS	03	$16,754.04
P0053388	7/2/2026	ROCKET INDUSTRIAL	03	$16,233.16
P0053390	7/2/2026	AMERICAN PROGRAM BUREAU. INC.	06	$10,000.00
P0053403	7/8/2026	ILLINOIS COMM COLLEGE TRUSTEES ASSOC	01	$20,546.00
P0053406	7/8/2026	HUDL	05	$18,500.00
P0053411	7/8/2026	290 SIGN SYSTEMS	03	$24,859.88
P0053412	7/8/2026	BENDPAK	03	$18,860.00
P0053462	7/14/2026	BETTERMYND	06	$19,504.00
P0053463	7/14/2026	ULINE	03	$11,560.26
P0053475	7/15/2026	STAGERIGHT	03	$21,925.00
P0053578	7/29/2026	MSC INDUSTRIAL SUPPLY CO.	03	$11,073.98

New Purchase Orders

PO #	PO Date	Vendor Name	Fund	Amount
P0053591	8/3/2026	UNIVERSITY ILLINOIS	01	$15,566.00
P0053599	8/4/2026	NJCAA	05	$11,090.00
P0053645	8/6/2026	TPS PRODUCTS, LLC	03	$12,635.00
P0053670	8/12/2026	B H PHOTO VIDEO	06	$12,137.75
P0053701	8/18/2026	RECORD-A-HIT, INC.	10	$11,975.00
P0053714	8/18/2026	ILLINOIS COMM COLLEGE BOARD	06	$17,912.72
P0053742	8/20/2026	ADORAMA CAMERA	06	$15,748.72
P0053743	8/20/2026	ILLINOIS COMM COLLEGE BOARD	06	$14,336.00
P0053795	9/3/2026	MUTUAL OMAHA	12	$12,751.00
P0053796	9/3/2026	IL STUDENT ASSISTANCE COMM	06	$13,255.14
P0053834	9/14/2026	MOGLI TECHNOLOGIES, LLC	01	$12,750.00
P0053860	9/15/2026	UNIQUE PHOTO, INC.	06	$20,964.00
P0053869	9/16/2026	HAIGES MACHINERY	06	$20,243.84
P0053908	9/24/2026	SCHUMACHER ELEVATOR	02	$10,341.00

Amended Purchase Orders

PO #	PO Date	Vendor Name	Fund	Original Amount	PO New Total	PO Maintenance Date

None to report

Teaching, Learning, and Communications

Discussion:

Board Liaison

Student Trustee Ortiz Espinoza

CULINARY ARTS PROGRAM

New A.A.S. and Certificates Proposal

RVC Board of Trustees Committee of the Whole
November 2, 2026
Chase Budziak, Dean of Career Technical Education

THE FOUR PILLARS

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



EXECUTIVE SUMMARY: CULINARY ARTS PROGRAMS (#4000, #4100, #4200)

WHAT

Two certificates and the Associate in Applied Science in Culinary Arts prepare students for employment in hospitality & tourism occupations within our region.

WHY

Our region has 226 annual employment openings for trained culinary arts workers across a variety of occupations, with median hourly earnings of $27.41. Employment is projected to increase 5.1% by 2030.

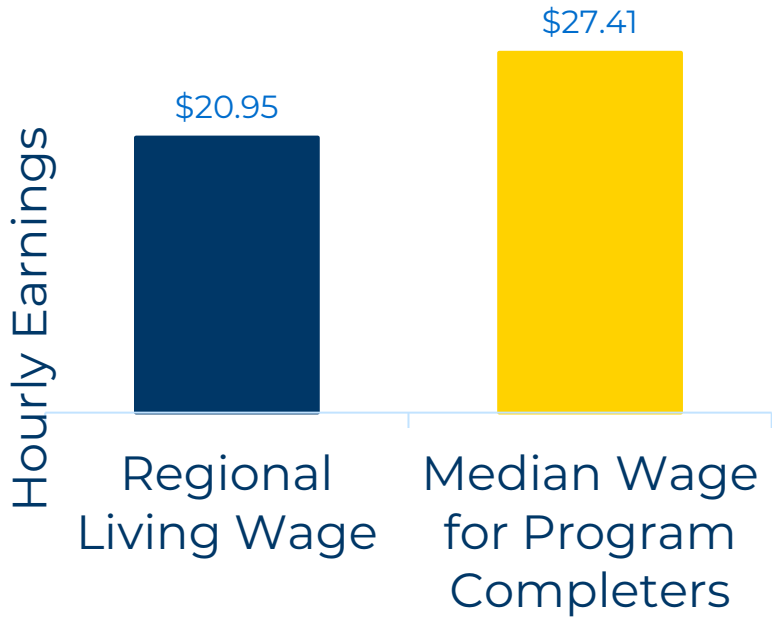
NEXT STEPS

Board approval authorizes the College to seek permanent approval from the Illinois Community Board and Higher Learning Commission to begin offering this program in Fall 2027.

PROGRAM DEMAND: CULINARY ARTS PROGRAMS (#4000, #4100, #4200)

Labor Market

- An estimated 226 annual job openings in culinary and food-service occupations within District 511.
- Culinary employment is projected to increase by 5.1% in District 511 by 2030.
- Median annual earnings for culinary-related occupations are approximately $57,000.
- Students completing both culinary certificates can earn the A.A.S. with an additional 22 credit hours.
- No comparable culinary arts programs are currently offered in the region.



20
Program Completers by Year Three

Source: Lightcast, Program Development & Review, Q3 2026, Culinary Arts/Chef Training (12.0503)

PROGRAM ARTICULATION: CULINARY ARTS PROGRAMS (#4000, #4100, #4200)

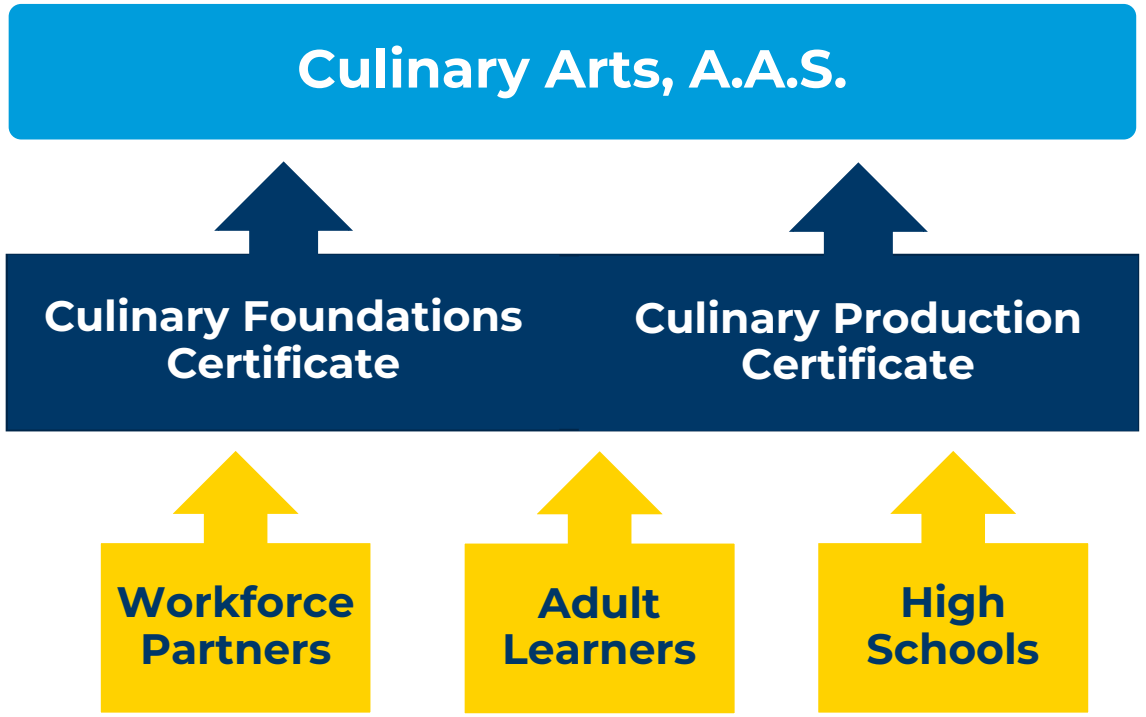
Overview

This A.A.S. is part of a stackable pathway connecting secondary education and workforce entry points to culinary careers and opportunities for career advancement.

Although not required, the program will seek recognition and accreditation through the American Culinary Federation Education Foundation Accrediting Commission (ACFEFAC).

The program will offer certificates and degrees both on campus and in collaboration with local industry partners.

Pathways



PROGRAM DEVELOPMENT: CULINARY ARTS PROGRAMS (#4000, #4100, #4200)

Stakeholder Collaboration

- The Dean of Career and Technical Education collaborated with local industry and community partners to explore the demand for the program.
- In collaboration with these partners, the Dean of Career and Technical Education reviewed workforce training needs, the expectations of the associated credentials, and the accreditation requirements of the American Culinary Federation.
- The curriculum and program were internally reviewed by the Curriculum Committee and Academic Affairs.

Community Partners

- Hard Rock Casino Rockford
- Alchemy at Aldeen
- Awaken Foundation

WORK-BASED LEARNING MODEL

RVC Academic Curriculum
Outcomes, competencies, assessment standards

+

Industry Partners
Workplace instruction and skills

+

RVC Academic Oversight
Qualified faculty and standards

→

Competency Demonstration and Validation
Documented skills and learning outcomes

→

Course Completion and Academic Credit
Progress toward certificates and A.A.S.

RVC Responsibilities

- Own curriculum and academic standards
- Set competency assessment requirements
- Approve qualified instructional personnel
- Maintain oversight and award credit

Industry Partner Responsibilities

- Provide facilities and training environments
- Identify qualified professionals
- Facilitate competency demonstration
- Document attainment with RVC

NEW CERTIFICATE: CULINARY FOUNDATIONS (#4100)

Program Description

The Culinary Foundations Certificate prepares students for culinary employment by teaching cooking fundamentals, food safety and sanitation, nutrition, and applied mathematics. Students develop skills in kitchen organization, standardized recipes, food preparation, cooking methods, and professional kitchen practices.

Offered through participating employer and community-based training partnerships, the certificate connects practical learning with college credit. After completing this certificate and required work experience, students are eligible for two industry-recognized credentials: ServSafe Manager Certification and Certified Fundamentals Cook. After completing this certificate, students can earn the A.A.S. in Culinary Arts by completing an additional 43 credits.

Program Details

17 credits
1 semester

Competency-based education.

Work-based learning with industry partners.

Eligible for the ServSafe Manager Certification and Certified Fundamentals Cook Credential.

NEW CERTIFICATE: CULINARY PRODUCTION (#4200)

Program Description

The Culinary Production Certificate prepares students for advanced culinary employment by teaching baking, meats, seafood, and poultry; cold preparation; restaurant and dining operations; and business fundamentals. Students develop skills in specialized food preparation, culinary production, and professional food service operations.

Offered through participating employer and community-based training partnerships, the certificate connects practical learning with college credit. After completing this certificate and required work experience, students are eligible for the American Culinary Federation Certified Culinarian credential. After completing this certificate, students can earn the A.A.S. in Culinary Arts by completing an additional 22 credits.

Program Details

21 credits

2 semesters

Competency-based education.

Work-based learning with industry partners.

Eligible for the Certified Culinarian credential

NEW DEGREE:
CULINARY ARTS, A.A.S. (#4000)

Program Description

The Culinary Arts A.A.S. prepares students for employment and advancement in culinary and foodservice occupations. The curriculum combines cooking, baking, food safety, nutrition, specialized production, dining operations, catering, and quantity food production with cost control, management, and communication.

Offered through employer and community-based training partnerships, the program connects practical culinary learning with college-level instruction and assessment. Students develop skills in production planning, preparation, service, quality evaluation, teamwork, and efficient resource use. Upon completion of this degree and necessary work experience, students are eligible for the American Culinary Federation credential, Certified Sous Chef.

Program Details

60 credits

4 semesters

Competency-based education.

Work-based learning with industry partners.

Eligible for the Certified Sous Chef credential.

PROGRAM CURRICULUM: YEAR 1
CULINARY ARTS PROGRAMS (#4000, #4100, #4200)

FIRST SEMESTER	SECOND SEMESTER
FWS-237 Nutrition for Optimal Living	BUS-101 Introduction to Business
MTH-115 General Math	CUL-125 Baking Fundamentals
CUL-110 Cooking Fundamentals I	CUL-135 Meats, Seafood, and Poultry
CUL-115 Food Safety & Sanitation	
CUL-120 Cooking Fundamentals II	
17 credits **Earned: Culinary Foundations Certificate** **Eligible: ACF Certified Fundamentals Cook**	**13 credits**

Program Total: 60 credits

PROGRAM CURRICULUM: YEAR 2
CULINARY ARTS PROGRAMS (#4000, #4100, #4200)

THIRD SEMESTER	FOURTH SEMESTER
MGT-270 Principles of Management	CUL-180 Food, Beverage, & Labor Management
ENG-101 Composition I	CUL-215 Catering
CUL-210 Garde Manger	CUL-220 Food Production
CUL-160 Restaurant & Dining Operations	SPH-202 Intercultural Communication
14 credits **Earned: Culinary Production Certificate** **Eligible: ACF Certified Culinarian**	**16 credits** **Earned: Culinary Arts, A.A.S.** **Eligible: ACF Certified Sous Chef**

Program Total: 60 credits

QUESTIONS?

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

RockValleyCollege

Board Report #XXXX
November 17, 2026

Application for Permanent Approval: Career and Technical Education Curriculum Associate in Applied Science in Culinary Arts, Culinary Foundations Certificate, and Culinary Production Certificate

Background:

In response to the growing hospitality and tourism industry within our region, RVC proposes two new certificates and one new Associate in Applied Science degree in Culinary Arts.

Designed for completion in one and two semesters, respectively, the Culinary Foundations and Culinary Production certificates stack into the Associate in Applied Science degree (60 credits). Completers of both certificates can earn the A.A.S. by completing an additional 22 credits.

The curriculum for the certificates and degree has been informed by industry input and has been designed to address regional industry needs. There are 226 annual job openings in these fields within our region, and these openings are projected to grow by 5.1% by 2030. At $57,000 annually, the median salary for completers in these positions is above a living wage.

Recommendation:

It is recommended that the Board of Trustees approves the submission of a proposal to the Illinois Community College Board (ICCB) to approve the Associate in Applied Science in Culinary Arts, Culinary Foundations Certificate, and Culinary Production Certificate. The ICCB Form 20 proposal includes:

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

_____
Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachment(s): ICCB Form 20 – Culinary Arts Programs (#4000, #4100, #4200)

DRAFT

Form 20

Illinois Community College Board

Application for *Permanent* Approval Career & Technical Education Curriculum

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

CURRICULUM INFORMATION

A.A.S. TITLE:	**Culinary Arts (#4000)**	CREDIT HOURS:	**60**	CIP CODE:	**12.0503**
CERTIFICATE TITLE:	**Culinary Foundations (#4100)**	CREDIT HOURS:	**17**	CIP CODE:	**12.0503**
CERTIFICATE TITLE:	**Culinary Production (#4200)**	CREDIT HOURS:	**21**	CIP CODE:	**12.0503**

PROPOSED CLASSIFICATION:	District	**X**	Regional		Statewide	
PROPOSED IMPLEMENTATION DATE:	**Fall 2027**					

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

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

ICCB USE ONLY:

ICCB APPROVAL DATE:	A.A.S.:	<29 ch Cert:	30+ ch Cert:
IBHE APPROVAL DATE for A.A.S.:			

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

APPLICATION FOR PERMANENT APPROVAL
CAREER & TECHNICAL EDUCATION CURRICULUM

OCCUPATIONAL CURRICULUM APPROVAL APPLICATION

PART A: Feasibility, Curriculum Quality and Cost Analysis

FEASIBILITY

1. Labor Market Need.

a. Program purpose:

Grounded in Illinois's Culinary and Hospitality Program of Study, the proposed **Culinary Arts programs** prepare students for employment and advancement in culinary, restaurant, catering, and related foodservice occupations. Rock Valley College proposes two certificates and an Associate of Applied Science degree that combine technical culinary instruction, applied academic skills, and work-based learning. Through partnerships with employers and community-based organizations, RVC will serve as an academic and training provider for workforce training initiatives that connect industry work-based learning with college and industry-recognized credentials for employment in positions with a median salary higher than the prevailing living wage.

The **Culinary Foundations Certificate (#4100)** (one semester, 17 credits) provides preparation in cooking fundamentals, food safety and sanitation, nutrition, and applied mathematics. Completers develop the foundational knowledge and practical skills needed for food preparation and cooking positions. Upon completion of this certificate and necessary work experience, students are eligible for two American Culinary Federation credentials: ServSafe Manager Certification and Certified Fundamental Cook.

The **Culinary Production Certificate (#4200)** (two semesters, 21 credits) builds proficiency in baking, meats, seafood and poultry, garde manger, restaurant and dining operations, and business fundamentals. Completers are prepared for a broader range of production and service responsibilities in commercial foodservice environments. Upon completion of this certificate and necessary work experience, students are eligible for a third American Culinary Federation credential: Certified Culinarian.

The **Culinary Arts A.A.S. (#4000)** (four semesters, 60 credits) combines the certificate coursework with catering, quantity food production, food and labor cost control, management, and communication. The degree prepares graduates for culinary employment and supports advancement into production coordination, operational decision-making, and leadership roles as they gain professional experience. Upon completion of this certificate and necessary work experience, students are eligible for a fourth American Culinary Federation credential: Certified Sous Chef.

This three-tiered pathway allows students to earn meaningful college credentials that stack into the next certificate or degree, supporting entry into employment at or above a living wage, career advancement, and continued progress toward the associate degree. Completers are also eligible for up to four industry credentials from the American Culinary Foundation.

b. Target population.

The proposed Culinary Arts programs will serve students entering through partnerships with employers and community-based organizations, including workforce training programs. Participants will come from varied educational and employment backgrounds and share an interest in pursuing culinary careers while also working in entry-level positions.

The pathway connects practical training and workplace experience with college coursework, allowing students to build culinary skills while preparing for or working in entry-level foodservice positions. Prospective students who are not part of an employer or partner cohort can work with RVC and its workforce partners to explore available training pathways and receive enrollment guidance. As students progress, they can earn certificates and continue toward the Culinary Arts AAS, supporting increased responsibility and long-term career advancement.

c. Related occupations.

The programs will prepare students for employment in culinary and foodservice occupations associated with restaurant operations, catering, hospitality, and other commercial foodservice environments.

The primary occupations identified in the supporting labor market analysis are:

- SOC 11-9051 Food Service Managers
- SOC 35-1011 Chefs and Head Cooks

Students will initially prepare for positions such as prep cook, restaurant cook, banquet cook, and other entry-level culinary production roles. As they complete additional coursework and gain experience, they may pursue positions involving specialized production, station leadership, kitchen coordination, or supervision.

The certificates provide progressive technical preparation, while the AAS adds operational, management, and communication skills that support advancement. Completion of the degree provides an educational foundation for leadership responsibilities; advancement will also depend on professional experience and employer expectations.

The progression of the proposed certificates and degrees aligns with the Culinary and Hospitality Program of Study's emphasis on creating pathways for completers to advance from entry-level positions into employment that provides a living wage.

d. Supply-Demand Information.

The Lightcast Q3 2026 analysis identifies 1,826 jobs in the selected culinary occupations in RVC's 10 county region in 2025, with 226 annual openings. Employment is projected to increase by 5.1% jobs by 2030.

The median hourly earnings for completers is projected to be $27.41/hour or $57,000 annually.

The report identifies 41 reported completions within its selected culinary and related program categories and institutional filters in our region. Annual job demand exceeds program completions within our region; moreover, the institutions reporting the 41 completers are both located in Wisconsin. Although culinary programs are available at other

Illinois institutions, including Elgin Community College and College of DuPage, RVC's proposed programs would expand local access to culinary education and workforce training for students in the RVC service area.

The proposed programs will establish a local college pathway that connects employer and community-based training with academic credentials. By serving students through these partnerships, RVC can align educational opportunities with entry-level employment and continued skill development.

The supporting labor market report and occupational chart are included in Part B.

e. Alternate Documentation.

n/a

f. Planning and Collaboration.

The proposed programs support Rock Valley College's institutional strategic pillars of Access, Education, Training, and Culture. The pathway expands access to college credentials through community and employer partnerships, provides workforce-responsive education, and connects practical training with opportunities for continued academic progress.

The proposal supports the Academic Plan priorities identified during program development: 1.1.2, creating new for-credit community and industry partnerships, and 1.1.3, developing alternative credit programs. The curriculum establishes a common academic framework that can support multiple partners while preserving consistent expectations for instruction and student achievement.

1. **Educational & Workforce Partnerships.**

   Program planning included meetings beginning in April with culinary professionals representing different foodservice environments. Contributors included executive chef of Hard Rock Rockford; the chef leading the Awaken Foundation's culinary apprenticeship; and the executive chef of Alchemy at Aldeen. The Dean of CTE and the Culinary Arts Coordinator (once hired), will cultivate additional community and industry partnerships.

   The development process included identifying core culinary knowledge and skills, reviewing comparable curricula at Elgin Community College and College of DuPage, establishing program and course outcomes, organizing competencies and learning activities, and selecting instructional materials.

   RVC's role will be to provide the academic structure and oversight supporting apprenticeship and training partnerships. Instruction may occur at partner locations, on the RVC campus, or through a combination of settings. Each arrangement will identify qualified instructors, appropriate facilities, student-support responsibilities, and assessment expectations.

2. **Employer Partners.**

   Existing industry contributors are identified in Part B. Their participation has informed curriculum development and the intended delivery model. Formal implementation

arrangements will identify the organizations responsible for providing instruction, facilities, employment experiences, or other program resources.

3. Employer Input.

Employer input emphasized safe food handling, consistent food production, kitchen organization, timing, communication, teamwork, guest service, and operational awareness. These expectations informed the progression from foundational cooking and sanitation to specialized production, dining operations, catering, and cost control.

The curriculum translates these expectations into measurable course outcomes and competency-based grading categories. Industry participation will continue through review of curriculum relevance, instructional resources, workplace expectations, and student preparation.

In addition to employer input, the credential expectations of the American Culinary Federation influenced the curriculum and program design.

g. Addressing Issues of Equity.

1. Institutional Plan.

Rock Valley College is committed to expanding access to career and technical education for working adults, students of color, low-income students, and other underserved populations. The partnership model will connect students participating in employer and community-based training programs with college coursework and credentials.

RVC will work with participating organizations to communicate program requirements, explain certificate and degree opportunities, and identify barriers to participation and completion. Particular attention will be given to scheduling, transportation, required supplies, examination costs, academic preparation, and access to instructional locations.

The certificate structure allows students to document achievement at intermediate milestones while continuing toward the A.A.S. Advising will help students understand prerequisites, plan their progress, and recognize how completed coursework applies to subsequent credentials.

2. Support Services.

Culinary Arts students will have access to RVC's academic advising, tutoring, career services, disability support services, and financial aid counseling. These resources will help students navigate college requirements, strengthen academic skills, and address barriers to persistence and completion.

Faculty, program personnel, and partner representatives will coordinate referrals to appropriate services. Students receiving instruction at partner locations will receive information about accessing college resources and maintaining contact with RVC.

Career Services will provide assistance with résumé development, interview preparation, and employment searches. Where available, community and workforce partners may provide additional support related to employment readiness, transportation, or other student needs.

3. Evidence-based Practices.

As a competency-based educational program in the context of work-based learning, the curriculum will use clearly defined academic pathways, contextualized instruction, applied learning, and frequent feedback to support student progress. Students will strengthen mathematics, communication, and problem-solving skills through culinary tasks such as recipe conversion, yield calculations, production planning, and service coordination.

Explicit competency-based performance criteria will help students understand expectations and identify skills requiring additional practice. Faculty will connect technical instruction with the underlying knowledge needed to make sound decisions in the workplace.

The college's Center for Instructional Design, Teaching, and Innovation will support accessible course design, Universal Design for Learning, culturally responsive teaching, and other instructional practices consistent with institutional approaches to student success.

4. Data Collection.

Rock Valley College will monitor enrollment, course success, retention, and credential completion through institutional research, assessment, and program review processes. Data will be disaggregated by relevant demographic characteristics to identify differences in access and outcomes.

Program faculty and academic leadership will review these findings and use them to improve advising, instruction, student support, and program structure. Reviews will also examine student achievement across instructional locations and partnerships.

h. Related Offerings:

The proposed programs will establish a coordinated culinary certificate and associate degree pathway at Rock Valley College. Existing coursework in mathematics, nutrition, business, management, English, and communication will support the new culinary courses.

Comparable programs in the broader region include Culinary Arts at Elgin Community College, College of DuPage, and Blackhawk Technical College in Janesville, Wisconsin. These institutions provide established educational options outside the immediate area examined in the supplied labor market report.

RVC's proposed approach emphasizes entry through employer and community-based partnerships, the connection between entry-level work and college learning, and RVC oversight of instruction across delivery settings. Both certificates apply toward the 60-credit A.A.S.

i. Regional Programs:

N/A

2. Need Summary.

The proposed Culinary Arts programs respond to documented occupational demand and industry interest in a local education and training pathway. The supporting analysis identifies 226 annual openings in selected culinary occupations in our surrounding counties and no reported completions from any Illinois programs within those counties.

Industry participation has informed a competency-based curriculum delivered in a work-based learning environment that combines culinary technique, food safety, professional service, and operational decision-making. Employer and community-based partnerships will connect students entering culinary careers with practical training, college coursework, and progressive credentials.

The two certificates and A.A.S. will support continued professional and academic progress while also pursuing entry-level employment. With a mix of program lengths which prepare completers for up to four industry-recognized credentials within a field that compensates trained workers at or above the living wage, RVC's proposed Culinary Arts program increases access to higher education and gainful employment. Additionally, upon completion of the A.A.S., students will also earn 15 credits which are transferrable to a four-year institution.

CURRICULUM QUALITY

1. Curriculum Information.

The curriculum for this program was developed by considering the accreditation and credential expectations of the American Culinary Federation and the Culinary and Hospitality: State of Illinois Model Programs of Study Guide, the feedback of industry and community partners, and guidance from ICCB regarding competency-based education.

a. Curriculum:

1) Catalog description.

Culinary Foundations Certificate — 17 credits

The Culinary Foundations Certificate prepares students for culinary employment through instruction in cooking fundamentals, food safety and sanitation, nutrition, and applied mathematics. Students develop skills in kitchen organization, standardized recipes, food preparation, cooking methods, and professional kitchen practices. Offered through participating employer and community-based training partnerships, the certificate connects practical learning with college credit. Upon completion of this certificate and necessary work experience, students are eligible for two American Culinary Federation credentials: ServSafe Manager Certification and Certified Fundamental Cook. Upon completion of this certificate, students can go on to earn the A.A.S. in Culinary Arts by completing an additional 43 credits.

Culinary Production Certificate — 21 credits

The Culinary Production Certificate develops practical skills in baking, meats, seafood and poultry, garde manger, and restaurant and dining operations. Introductory business coursework supports an understanding of foodservice organizations and operations. Students prepare for a broader range of production and service responsibilities through college coursework connected with participating training partnerships. Upon completion of this certificate and necessary work experience, students are eligible for the American

Culinary Federation credential, Certified Culinarian. Upon completion of this certificate, students can go on to earn the A.A.S. in Culinary Arts by completing an additional 22 credits.

Culinary Arts Associate in Applied Science — 60 credits
The Culinary Arts A.A.S. prepares students for employment and advancement in culinary and foodservice occupations. The curriculum combines cooking, baking, food safety, nutrition, specialized production, dining operations, catering, and quantity food production with cost control, management, and communication. Offered through employer and community-based training partnerships, the program connects practical culinary learning with college-level instruction and assessment. Students develop skills in production planning, preparation, service, quality evaluation, teamwork, and efficient use of resources. Upon completion of this certificate and necessary work experience, students are eligible for the American Culinary Federation credential, Certified Sous Chef.

2) Curriculum.
See Curriculum Chart (Part B)

Pre-admission and prerequisite requirements
Students will enter the proposed programs through participating employer or community-based training partnerships. Prospective students who are not already connected to a participating partner may work with RVC and its workforce partners to identify an available training pathway and receive enrollment guidance.

All students must complete Rock Valley College admission and placement procedures and meet any course prerequisites identified in the curriculum.

Admission to RVC is distinct from eligibility for a partner-sponsored training opportunity. Individual partners may establish additional requirements for participation in their employment or workforce training program. Any such requirements will be identified and communicated to prospective students before enrollment.

CUL-110 and CUL-115 have no prerequisites. The remaining Culinary Arts courses have pre-requisites which are satisfied through adhering to the recommended curriculum sequence.

b. Educational alignment:

1) Academic/Curricular Alignment.
The programs connect foundational academic skills with progressively more advanced culinary preparation. Students begin with kitchen practices, food safety, and cooking fundamentals, then progress to specialized production, dining service, catering, and operational analysis.

The partnership model provides an entry route for students participating in employer and community-based apprenticeship and training programs. RVC will coordinate advising and academic support with these partners to help students transition into college coursework and understand the requirements for each credential.

The curriculum also provides a framework for future alignment with secondary culinary and hospitality education. Opportunities for dual credit, articulated credit, and recognition of credit for prior learning will be evaluated through established institutional procedures.

2) Rationale.

The Culinary Arts A.A.S. requires 60 credit hours. Culinary Foundations requires 17 credit hours, and Culinary Production requires 21 credit hours. The proposed award requirements do not exceed 60 credits for the AAS or 30 credits for either certificate.

3) Relationship to existing curricula at the college:

The proposed programs use existing coursework in mathematics, nutrition, business, management, English, and communication alongside the new culinary courses.

Both certificates apply entirely toward the Culinary Arts A.A.S. Together, their distinct course requirements account for 38 credits of the degree. The remaining 22 credits develop additional competencies in catering, food production, cost control, management, and communication.

This structure allows students to earn intermediate credentials and continue toward the associate degree without duplicating coursework.

4) Articulation.

The Culinary Arts A.A.S. is designed primarily for employment and professional advancement. Supporting academic coursework also contributes to further educational opportunities in culinary arts, hospitality, business, and related fields. As noted earlier, the College will pursue approval as a Program of Study to qualify for Perkins funding. Once approved, Perkins funds will be used to offset costs. Once hired, the Culinary Arts Coordinator will liaise with RVC's Early College office to identify both dual credit and 2+2 articulation agreements.

5) Academic & Technical Skill Requirements.

a. **Academic Entry Skills:**

Students need foundational reading, writing, mathematics, and communication skills sufficient to interpret recipes and safety information, follow production instructions, calculate quantities, and document work.

Mathematical applications include measurement, recipe scaling, yield, portion cost, and food-cost percentages. Reading and communication skills support interpretation of standardized recipes, production schedules, banquet event orders, and workplace procedures.

RVC will use established placement and academic-support processes to help students meet the placement requirements of ENG-101 and MTH-115/MTH-

115P. Tutoring and contextualized instruction will reinforce the academic skills used throughout the culinary curriculum.

b. **General Education:**
Supporting coursework reinforces technical preparation and professional growth.
- MTH 115 develops quantitative reasoning used in measurement, conversions, yields, recipe scaling, and costing.
- FWS-237 develops nutrition knowledge relevant to food selection and preparation.
- ENG-101 strengthens written communication used in documentation, reports, and professional correspondence.
- SPH-202 supports communication across cultural differences in culinary teams and guest-service settings.
- BUS-101 introduces business concepts relevant to foodservice organizations.
- MGT-270 develops understanding of management and organizational responsibilities.

Together, these courses support technical decision-making, effective communication, and preparation for increasing responsibility in the workplace.

c. **Technical Skills:**
Technical coursework addresses commercial kitchen practices, food safety, cooking methods, baking, protein fabrication and preparation, cold-food production, dining service, catering, quantity production, and operational cost control.

CUL-115 prepares students to complete ServSafe Manager Certification. Students must meet the applicable examination and certification requirements; completing the college course and earning the industry certification are distinct achievements.

The curriculum also supports preparation toward American Culinary Federation credentials, including Certified Fundamentals Cook, Certified Culinarian, and Certified Sous Chef. These credentials represent professional development opportunities associated with increasing levels of knowledge and responsibility.

ACF certification depends on the applicable education, experience, and assessment requirements. Completing an RVC certificate or degree does not automatically confer certification. In particular, advancement toward Certified Sous Chef includes additional professional and supervisory experience as well as the applicable coursework and examinations.

d. **Employability Skills:**
Employability skills are incorporated throughout the culinary courses and supporting academic coursework. Students demonstrate professional

conduct, punctuality, preparation, organization, teamwork, communication, problem solving, and accountability.

Practical assignments require students to organize workstations, coordinate production schedules, communicate during service, respond to changing production needs, evaluate quality, and follow safe practices. Dining and catering coursework further develops guest service, service recovery, collaboration, and leadership.

These expectations are reflected in course outcomes and grading categories, ensuring that professional behavior is evaluated alongside technical performance.

6) **Career Development**.
Career development begins with professional kitchen practices and continues through production, dining operations, catering, and management-related coursework. Faculty and training partners will help students connect course competencies with workplace responsibilities and opportunities for advancement.

Students will receive information about RVC Career Services, including résumé development, interview preparation, and job-search assistance. They will be encouraged to document practical accomplishments, college credentials, and industry certifications as evidence of their preparation.

Because students enter through training partnerships associated with entry-level culinary work, career development will address both successful entry into employment and progression toward more advanced responsibilities.

7) **Course Syllabi.**
All new courses for the certificates and degree are included with this application package.

c. Work-Based Learning.
Work-based learning is central to the intended partnership model. Students will participate through employer or community-based apprenticeship and training programs that connect culinary instruction with the application of skills in foodservice settings.

RVC will provide the academic framework for these experiences, including course outcomes, instructional expectations, qualified faculty, assessment standards, and the awarding of credit. Learning activities may include kitchen preparation, station management, recipe execution, quantity production, dining service, catering, and operational analysis.

When instruction or practical learning occurs through competency-based learning at partner locations, activities will be aligned with the approved RVC curriculum. RVC-approved adjunct faculty will conduct observations of student performance and retain responsibility for evaluating student achievement of student learning outcomes and assigning grades.

The Culinary Arts curriculum does not include a separately credited internship course. Work-based learning will be integrated into existing courses, with RVC-approved instructors observing and evaluating students' demonstration of competencies aligned with course student learning outcomes.

d. Accreditation for Programs.

While not required, the program will seek both program recognition and accreditation through the American Culinary Federation Education Foundation Accrediting Commission (ACFEFAC). This voluntary accreditation status will support student learning by ensuring that the curriculum aligns to industry-expectations. Once RVC's program is recognized and accredited, completers of the certificate or A.A.S. programs may be exempted from certain elements of the ACF credential requirements. Additionally, recognition and accreditation positions RVC to offering continuing education units for ACF credential holders to maintain their credential.

e. Assessment of Student Learning:

1) Student Learning Objectives:

General Education – Institutional Student Learning Outcomes

All general education and the culinary course outcomes are aligned with the College's Institutional Student Learning Outcomes (ISLOs) which are based on the AAC&U's VALUE rubrics and are assessed throughout the curriculum. RVC's ISLOs are:

1. Communication
2. Flexible Thinking
3. Cultural Competence

Culinary Arts Program Outcomes

All three of the Culinary Arts programs contain their own student learning outcomes. They are as follows:

Culinary Foundations Certificate completers will be able to:

1. Apply food safety, sanitation, personal hygiene, and workplace safety practices during food preparation.
2. Use commercial kitchen tools, equipment, standardized recipes, and appropriate cooking methods to prepare and evaluate food products.
3. Apply measurements, recipe calculations, and nutrition concepts to culinary tasks.
4. Demonstrate workstation organization, professional conduct, teamwork, and kitchen communication.

Culinary Production Certificate completers will be able to:

1. Prepare and evaluate baked goods, meats, seafood, poultry, and garde manger products using appropriate techniques and safe practices.
2. Coordinate production and dining-service activities to meet quality, timing, and guest-service expectations.
3. Apply business and operational concepts to culinary production and service.

4. Demonstrate professional communication, teamwork, and problem solving in culinary and dining environments.

Culinary Arts AAS completers will be able to:

1. Apply food safety and workplace safety practices throughout preparation, storage, production, and service.
2. Prepare and evaluate food across foundational cooking, baking, specialized production, catering, and quantity-production settings.
3. Apply production planning, purchasing, inventory, portion control, costing, and waste-reduction principles.
4. Communicate effectively, work across cultural differences, and apply professional and management practices in foodservice settings.
5. Integrate culinary knowledge, technical skills, operational judgment, and professional behavior in a comprehensive production or service assignment.

2) Assessment of Student Learning Objectives.

Course-level assessment includes practical performance, written assignments, calculations, quizzes and examinations, product evaluation, production planning, and analysis of operational information.

The eight laboratory courses organize grading around competency categories linked to course outcomes. CUL-115 assesses food safety knowledge through applied assignments, quizzes, examinations or certification assessment, and professional practice. CUL-180 assesses purchasing and cost-control knowledge through assignments, case studies, quizzes, examinations, and operational analysis.

At the program level, faculty will review cumulative evidence of student achievement associated with each award. Foundations assessment will emphasize safe practices, cooking, calculations, and professional kitchen performance. Production assessment will address baking, protein preparation, garde manger, and dining operations. AAS assessment will integrate planning, production, costing, safety, teamwork, and evaluation through advanced production and catering work.

For competency-based delivery, faculty will use defined performance criteria, document achievement, and establish procedures for additional practice and reassessment. Assessment expectations will remain consistent across participating instructional locations.

f. Continuous Quality Improvement.

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

The Culinary Arts programs will participate in RVC's established program review process, including the five-year review cycle and annual progress reporting described in institutional practice.

Pursuing and then maintaining ACF recognition and accreditation will ensure that faculty and academic leadership regularly evaluate program need, relevance, enrollment, retention, completion, costs, curriculum, and employer feedback. Participating partners will provide input on changing production methods, equipment, food safety practices, and workforce expectations. Findings will guide revisions to curriculum, instructional materials, equipment, delivery arrangements, and student support.

2) **Describe how the college will use Assessment of Student Learning information/data to improve the curricula.**
The programs will participate in the college's three-year assessment cycle. Faculty will assess course outcomes, review student performance, and identify improvements. Academic leadership will oversee implementation, with findings and action plans reported through the Office of Institutional Effectiveness.

Review will include student achievement across instructional locations and disaggregated outcomes. Faculty will use the results to improve learning activities, strengthen assessment consistency, address prerequisite preparation, and reduce barriers to completion.

2. Unique or noteworthy features of the program.
The proposed pathway connects employer and community-based culinary training with college credentials. Students enter through partnerships associated with entry-level culinary work and progress through two certificates toward a 60-credit A.A.S.

The instructional model combines practical culinary performance with academic preparation in nutrition, mathematics, business, management, and communication. Common course outcomes and assessment expectations provide a consistent framework across participating partners.
RVC will maintain academic oversight regardless of instructional location. Qualified subject matter experts will ensure that learning activities and assessments meet college expectations for rigor and achievement.

Eight laboratory courses identify face-to-face delivery in a 16-week/competency-based format. CUL-115 includes four-week face-to-face or online asynchronous options, and CUL-180 includes 16-week face-to-face or online asynchronous options. Delivery selections will reflect approved implementation arrangements.

3. Faculty Requirements.
Culinary instruction will be provided by faculty with appropriate subject matter expertise, professional culinary experience, and qualifications consistent with RVC's faculty credentialing requirements.
Faculty must be able to teach and evaluate commercial food preparation, safe kitchen practices, and the specialized competencies associated with their assigned courses. Faculty responsible for competency-based assessment will receive preparation in applying performance criteria, evaluating practical demonstrations, documenting achievement, and maintaining consistent standards across instructional settings.

Supporting academic coursework will be taught by faculty meeting the college's requirements for the respective disciplines. Partner instructors assigned to college courses will be subject to RVC approval and qualification requirements.

a. Faculty Qualifications.

See the Faculty Qualifications Chart (Part B).

b. Faculty Needs.

The college plans to establish a culinary coordinator role to support implementation, academic coordination, faculty support, and partner relationships. Culinary courses will be staffed with qualified instructors according to enrollment, course offerings, and instructional-site needs.

Existing part- and full-time faculty will provide supporting already established general education coursework. The three-year staffing plan will identify new and existing full-time and part-time culinary faculty and distinguish college instructional responsibilities from partner training or supervision responsibilities.

See the Faculty Needs Chart (Part B)

c. Professional Development of Faculty.

Culinary faculty will have access to institutional professional development addressing teaching practices, cultural competency, equity, accessibility, and support for diverse student populations. Adjunct instructors will be included in relevant opportunities.

Program-specific development will address current culinary practice, food safety, industry credentials, and practical competency assessment. Faculty teaching at different locations will participate in assessment calibration and review of student work.

Instructors within this program will also hold, or pursue, an appropriate ACF credential. This connection to an industry-recognized credential will ensure that our faculty remain current in the field.

The Center for Instructional Design, Teaching, and Innovation will support course design and delivery. Additional professional development will be supported through applicable institutional resources.

Each full-time faculty member also receives $500 toward their professional development. For professional development opportunities that exceed that amount, faculty can utilize Perkins funding to support those expenses, if eligible.

d. Addressing Issues of Equity.

RVC will use established recruitment and hiring procedures to attract qualified faculty from diverse backgrounds. Recruitment will include outreach through culinary employers, professional networks, and community partners.

The college's efforts to reduce hiring bias and support an inclusive environment will apply to culinary appointments. Faculty will have access to development, mentoring, and institutional resources that support effective teaching and retention.

Partner instructors will be subject to the same academic qualification and instructional expectations applicable to RVC coursework.

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

4. Academic Control.

a. Internal Oversight.
The Culinary Arts programs will be overseen by responsible dean and division, with coordination provided by the Culinary Arts Coordinator and appropriately qualified faculty. Because the competency-based curriculum adheres to ACF accreditation and credential standards, the program maintains independence from the industry and community partners. As a new program, the program will undergo a full review by the Higher Learning Commission to ensure it meets their expectations for local academic control.

b. Contractual/Cooperative Agreements.
RVC will maintain written agreements with industry and community partners involved in delivering instruction or providing required learning experiences. Agreements will define responsibility for faculty qualifications, instruction, assessment, facilities, equipment, scheduling, student support, costs, documentation, and access to required learning opportunities. They will also establish the college's authority over academic standards, curriculum, grading, and credit. Each agreement will identify how RVC and the partner will coordinate student progress, address instructional concerns, and ensure that students can complete required competencies.

COST ANALYSIS

1. **Source of Funds.**
The Culinary Arts programs will be supported through institutional funding sources and amounts, together with documented partner contributions or awarded grant resources, if applicable.

Existing college resources will support registration, advising, academic support, career services, and established supporting courses. New program costs will include approved culinary personnel, instruction, equipment, facilities, and operating costs.

The partnership model will allow resources to be shared where agreements provide access to appropriate facilities, equipment, and industry expertise. The financial plan will distinguish existing resources, new institutional expenditures, and partner contributions.

As noted earlier, the College will pursue approval as a Program of Study to qualify for Perkins funding. Once approved, Perkins funds will be used to offset costs and develop support structures to decrease equity gaps for minoritized students.

2. **Equipment.**
Programmatic instruction requires access to commercial culinary equipment appropriate to the course outcomes, including cooking equipment, refrigeration, preparation surfaces, sanitation

facilities, knives and smallwares, measuring equipment, and storage. Advanced coursework requires resources appropriate for baking, protein preparation, garde manger, catering, and quantity food production.

As a work-based learning program, primary instruction which requires access to this equipment will take place at our industry or community partner's location. RVC will ensure that the cooperative agreements and contractual arrangements with our partners document that RVC's students will have access to the necessary equipment to meet their learning goals.

3. **Facilities.**
   General education and some culinary instruction will take place using RVC existing facilities. Most culinary instruction will be delivered at our industry and community partner locations. RVC will ensure that the cooperative agreements and contractual arrangements with our partners document that RVC's students will have access to the necessary facilities to meet their learning goals.

4. **Finance.**
   See the attached Finance Chart (Part B).

OCCUPATIONAL CURRICULUM APPROVAL APPLICATION

PART B: Supportive Documentation and Data

OCCUPATIONAL DEMAND

1. a) Labor Market Data.

1. b) Occupational Chart.		
Soc Job Codes & Titles * Other Job titles if alternate date also submitted	Annual District Openings*	Employment Projections: Annual Program Completers ** (indicate from which surrounding districts)
Chefs and Head Cooks (35-1011)	148	41 completers from adjacent WI counties; 0 in IL adjacent counties.
Food Service Managers (11-9051)	75	

1. c) Enrollment Chart.			
	First Year	**Second Year**	**Third Year**
Full-Time Enrollments:	10	15	20
Part-Time Enrollments:	0	0	0
Completions:	10	15	20

1. f) Employer Partnerships.	
Employer	**Location (City/State)**
Hard Rock Casino Rockford	Rockford, IL
Awaken Foundation	Rockford, IL
Alchemy at Aldeen	Rockford, IL

2. CURRICULUM STRUCTURE

a. **Curriculum Structure:**
   See "Culinary Arts Programs Curriculum Chart" (attached)
b. **Curriculum Sequence:**
   See "Culinary Arts Program Curriculum Sequence" (attached)
c. **Contractual/Cooperative Agreements:**
   RVC will pursue cooperative agreements and contractual arrangements with industry and community partners in order to deliver the proposed program. RVC is already in preliniary discussions with the existing identified partners (see Occupational Demand – 1.f) and the agreements will be in place prior to program launch. All cooperative agreements and contractual arrangements will meet RVC, ICCB, and HLC criteria.

FACULTY REQUIREMENTS

3. a) Faculty Qualifications.						
Degree	**Field**		**Credential**	**Years of Related Occupational Experience**		**Years of Teaching Experience**
Associate's Degree	Culinary Arts or Related field	**OR**	ACF Credential	2000 hours	**AND**	Three years of teaching experience preferred.

3. b) Faculty Needs.						
	First Year		**Second Year**		**Third Year**	
	Full-Time	**Part-time**	**Full-Time**	**Part-time**	**Full-Time**	**Part-time**
# of New Faculty	**0**	**1**	0	**2**	**0**	**2**
# of Existing Faculty	0	0	0	6	0	9

FISCAL SUPPORT

4. a) Equipment.

4. b) Finance Chart.			
	First Year	**Second Year**	**Third Year**
Faculty Costs	$5000.00	$7500.00	$7500.00
Administrator Costs	0	0	0
Other Personnel costs (specify positions)	Culinary Arts Coordinator-$65,000	Culinary Arts Coordinator-$65,000	Culinary Arts Coordinator-$65,000

	(will also serve as adjunct faculty)	(will also serve as adjunct faculty)	(will also serve as adjunct faculty)
Equipment Costs (append list)	$0 – Instructional delivery at workforce partner	$0 – Instructional delivery at workforce partner	$0 – Instructional delivery at workforce partner
Library/LRC Costs			
Facility Costs*	$0	$0	$0
Other (specify)	**$0**	**$0**	**$0**
TOTAL NEW COSTS	**$70,000**	**$72,500**	**$72,500**

Rock Valley College

14th Day Census Enrollment (Fall 2026)

Background

Data to inform this report have been captured and submitted to the Illinois Community College Board (ICCB). Fall census enrollment identifies the number of students officially enrolled in credit courses at the College at the end of registration for the fall term. Fourteenth day census enrollment includes students enrolled in Arts, Sciences, and Career Education (i.e., credit courses); Adult Education; and Vocational Skills courses in Community/Continuing Professional Education. It is intended to provide a "snapshot" or point in time view of fall enrollment. At Rock Valley College, data to inform this report are captured on the 14th "class" day from the first day of classes, including Saturdays.

Summary of Fall 14th Day Census Enrollment

Table 1 shows the unduplicated headcount, credit hours, and full-time equivalent enrollment on the 14th day of fall terms across the most recent five years. Table 1 also includes the five-year change, provided in terms of percentage change.

Table 1: Multi-year Fall 14th Day Census Enrollment

	Fall 2022	Fall 2023	Fall 2024	Fall 2025	Fall 2026	5-year Change
Unduplicated Headcount	5,861	5,480	5,978	6,016	6,270	6.98%
Credit Hours	55,027.5	53,465.5	54,553.0	55,431.0	56,991.0	3.57%
Full-time Equivalent	3,668.5	3,564.37	3,636.87	3,695.40	3,799.40	3.57%
1st Day of Class	8/13/2022	8/19/2023	8/17/2024	8/16/2025	8/15/2026	NA
Census (14th) Day	8/29/2022	9/6/2023	9/5/2024	9/3/2025	8/31/2026	NA

Data in Table 1 indicate the following:

- From Fall 2022 to Fall 2026, the College experienced a 6.98% increase in unduplicated headcount as reported on the 14th class day, with an annual increase of 4.22% between Fall 2025 and Fall 2026.
- Both credit hours and FTE saw an overall increase of 3.57% over the 5-year period, with an annual increase of 2.81% from Fall 2025 to Fall 2026.
- Over the five-year period, headcount increased at a faster rate than credit hours and FTE; however, the average number of credit hours per student has remained approximately the same over the past five years.

Rock Valley College

Data Brief: Student Profile - Arts, Sciences, and Career Education

Board of Trustees Committee of the Whole – November 2, 2026

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Background

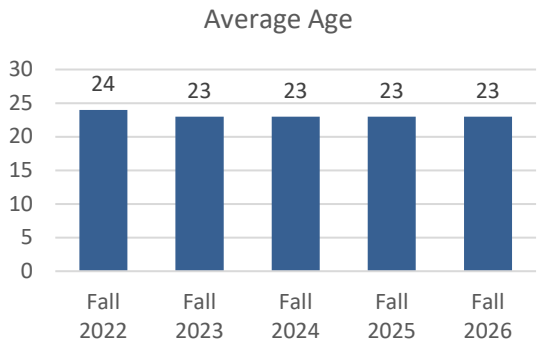
This report provides information describing students enrolled in Arts, Sciences, and Career Education (ASCE) credit courses at Rock Valley College (RVC) in the Fall 2026 term. The report is divided into five sections – a Quick Facts page, overall student profile, new student profile, first-time student profile, and group comparisons. The Quick Facts page provides a visual brief of multiyear comparison and term data.

Data to inform this Student Profile report are captured with compliance submissions made to the Illinois Community College Board (ICCB); specifically, A1 (Annual Enrollment) and E1 (14th Day Census Enrollment for Fall).

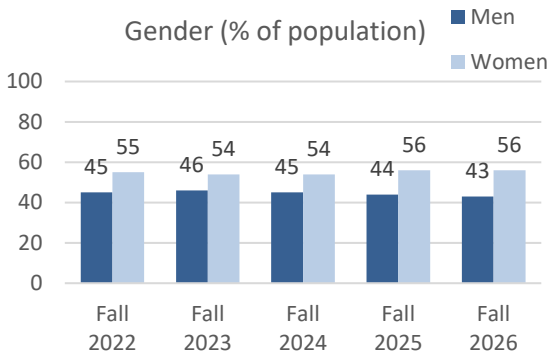
Quick Facts – Multiyear Comparisons of Key Demographics

The unduplicated headcount for Fall 2026 is 5,729 students.

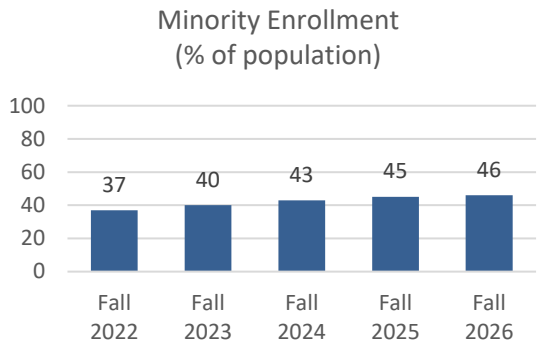
The average student age stayed consistent at 23 years since Fall 2023.



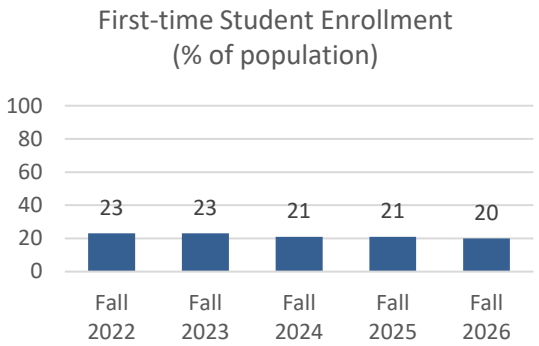
Over half of RVC students identify as women.



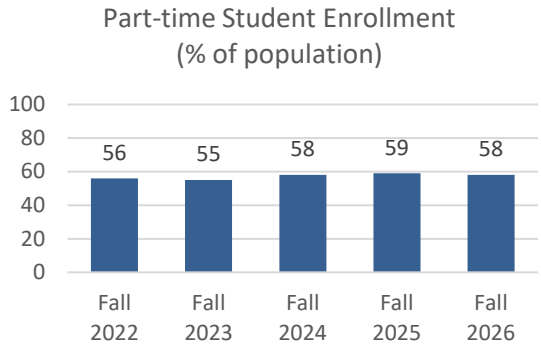
The percentage of students identifying as racial/ethnic minorities has increased.



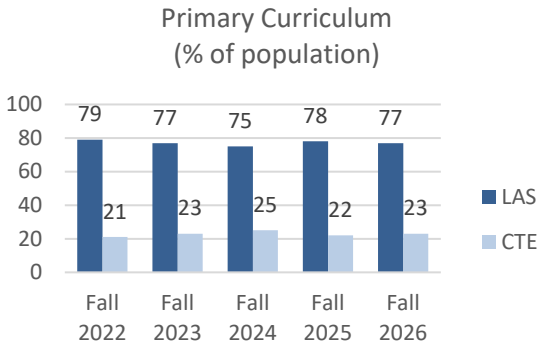
First-time students have been trending down to the lowest percentage in five years.



Most students are enrolled part time (enrolled in less than 12 credit hours).



Most students have a primary curriculum in Liberal Arts & Sciences.



Overall Student Profile

Tables 1–6 provide the overall summary of Age, Gender, Highest Level of Education, Race and Ethnicity, Residency Status, and Primary Curriculum. Some numbers are suppressed for small group sizes.

Data from Quick Facts and tables within this section indicate that most students enrolled in Fall 2026 are part-time (57.5%), traditional age (76.0%), women (55.9%), have a high school diploma or GED as their highest level of education (63.0%), White (51.1%), live in district (94.2%), and are enrolled in an Arts & Sciences (i.e., transfer) curriculum (76.8%).

Table 1: Overall Student Age

	Full-time Students	Part-time Students	Total	Percent
Traditional (24 and under)	2,107	2,247	4,354	76.0%
Non-traditional (25 and over)	326	1,049	1,375	24.0%

Table 2: Overall Student Gender

	Full-time Students	Part-time Students	Total	Percent
Men	1,095	1,366	2,461	43.0%
Women	1,312	1,888	3,200	55.9%
Another Gender	*	*	*	0.2%
Unknown	20	39	59	1.0%

Table 3: Overall Highest Level of Education

	Full-time Students	Part-time Students	Total	Percent
College: bachelor's degree or more	*	13	13	0.2%
College: less than bachelor's degree	18	78	96	1.7%
High school diploma or GED	1,452	2,160	3,612	63.0%
None	958	1,039	1,997	34.9%
Other	*	*	11	0.2%

Table 4: Overall Student Race and Ethnicity

	Full-time Students	Part-time Students	Total	Percent
Asian	81	118	199	3.5%
American Indian or Alaska Native	*	*	19	0.3%
Black or African American	196	351	547	9.5%
Hispanic or Latino	644	912	1,556	27.2%
Hawaiian or Other Pacific Islander	*	*	*	0.0%
White	1,307	1,622	2,929	51.1%
Non-resident	*	*	23	0.4%
Two or more races	139	197	336	5.9%
Unknown or choose to not respond	42	76	118	2.1%

Table 5: Overall Residency Status

	Full-time Students	Part-time Students	Total	Percent
In-district	2,281	3,118	5,399	94.2%
Out-of-district or out-of-state	81	166	247	4.3%
Reciprocal agreements and chargebacks	71	12	83	1.4%

Table 6: Overall Primary Curriculum

	Full-time Students	Part-time Students	Total	Percent
Arts & Sciences (Transfer)	1,906	2,480	4,386	76.8%
Career Education	525	799	1,324	23.2%

Note: An additional 19 students had primary curricula outside of Arts & Sciences or Career Education. They are excluded from this table and analysis of primary curriculum.

Table 7 provides information about student class level. Most students are classified as freshmen (49.8% have completed fewer than 30 semester hours) or sophomores (33.2% have completed 30 or more semester hours). An additional 15.9% of students are enrolled in high school, taking college courses as dual credit or dual enrollment.

Table 7: Overall Enrollment by Student Level Classification

	Full-time Students	Part-time Students	Total	Percent
High School	309	600	909	15.9%
Freshmen	1,356	1,499	2,855	49.8%
Sophomores	762	1,140	1,902	33.2%
Unclassified	*	*	63	1.1%

Table 8 provides information about enrollment statuses over a five-year period. Most students are continuing (47.3%), which means they were enrolled in the previous term.

Table 8: Overall Enrollment Status (Fall 2022 – Fall 2026)

	Fall 2022	Fall 2023	Fall 2024	Fall 2025	Fall 2026
First time students in college-level work	1,227	1,224	1,156	1,221	1,172
First time students in college-level work as a percent of total	*23.1%*	*22.8%*	*20.7%*	*20.6%*	*20.5%*
New transfer students	172	208	200	202	193
New transfer students as a percent of total	*3.2%*	*3.9%*	*3.6%*	*3.4%*	*3.4%*
New pre-college students	23	19	24	15	26
New pre-college students as a percent of total	*0.4%*	*0.4%*	*0.4%*	*0.3%*	*0.5%*
Continuing	2,380	2,359	2,501	2,695	2,711
Continuing students as a percent of total	*44.8%*	*44.0%*	*44.8%*	*45.5%*	*47.3%*
Returning	774	776	699	714	674
Returning students as a percent of total	*14.6%*	*14.5%*	*12.5%*	*12.1%*	*11.8%*
High school students	621	681	915	998	909
High school students as a percent of total	*11.7%*	*12.7%*	*16.4%*	*16.8%*	*15.9%*
Students with degree beyond associates	107	96	86	67	44
Students with degree beyond associates as a percent of total	2.0%	1.8%	1.5%	1.1%	0.8%

New RVC Students

New students include first-time students, new pre-college students, and transfer students. A first-time student is new to higher education, having never been enrolled in college-level classes before and now enrolled with more than 50 percent of their coursework at the college level. A new pre-college student is also new to higher education but with 50 percent or more of their coursework in adult education or remedial classes. A transfer student is a student entering RVC for the first time having earned credit at another institution of higher education.

Table 8 indicates that 1,391 (24.3%) of students enrolled for Fall 2026 are new. Tables 9 through 14 indicate that most new students are traditional age (83.6%), women (54.8%) and live in the RVC district (92.1%). These students also tend to be enrolled full-time (59.6%) and have a high school diploma or GED as their highest level of education (70.5%). Most new students are enrolled in transfer programs (78.5%). The largest racial/ethnic group is White (47.3%), followed by Hispanic (30.6%).

Table 9: New Student Age

	Full-time Students	Part-time Students	Total	Percent
Traditional (24 and under)	751	412	1,163	83.6%
Non-traditional (25 and over)	78	150	228	16.4%

Table 10: New Student Gender

	Full-time Students	Part-time Students	Total	Percent
Men	374	249	623	44.8%
Women	449	313	762	54.8%
Another Gender	*	*	*	0.3%
Unknown	*	*	*	0.1%

Table 11: New Student Highest Level of Education

	Full-time Students	Part-time Students	Total	Percent
College: bachelor's degree or more	*	*	*	0.0%
College: less than bachelor's degree	*	*	*	0.1%
High school diploma or GED	529	451	980	70.5%
None	299	109	408	29.3%
Other	*	*	*	0.1%

Table 12: New Student Race and Ethnicity

	Full-time Students	Part-time Students	Total	Percent
Asian	24	20	44	3.2%
American Indian or Alaska Native	*	*	*	0.2%
Black or African American	71	69	140	10.1%
Hispanic or Latino	248	177	425	30.5%
Native Hawaiian or Other Pacific Islander	*	*	*	0.1%
White	408	250	658	47.3%
Non-resident	*	*	*	*
Two or more races	64	36	100	7.2%
Unknown or choose to not respond	*	*	19	1.4%

Table 13: New Student Residency Status

	Full-time Students	Part-time Students	Total	Percent
In-district	769	512	1,281	92.1%
Out-of-district or out-of-state	37	49	86	6.2%
Reciprocal agreements and chargebacks	*	*	24	1.7%

Table 14: New Student Primary Curriculum

	Full-time Students	Part-time Students	Total	Percent
Arts & Sciences (Transfer)	676	414	1,090	78.5%
Career Education	153	146	299	21.5%

Note: An additional 2 new students had primary curricula outside of Arts & Sciences or Career Education. They are excluded from this table and analysis of primary curriculum.

First-time College-level Students

First-time college-level students are a subset of new students and may include students who have moved from the pre-college level to the college level. First-time student enrollment for the Fall 2026 term is 1,172. The majority of first-time students enrolled in Fall 2026 are traditional age (87.5%), enrolled in transfer programs (79.8%),

and live in the RVC district (94.5%). Nearly half (47.8%) are White, and most are enrolled full time (61.5%).

Table 15: First-time Student Age

	Full-time Students	Part-time Students	Total	Percent
Traditional (24 and under)	674	351	1,025	87.5%
Non-traditional (25 and over)	47	100	147	12.5%

Table 16: First-time Student Gender

	Full-time Students	Part-time Students	Total	Percent
Men	322	209	531	45.3%
Women	394	242	636	54.3%
Another Gender	*	*	*	0.3%
Unknown	*	*	*	0.1%

Table 17: First-time Student Race and Ethnicity

	Full-time Students	Part-time Students	Total	Percent
Asian	19	15	34	2.9%
American Indian or Alaska Native	*	*	*	0.2%
Black or African American	58	49	107	9.1%
Hispanic or Latino	218	142	360	30.7%
Native Hawaiian or Other Pacific Islander	*	*	*	0.2%
White	356	204	560	47.8%
Non-resident	*	*	*	0.0%
Two or more races	58	32	90	7.7%
Unknown or choose to not respond	*	*	16	1.4%

Table 18: First-time Student Highest Level of Education

	Full-time Students	Part-time Students	Total	Percent
College: bachelor's degree or more	*	*	*	0.0%
College: less than bachelor's degree	*	*	*	0.1%
High school diploma or GED	424	347	771	65.8%
None	296	102	398	33.9%
Other	*	*	*	0.2%

Table 19: First-time Student Residency Status

	Full-time Students	Part-time Students	Total	Percent
In-district	689	419	1,108	94.5%
Out-of-district or out-of-state	24	31	55	4.7%
Reciprocal agreements and chargebacks	*	*	*	0.8%

Table 20: First-time Student Primary Curriculum

	Full-time Students	Part-time Students	Total	Percent
Arts & Sciences (Transfer)	607	328	935	79.8%
Career Education	114	123	237	20.2%

Group Comparisons

Tables 21 through 26 show demographic characteristics of the overall group of students enrolled as compared to those of new and first-time students.

Table 21: Group Comparison - Age

	Overall	New	First Time
Traditional (24 and under)	76.0%	83.6%	87.5%
Non-traditional (25 and over)	24.0%	16.4%	12.5%
Average Age	22.6	21.2	20.4

Most students in all three groups are traditional age. However, the percentages of traditional age students in the first-time group (87.5%) and new student group (83.6%) are larger than in the overall student group (76.0%).

Table 22: Group Comparison - Gender

	Overall	New	First Time
Men	43.0%	44.8%	45.3%
Women	55.9%	54.8%	54.3%
Another Gender	0.2%	0.3%	0.3%
Unknown	1.0%	0.1%	0.1%

Overall, more students are women (55.9%) than men (43.0%). This pattern is also true for new students (54.8% women) and first-time students (54.3% women).

Table 23: Group Comparison - Race/Ethnicity

	Overall	New	First Time
Asian	3.5%	3.2%	2.9%
American Indian or Alaska Native	0.3%	0.2%	0.2%
Black or African American	9.5%	10.1%	9.1%
Hispanic or Latino	27.2%	30.6%	30.7%
Native Hawaiian or Other Pacific Islander	0.0%	0.1%	0.2%
White	51.1%	47.3%	47.8%
Non-resident	0.4%	0.0%	0.0%
Two or more races	5.9%	7.2%	7.7%
Unknown or choose to not respond	2.1%	1.4%	1.4%

Racial/ethnic minority groups (i.e., Asian, American Indian or Alaska Native, Black or African American, Hispanic or Latino, Native Hawaiian or other Pacific Islander, or two or more races) are more represented among new students (51.4%) and first-time students (50.8%) than within the overall student population (46.4%).

Table 24: Group Comparison - Highest Level of Education

	Overall	New	First Time
College: bachelor's degree or more	0.2%	0.0	0.0
College: less than bachelor's degree	1.7%	0.1	0.1
High school diploma or GED	63.0%	70.5%	65.8%
None	34.9%	29.3%	33.9%
Other	0.2%	0.1	0.2%

Most students in all three groups have a high school diploma or GED as the highest level of education previously completed.

Table 25: Group Comparison - Residency Status

	Overall	New	First Time
In-district	94.2%	92.1%	94.5%
Out-of-district or out-of-state	4.3%	6.2%	4.7%
Reciprocal agreements and chargebacks	1.4%	1.7%	0.8%

Most students in all three groups have in-district residency.

Table 26: Group Comparison - Primary Curriculum

	Overall	New	First Time
Arts & Sciences (Transfer)	76.8%	78.5%	79.8%
Career Education	23.2%	21.5%	20.2%

Arts and Sciences (i.e., transfer) is the primary curriculum for all three student groups.

RVC
Rock Valley College

AVIATION EXPANSION

Mr. Chase Budziak, Dean of Career and Technical Education
Ms. Saba Jaffery, Vice President of Operations
Ms. Ellen Olson, Vice President of Finance

Board of Trustees Committee of the Whole Meeting
November 2, 2026

OVERVIEW

- Executive Summary - *Dean Budziak*
- Expansion Execution - *Vice President Jaffery*
- Financial Landscape - *Vice President Olson*
- Summary of Options - *Dean Budziak*

EXECUTIVE SUMMARY

EXECUTIVE SUMMARY

BOARD REQUEST

Investigate opportunities to increase Aviation Maintenance enrollment, program capacity, and the number of completers.

CURRENT DEMAND

- 4,738 regional aircraft mechanic jobs and 414 estimated annual openings.
- FY2028 student waitlist: 256 students (138 for Fall 2027 and 118 for Spring 2028).
- Industry partnerships help inform workforce needs and training priorities.

METHODOLOGY

- Assess current capacity and program needs.
- Explore opportunities to expand capacity.
- Discuss recommendations and facility and financial considerations.

Lightcast Q3 2026. The selected region includes Chicago, Rockford, and southern Wisconsin.

CURRENT AVIATION PROGRAM

Airframe and Powerplant (A&P) program

- **Two-year program:** AAS and FAA Airframe and Powerplant certifications
- **Maximum capacity:** 220 FTE across 10 cohorts of 22 students (2-year)[1]
- **Annual Admission:** 110 FTE; 66 in fall (3 cohorts); 44 in spring (2 cohorts)

Metric	FY24	FY25	FY26	3-Year Avg
Unique Heads[2]	251	259	278	263
Credit Hours	6,215	6,312	6,973	6,500
Unique Completers	86	76	76	79
Duplicated Completions	172	137	263	191

[1] Annually, there are 10 active cohorts: 5 freshman cohorts plus 5 sophomore cohorts
[2] Annual unique headcount includes returning students completing credits after a stop-out or break.

Source: RVC figures supplied on October 23, 2026. Three-year averages rounded to whole numbers.

A&P EXPANSION REVIEW

We evaluated adding A&P cohorts within the current ACEC footprint.

Current staffing, equipment, and space limit additional A&P enrollment.

Area	What we found	Needs for the current program
Facilities	Lab and office constraints Daytime parking at capacity Limited student/support spaces	Upgrade classrooms and labs Expand offices and student spaces Improve restrooms and parking
Faculty	11 full-time faculty and 4 adjuncts All full-time faculty teach overloads	Current teaching load supports up to 6 additional full-time positions
Equipment	22 aging instructional engines Dating to 1973, repeatedly rebuilt	Replace the 22 existing engines Approximately $1.2M

Adding A&P cohorts would require further faculty, engines, and lab space beyond these current-program improvements.

OPTION A: A&P EXPANSION

Capacity Increase: 2 additional A&P cohorts, serving 44 more students + increased capacity for future offerings

Includes current-program improvements and replacement of 22 existing engines (~$1.2M). Expansion requires the following additional resources:

Area	Additional requirements for A&P expansion
Instructional space	Expand engine-lab and computer-lab capacity; validate classroom and other lab schedules for the added cohorts.
Equipment and storage	Purchase additional instructional engines and supporting equipment. Provide additional engine work areas and secure storage.
Faculty and offices	Add at least 3 full-time faculty per active cohort (+6) with corresponding office space.
Campus support	Increase parking and restroom capacity and student-support space as needed for additional students and employees.

OPTION B: AVIONICS CERTIFICATE ONLY

One-year program in aircraft electronics: communication, navigation, instrumentation, and electrical systems.

Expansion within current footprint

The one-year format avoids a second year of overlapping cohorts, allowing use of existing instructional space with a lab conversion.

Program and Space Needs

- 22 annual seats in 1 cohort
- 3 additional full-time faculty
- Additional faculty office space
- Convert an existing lab for avionics
- Equip the lab with electronics training tools

Regional Labor Market*

- 528 jobs in 2025
- 45 annual openings
- $34.89/hour median earnings
- 4.73% growth, 2025–2030

Adds capacity and an upskilling pathway without directly reducing the A&P waitlist.

*Lightcast Q3 2026. Selected regional market, not Rockford alone.

EXPANSION OPTIONS COMPARED

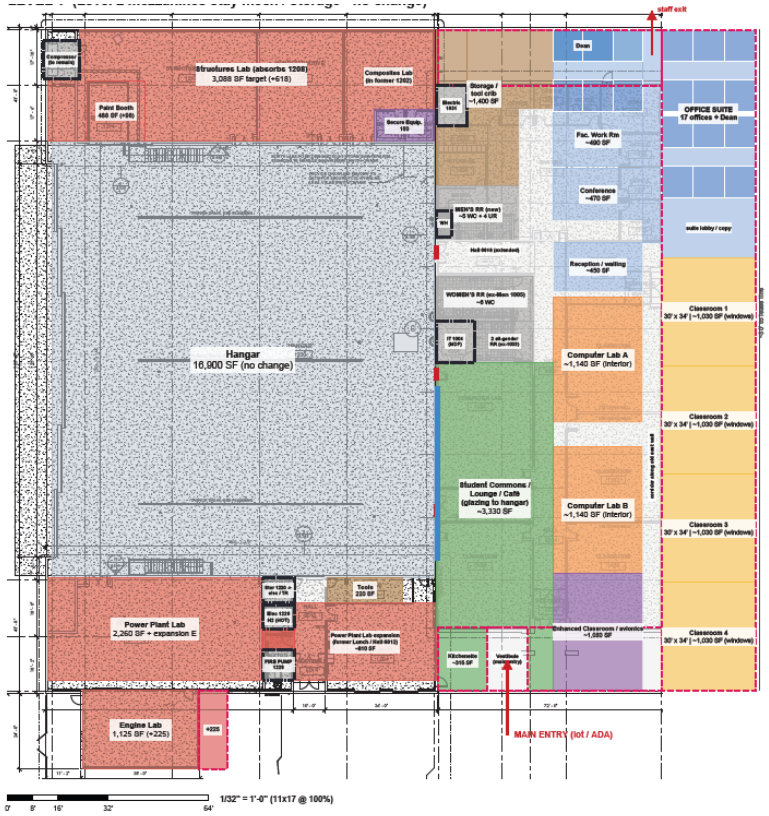
A&P and Avionics Expansion Compared

		Option A	Option B
	Current	**A&P Expansion (+2 cohorts)**	**Avionics (+1 cohort)**
Total enrollment capacity	220	264 (+44)	242 (+22)
Annual admission capacity	110	154	132
Active cohorts	10	12	11
Annual teaching load (CHE)	500	600	550
FT faculty (change)	11	16 (+6)	14 (+3)
Annual Gross Revenue	—	$223,080	$111,540

Revenue: $169 × 30 credits × 22 students per cohort, at full enrollment. Before operating costs.

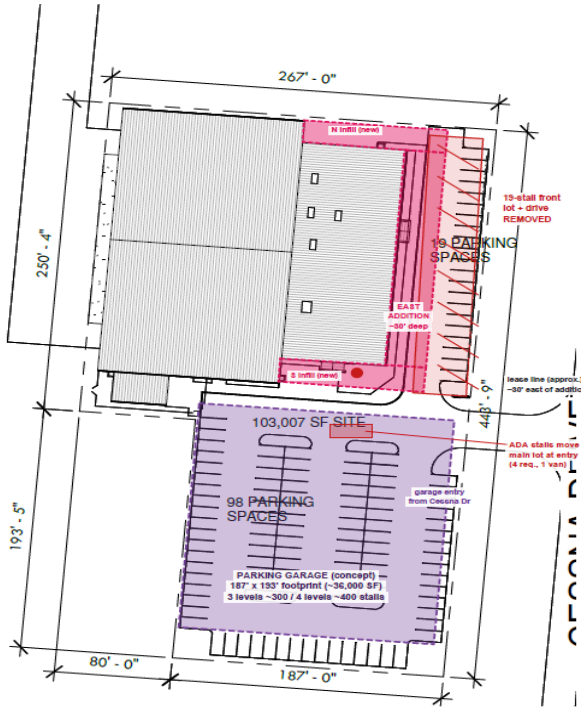
EXPANSION EXECUTION

OPTION A: DESIGN STRATEGY



LEGEND

- Faculty / admin offices
- Office support (break, copy, conf.)
- Classrooms
- Computer labs
- A&P dedicated labs
- Avionics / electronics labs (new)
- Hangar
- Student support (commons, café, lounge)
- Storage / tools
- Restrooms, utility, IT
- Mechanical (existing)
- New elevator / egress stairs
- New accessible bridge / connector
- Circulation
- Flex / future / shell
- New construction (addition / build-up)
- Space added for avionics program
- Existing MEP / equipment to remain



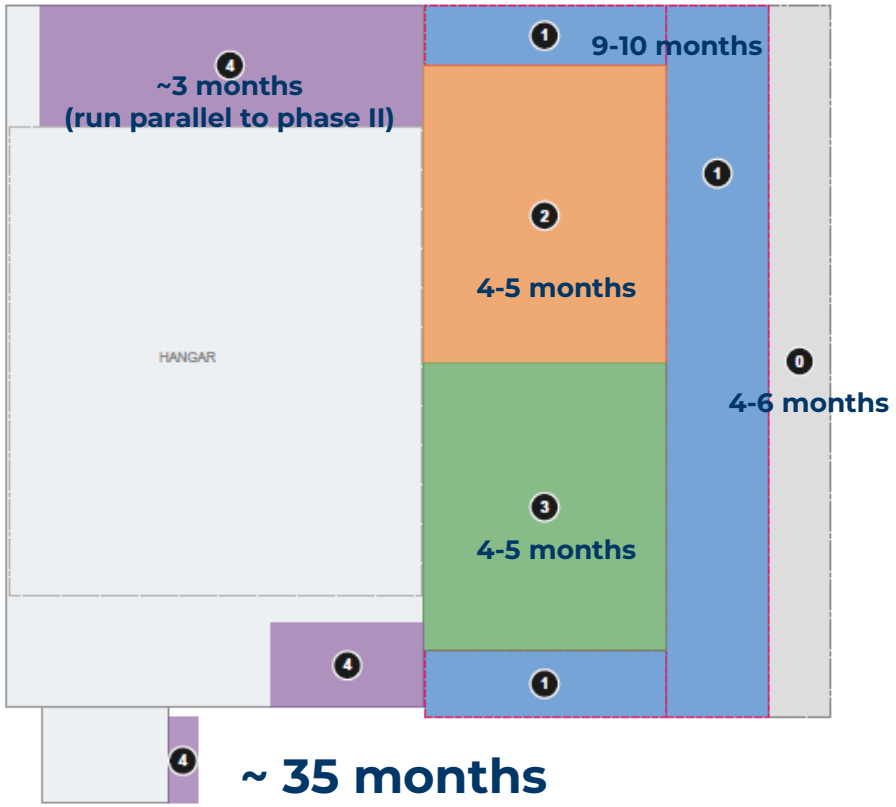
Site plan from G100 (reference only, approx. overlay). Site 103,007 SF (~2.4 ac): 98 + 19 = 117 stalls today.

ACCESSIBLE PARKING (2010 ADA 208.2 / Illinois Accessibility Code)
After the addition 98 stalls → 4 accessible (1 van). With a garage: 300 stalls (3 lvl) → 7 (2 van); 400 (4 lvl) → 8 (2 van). The front-lot ADA stalls relocate to the main lot at the south entry (shortest accessible route, 208.3.1). In a garage, accessible stalls go on the grade level nearest the entry; van stalls need 98" clear height if inside the deck.

- 5 classrooms (+1)
- 18 faculty offices (+11)
- Lab growth (+25%)
- Student commons expansion (+175%) + connection to hangar
- 17 bathroom fixtures (+5)
- 300 parking stalls (+183)

OPTION A: PHASING STRATEGY

1. Facility construction



~ 35 months

~21 months duration from start
(after 10-14 months for design, bid, negotiation)

+

2. Parking construction

Resurface lot	3-4 months
Feasibility, AA, FAA 7460-1	2-4 months
Design + permitting	6-9 months
Bid / award	2-3 months
Precast shop drawings + fab	3-4 months
Construction	8-10 months

~ 34 months

~22-34 months duration from start
(will require alternate airport parking location)

OPTION A: COST PROJECTION

1. Facility construction

Construction	$12.0M
Project costs	$ 3.0M
Contingency	$ 1.5M
Total	**$16.5M**

+

2. Parking construction

Resurface lot	$ 0.5M
Add 2 levels	$10.0M
Project costs	$ 2.5M
Contingency	$ 1.3M
Total	**$14.3M**

Construction total ROM ~$30.8M

OPTION A: COSTS V. REVENUE

One-time costs

Engines	$ 1.2M
Avionics Misc.	$ 0.5M
Facility	$16.5M
Parking	$14.3M
Total	**$32.5M**

Delta revenue (annually)

44 students	$ 0.2M
Total	**$ 0.2M**

Community impact

4.81%

Percent of Regional Profiles
Working in Target Occupations

2

Your Rank as a
Regional Talent Provider

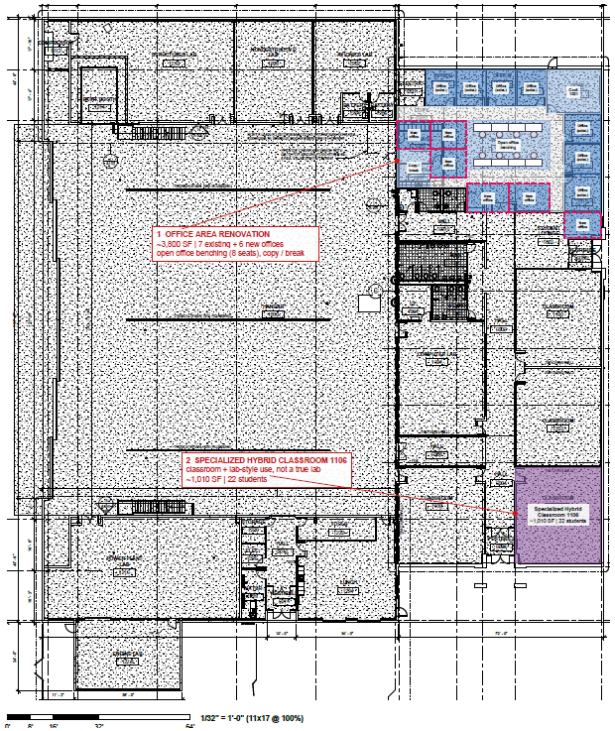
Top Talent Providers

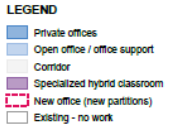
The top regional institutions supplying the labor market with workers employed in the target occupations listed above, based on Lightcast's workforce profile data.

School	Profiles	Percent
Lewis University	196	8.28%
Rock Valley College	114	4.81%
Southern Illinois University-Carbondale	74	3.13%
Embry-Riddle Aeronautical University-Worldwide	40	1.69%
Aviation Institute of Maintenance-Orlando	40	1.69%

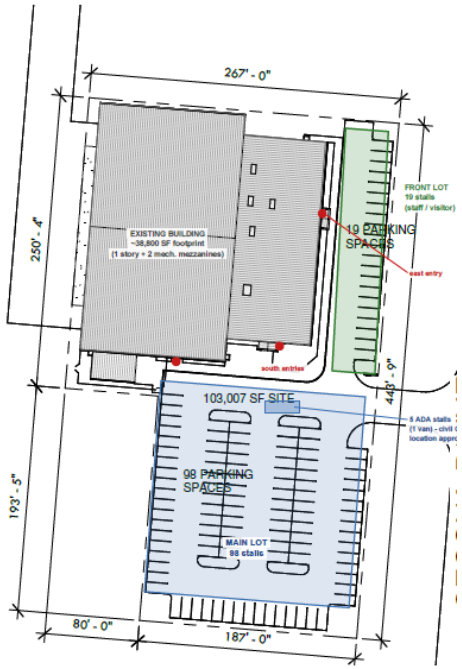
This does not account for recurring costs associated with operation of a larger infrastructure or increased faculty size

OPTION B: DESIGN STRATEGY





- 4 classrooms (3 no change + 1 enhanced classroom)
- 13 faculty offices (+6)
- 8 open faculty spaces for “benching” (no change)



- 117 parking stalls (no change)

OPTION B: PHASING STRATEGY

1. Facility construction

Design & electrical load study	4 months
Bid/negotiation + permitting	2-3 months
Construction	3-5 months

~ 12 months

~5 months duration from start
(after 2-7 months for design, bid, negotiation)

+

2. Parking construction

None

0 months

OPTION B: COST PROJECTION

1. Facility construction			2. Parking construction	
Construction	$1.50M			
Project costs	$0.37M	+		
Contingency	$0.18M			
Total	**$2.05M**		**Total**	**$0M**

Construction total ROM ~$2.1M

OPTION B: COSTS V. REVENUE

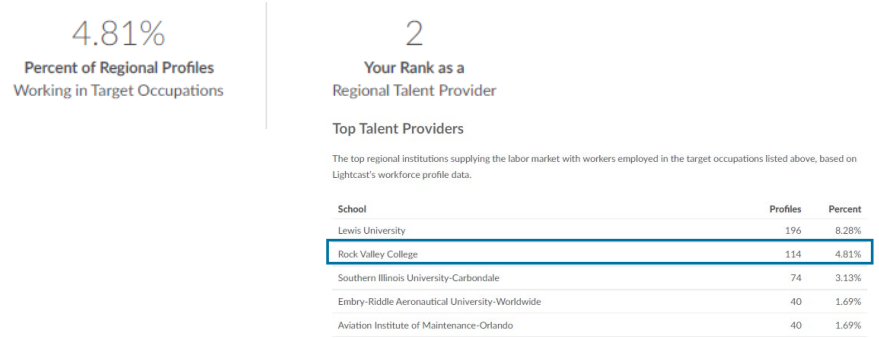
One-time costs

Engines	$ 1.2M
Avionics Misc.	$ 0.5M
Facility	$ 2.1M
Parking	$0.0M
Total	**$3.8M**

Delta revenue (annually)

22 students	$ 0.1M
Total	**$ 0.1M**

Community impact



4.81%

Percent of Regional Profiles Working in Target Occupations

2

Your Rank as a Regional Talent Provider

Top Talent Providers

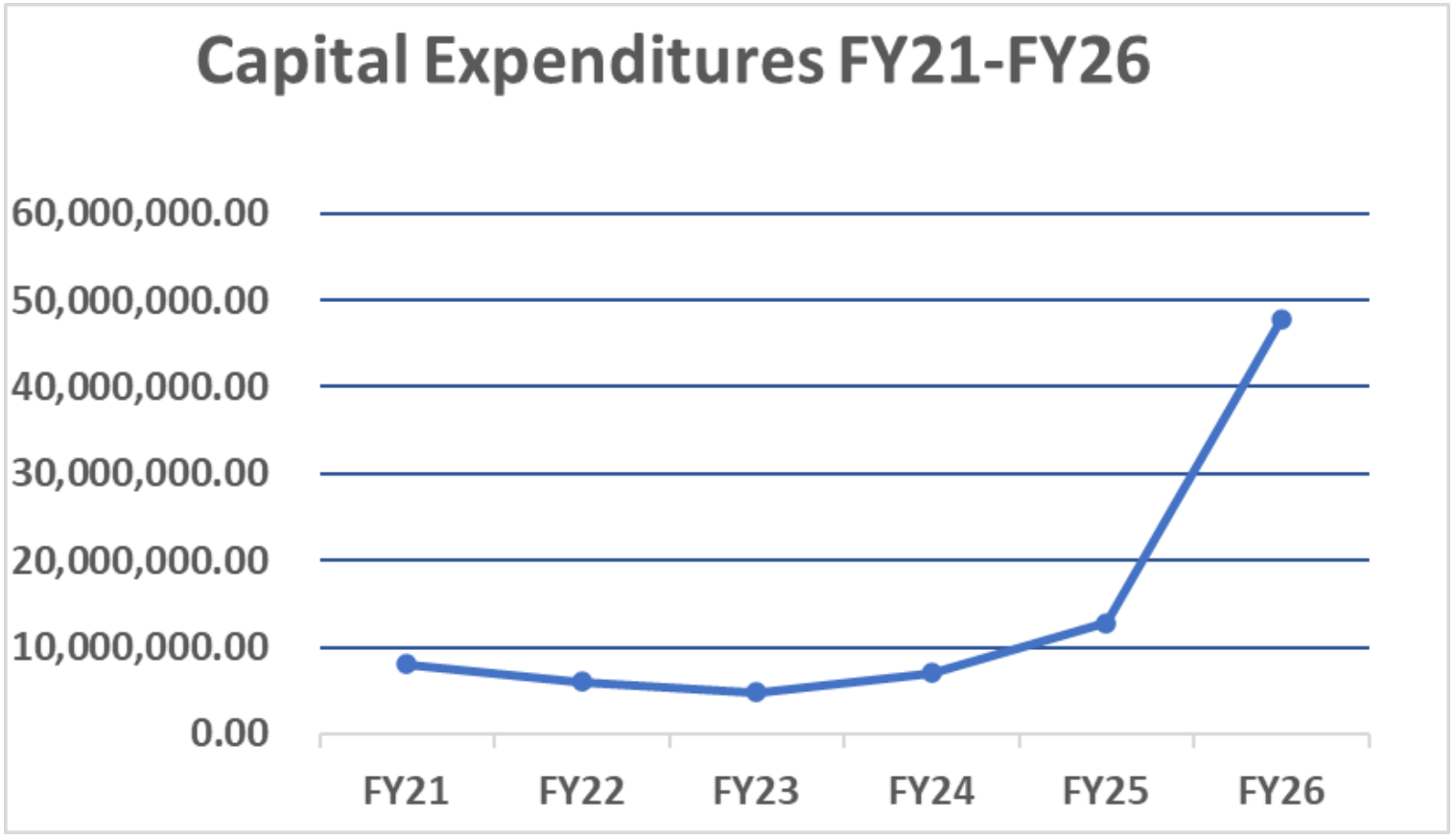
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This does not account for recurring costs associated with increased faculty size

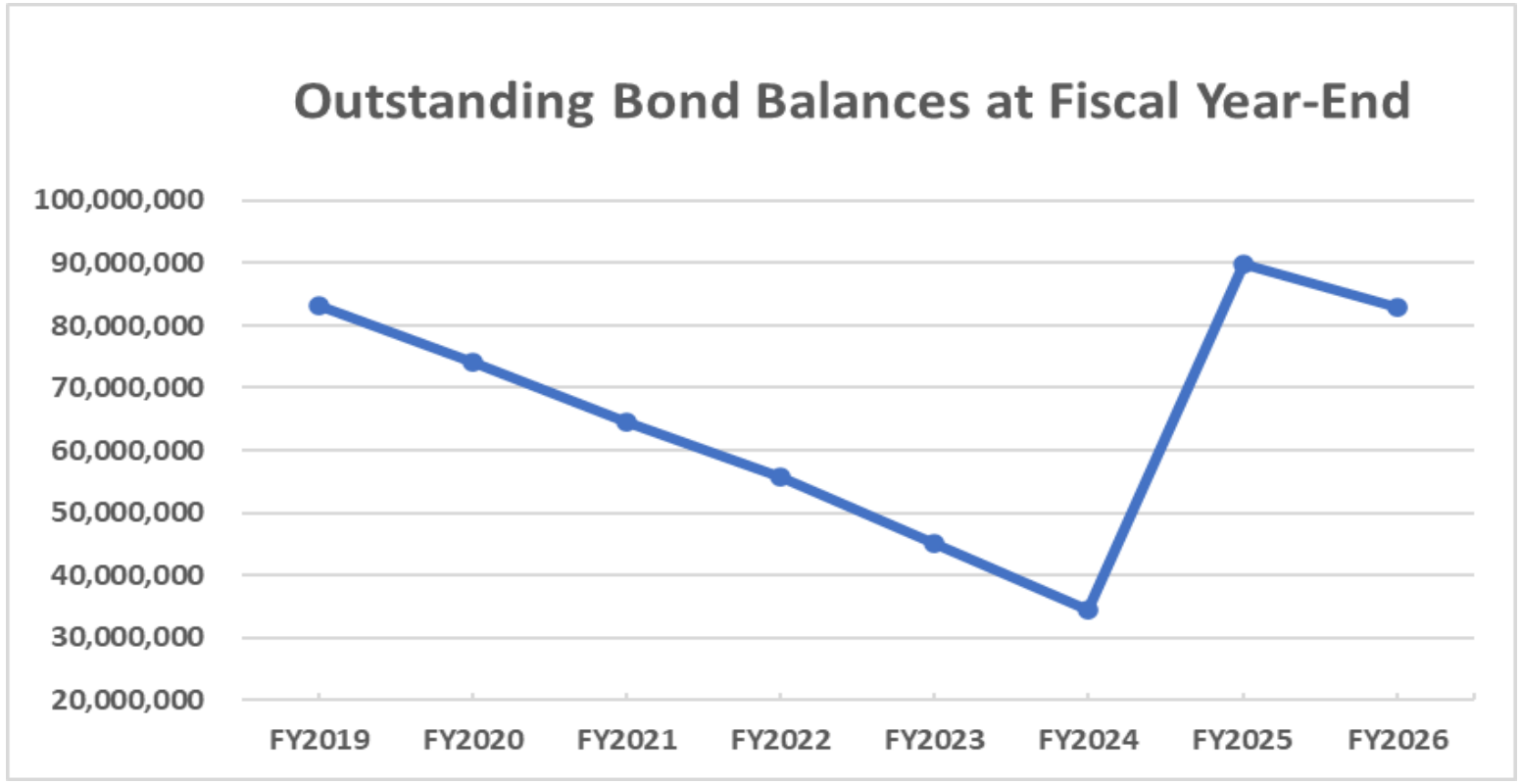
FINANCIAL LANDSCAPE

CAPITAL EXPENDITURES FISCAL YEAR 2021 THRU FISCAL YEAR 2026



CAPITAL EXPENDITURES FISCAL YEAR 2021 THRU FISCAL YEAR 2026

Project	FY21	FY22	FY23	FY24	FY25	FY26	Total FY21-FY26
ATC	7,777,485.61	4,807,702.06	1,732,430.13	2,044,812.60	55,205.90	0.00	16,417,636.30
LED Lighting (Buildings)	16,220.50	555,630.54	234,402.68		462,263.79	(250,000.00)	1,018,517.51
HSC Build out and Elevator					677,721.13	1,509,116.65	2,186,837.78
Downtown West			968,035.00	705,133.31	8,359,895.24	39,264,090.86	49,297,154.41
HVAC Upgrades			303,161.00	871,411.31	416,103.96	68,665.25	1,659,341.52
Fire Alarm Upgrade					26,515.70	767,528.51	794,044.21
Security System Upgrade					686,225.78	125,500.89	811,726.67
BST Lighting Project						1,594,137.67	1,594,137.67
Athletic Fields						1,957,623.21	1,957,623.21
Other	267,361.60	622,505.80	1,586,061.97	3,411,320.58	2,088,931.48	2,733,088.18	10,709,269.61
Total	8,061,067.71	5,985,838.40	4,824,090.78	7,032,677.80	12,772,862.98	47,769,751.22	86,446,288.89



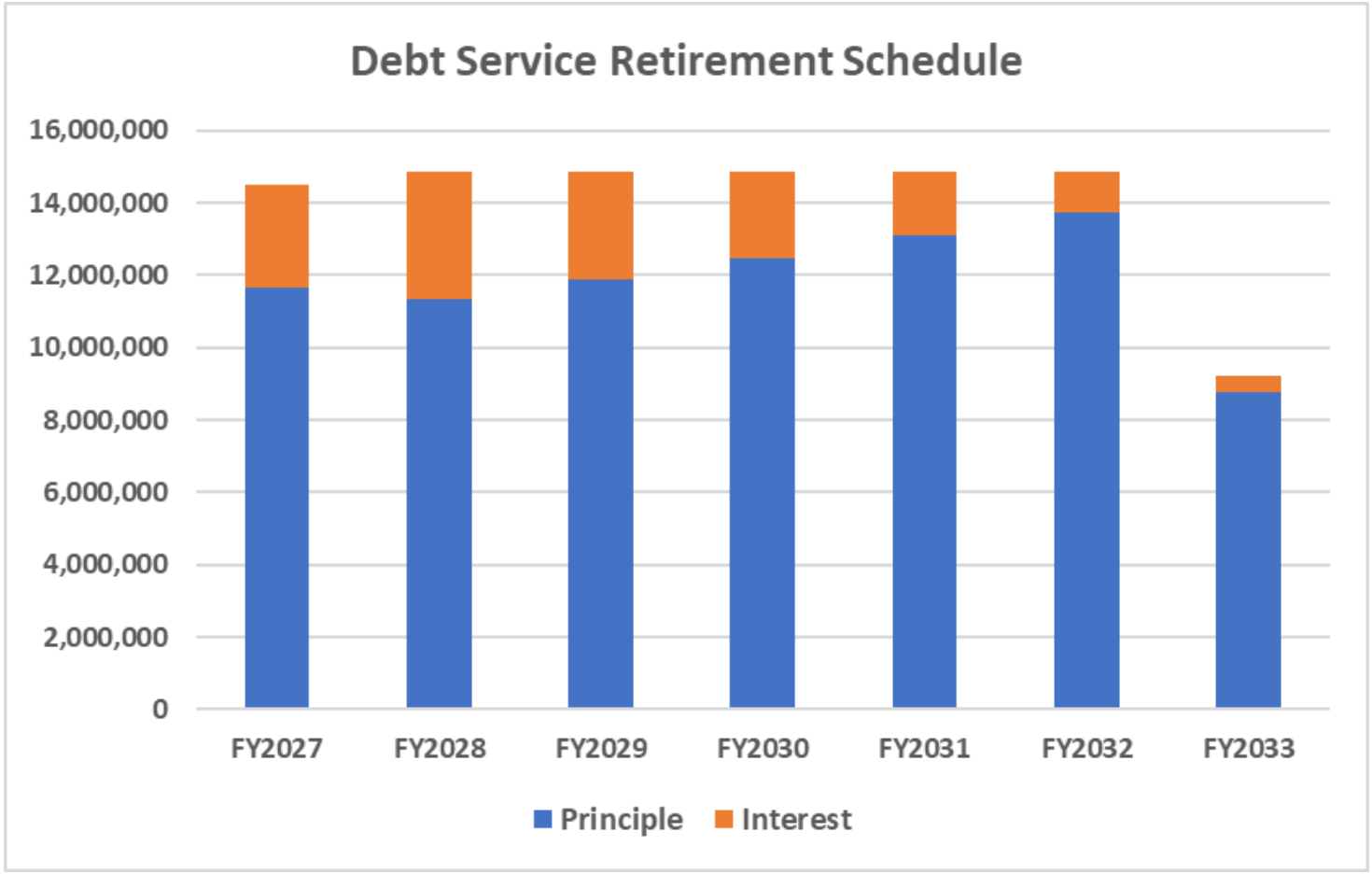
FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026
83,290,000	74,125,000	64,650,000	55,725,000	45,075,000	34,480,000	89,765,000	82,935,000

New Debt Issuance:

2024 Working Cash Bonds
$13,775,000 PAR/
$14,705,722.05 Net Proceeds
Designated for Health Science Center and Classroom II

2025B Bonds
$50,735,000 PAR/
$54,035,158.26 Net Proceeds
Designated for Downtown West

2026 Working Cash Bonds
$7,515,000 Par/
$7,932,966.65 Net Proceeds
Designated for Classroom II



	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033
Principle	11,635,000	11,335,000	11,875,000	12,470,000	13,090,000	13,745,000	8,785,000
Interest	2,860,501	3,536,620	2,998,250	2,404,500	1,781,000	1,126,500	439,250
Total	14,495,501	14,871,620	14,873,250	14,874,500	14,871,000	14,871,500	9,224,250

LEGAL DEBT MARGIN

- Legal Debt Margin at June 30, 2025 was $162,452,398. The debt margin is computed as 2.875% of the equalized assessed valuation of $8,829,608,132 less outstanding indebtedness.
- Estimate Legal Debt Margin at June 30, 2026 is $189,222,688. The debt margin is computed as 2.875% of the equalized assessed valuation of $9,663,507,723 less outstanding indebtedness.

ADDITIONAL NOTES

- Working Cash Fund Bonds are not an option. At January 2026, the College's maximum calculation was $20,121,830. Working cash fund bonds outstanding as of June 30, 2026 were $19,705,000.

- Current S&P Global Rating AA-/Stable

- MADS (Maximum Annual Debt Service)burden was 16% in FY2025. This is the result of the rapid amortization due to wrapping new debt around existing debt to keep annual costs level. This represents the percentage of an organization's operating budget used to pay its single highest year of principal and interest debt obligation by the total of operating expenses.

Why is MADS important – it is used by credit rating agencies to see if a borrower can comfortably afford peak payment. General guidelines for higher education are below:

MADS Burden (%)	Risk Category	Operational Meaning & Examples	Typical Rating Tier
< 4.0%	**Low / Manageable**	The university has immense financial flexibility; debt is an afterthought in the yearly budget.	**AAA** to **AA**
4.0% – 7.0%	**Moderate**	A normal, healthy amount of debt for campus expansions or modernizing student housing.	**A**
7.0% – 10.0%	**Elevated**	Fixed debt obligations begin crowding out faculty hiring, facility maintenance, or financial aid.	**BBB**
> 10.0%	**High Risk**	Capital constraints are severe. A major drop in enrollment can quickly trigger an operational crisis.	**BB** or below (Speculative)

SUMMARY OF OPTIONS

OPTIONS FOR EXPANSION

OPTION A

Expand the current A&P program (+44 students annually)

TOTAL: $32.5M one-time + $395,100 annual salaries (6 × $65,850)

OPTION B

$1.2M: **Purchase replacement engines for the current A&P program**

$2.6M: **Update facility to add a one-year Avionics certificate (+22 students annually)**

TOTAL: $3.8M one-time + $197,550 annual salaries (3 × $65,850)

QUESTIONS?

RVC

Informational Only

RockValleyCollege

FY2027 Adult Learner (Ages 25-45) Enrollment Update

Board of Trustees Committee of the Whole – November 2, 2026

Term	Credit Courses and Programs			Workforce Development			Downtown West		
	Total Students	Adult Learners	% Adult Learners	Total Students	Adult Learners	% Adult Learners	Total Students	Adult Learners	% Adult Learners
Summer II	2,032	477	23%	196	79	40%	NA	NA	NA
Fall	5,798	1,272	22%	285	127	45%	467	158	34%
Winterim	417	81	19%	NA	NA	NA	NA	NA	NA
Spring	2,396	533	22%	5	3	60%	142	48	34%
Summer I	--	--	--	--	--	--	--	--	--

Source: Ellucian Insights – Adult Learner Report (10/26/2026)

Notes:

- Workforce Development includes Customized Training and selected Continuing Education courses.
- Headcounts are unduplicated within each category but may be duplicated across the categories (e.g., a student who is enrolled in credit courses at Downtown West is included in both the credit courses and Downtown West columns).
- This report reflects actual registrations. Workforce development programs follow a different enrollment cycle and have registrations pending that will appear on future reports.
- Winterim courses are only offered online, so there are not any Winterim courses offered at Downtown West. Workforce Development does not offer any courses during Winterim.

FY27 Workforce Development Enrollment by Program

Program	Summer II	Fall	Winterim	Spring	Summer I
Blueprint Reading	12	0	NA	--	
CNC – 8 weeks	18	18	NA	--	--
CNC – 12 weeks	17	21	NA	3	--
CNC – 24 weeks	0	0	NA	--	--
Collision Repair	0	7	NA	--	--
CPR Certification	18	26	NA	--	--
Dental Assisting	8	7	NA	--	--
EKG Technician	13	10	NA	--	--
EMT	3	8	NA	2	--
Food Safety Manager	23	10	NA	--	--
Forklift Operator	0	4	NA		
Highway Construction Careers Training Program	0	12	NA	--	--
Industrial Maintenance	10	32	NA		
Massage & Bodywork Therapy Program	37	76	NA	--	--
Medical Billing & Coding	2	3	NA	--	--
Own & Operate Your Own Business	0	6	NA		
Pharmacy Technician	12	21	NA	--	--
Refrigeration, Air & Heating	0	3			
Robotic Welding	0	0	NA	--	--
Sterile Processing Technician	0	0	NA	--	--
TechWorks	0	0	NA	--	--
Truck Driver Training	22	19	NA	--	--
Warehouse 101	2	3	NA	--	--
TOTAL (may be duplicated across programs)	**196**	**285**	**NA**	**5**	**--**

Source: Ellucian Insights – Adult Learner Reports (10/26/2026)

Notes:

- Workforce Development includes Customized Training and selected Continuing Education courses.
- Headcounts are unduplicated within each program but may be duplicated across programs.
- This report reflects actual registrations. These programs follow a different enrollment cycle and have registrations pending that will appear on future reports.

FY27 Downtown West Enrollment by Program

Program	Summer II	Fall	Fall Cap	Winterim	Spring	Spring Cap	Summer I
Adult Education	NA	139	120	NA	--	TBD	--
Automotive	NA	45	16-18 per class	NA	47	16-18 per class	--
Collision Repair	NA	7	8	NA	--	TBD	--
Criminal Justice	NA	41	30 per class	NA	8	30 per class	--
Early Childhood Education	NA	46	30 per class	NA	27	30 per class	--
Human Services	NA	18	30 per class	NA	12	30 per class	--
Truck Driver Training	NA	4	4	NA	--	TBD	--
TOTAL	**NA**	**300**	**NA**	**NA**	**94**	**NA**	**--**

Source: Ellucian Insights – Adult Learner Report (10/26/2026)

Notes:

- This report reflects actual registrations. Workforce development programs follow a different enrollment cycle and have registrations pending that will appear on future reports.
- While 139 students are enrolled in Adult Education courses at Downtown West for fall, there are 551 total students enrolled in Adult Education courses across all RVC locations.
- Winterim courses are only offered online.
- Capacities are term specific for fall and spring and depend on the types of courses offered. Adult Education enrollment has exceeded the initial estimate of capacity.

ACCT 2026 LEADERSHIP CONGRESS

acct.org

DRIVING CHANGE

WHERE **VISION** MEETS **COMPASSION**

LEADING WITH **CARE**

October 21–24 ★ Chicago, IL

#ACCT2026

Law Enforcement Officers' Associate Degree Program:

Leveraging Partnerships to Meet Workforce Needs

ACCT 2026 LEADERSHIP CONGRESS

acct.org

#ACCT2026

ACCT
Leadership Congress
October 21-24, 2026

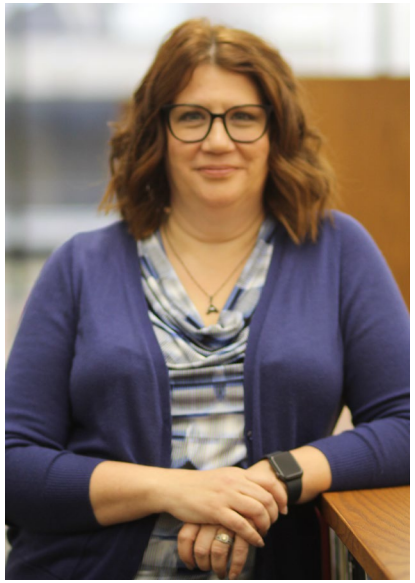
Presenters



Gloria Cardenas Cudia
Board of Trustees



Howard Spearman, Ph.D.
President/CEO



Amanda Smith, Ed.D.
VP, Academic Affairs/CAO



Takeisha Lambert
Dean, Arts & Social Sciences

ACCT 2026 LEADERSHIP CONGRESS
#ACCT2026

RVC

Agenda

- About Rock Valley College
- Workforce Needs for Law Enforcement in Rockford Region
- Partnerships and Innovation
- Opportunities for Partnerships in YOUR Communities
- Strategies to Strengthen Cross-sector Collaborations

About Rock Valley College

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

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The Four Pillars

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



ACCT 2026 LEADERSHIP CONGRESS
#ACCT2026

RVC

RVC Fast Facts



60+ Areas of Study



19:1 Student-to -Faculty Ratio



26+ Student Organizations



51% of Students Receive Aid

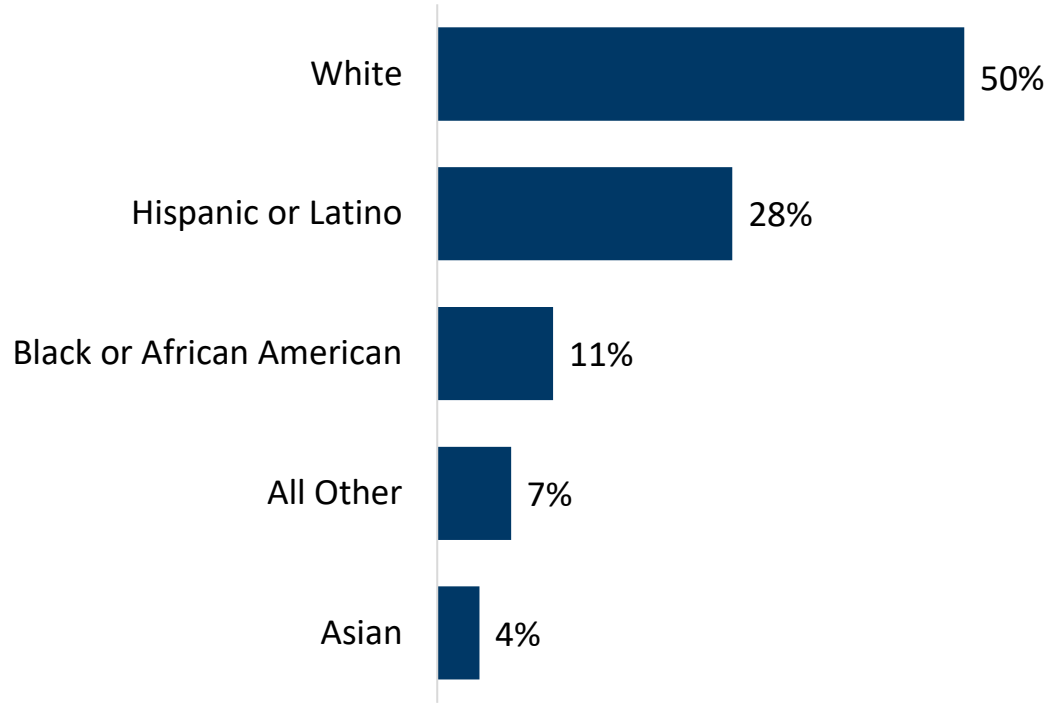
ACCT 2026 LEADERSHIP CONGRESS
#ACCT2026

RVC

RVC Fast Facts: Community & Student Profile

- **384,486** district population
- **9,784** unduplicated headcount credit students
- **12,806** duplicated headcount non-credit students
- **24** average age

Race & Ethnicity (FY 2025)

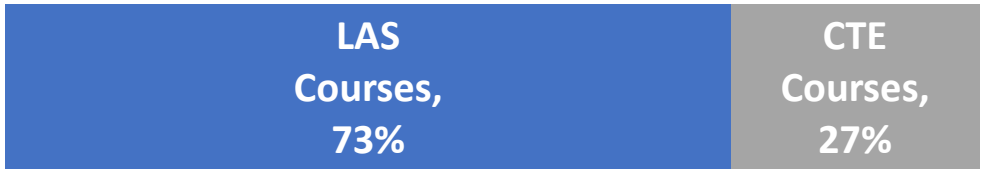


RVC Fast Facts: Student Access & Pathways

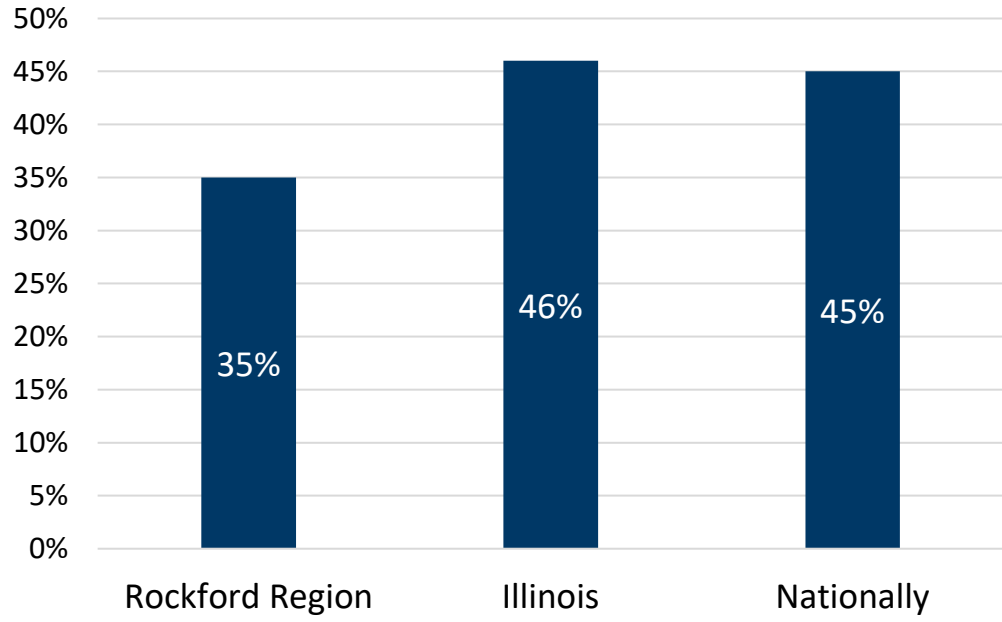
Pell Recipients

- **42%** Full-time, first-time students
- **28%** Overall

Courses (LAS and CTE)



Educational Attainment: Associate's Degree & Higher



ACCT 2026 LEADERSHIP CONGRESS
#ACCT2026

RVC

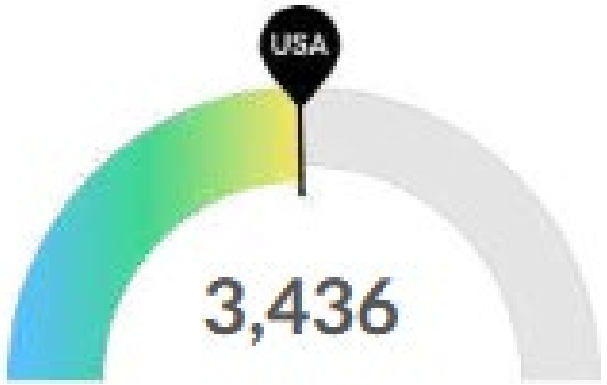
RVC Fast Facts:
Student Success & Outcomes

- **70%** Retention Rate
- **37%** Graduation Rate
- **16%** Transfer-out Rate
- **1,559** Completions

Workforce Needs in Our Region

- The region has been experiencing a shortage of police and corrections officers in our region.
- A state representative challenged the Police Department, Sheriff's Office, and Community College to collaborate to address this shortage.

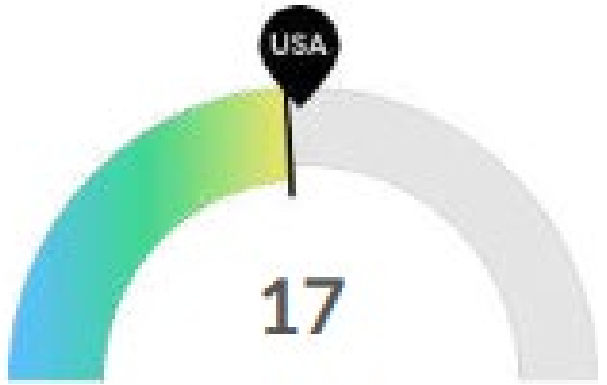
What Do the Data Show?



Jobs (2024)



Compensation



Job Posting Demand

Workforce Needs in Law Enforcement

- A monthly meeting was scheduled to gather thought-leaders from Rockford Police Department (RPD), Winnebago County Sheriff's Office (WCSO) and Rock Valley College (RVC):
  - **RVC**:

    President, VP Academic Affairs, Dean, Arts & Social Sciences, Coordinator, Criminal Justice
  - **RDP**:

    Chief of Police
  - **WCSO**:

    Sheriff, Training Sergeant, Chief Deputy

Workforce Needs in Law Enforcement

- A monthly meeting was scheduled to gather thought-leaders from Rockford Police Department (RPD), Winnebago County Sheriff's Office (WCSO) and Rock Valley College (RVC).





WINNEBAGO COUNTY SHERIFFS OFFICE

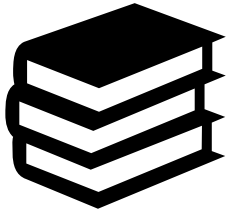
Rock Valley College

ACCT 2026 LEADERSHIP CONGRESS
#ACCT2026

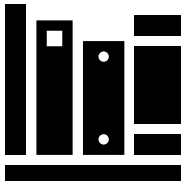
RVC

Workforce Needs in Law Enforcement

- This collaboration led to the development of the ***Law Enforcement Officers' (LEO) Associate of Applied Science Degree Program*** as a workforce-aligned model for meeting regional needs.



Curriculum Redesign



Credit for Prior Learning



In-person Engagement

Curriculum Redesign & Alignment

- Criminal Justice Advisory Committee & Criminal Justice Instructors set the stage for curriculum redesign.
- Additional courses were added to the program to address gaps identified by stakeholders:
  - CRM 130: Diversity in Police
  - CRM 201: 21st Century Policing
  - SOC 295: Racial and Ethnic Relations & Intercultural Communications
- Core Criminal Justice courses are aligned with the Illinois Law Enforcement Training and Safety Standards Board (ILETSB) curriculum matrix

Credit for Prior Learning

- Twenty-seven (27) hours of college credit towards an Applied Science (AAS) degree in Criminal Justice.

To qualify, students must fulfill the following requirements:

- Completed Illinois Law Enforcement Training and Standards Board (ILETSB) Basic Leadership Enforcement Training, and
- Completed at least one three-year verification cycle with ILETSB, and
- Are recognized by ILETSB as Active Law Enforcement Officer.

In-person Engagement

- Criminal Justice Coordinator:
  - Recruitment
  - Case management
- Tuition Assistance
- Student Engagement occurring on campus and at precincts
  - 1-on-1
  - Group

Cohort 1

- Recruitment took place during Roll Calls with the Chief of Police, 1:1 Meetings w/Law Enforcement Officers & Small Group Meetings with Detectives

  - **Summer 2026:** 78 officers expressed interest in the LEO Program
  - **Fall 2026:** 36 Police Officers Signed Commitment Letters & Enrolled
  - **Current Fall 2026 Enrollment:** 28 Police Officers
    - Exploring opportunities to re-enroll those who have stopped out.

Opportunities for Partnerships in YOUR Communities

What are some needs within your community that could be addressed through strong partnerships?

Strategies to Strengthen Cross-Sector Collaborations

- Brainstorm who should be at the table.
  - K-12
  - Community Based Organizations
  - Employers
  - Universities
- Consider the following questions:
  - Is the organization's mission aligned with the college?
  - Does the organization demonstrate capacity and outcomes relevant to a possible partnership?
  - Does the organization address an unmet need?

Strategies to Strengthen Cross-Sector Collaborations (Continued)

- Establish common goals and measures.
  - Take time to jointly review the data and craft solutions.
- Ensure an investment by all partners.
  - This can take the form of funding or in-kind services.
- Identify the team member responsible for moving the work forward.
  - This will include monitoring progress and keeping track of action items.

References

Aspen Rising Presidential Fellowship. (February, 2026).

Illinois Community College Board. (December, 2025). Student enrollments and completions in the Illinois Community College System: Fiscal Year 2025. Retrieved from https://www.iccb.org/wp-content/uploads/2025/12/Annual_Enroll_Comp_2025_Final.pdf.

U.S. Department of Education, National Center for Education Statistics, Integrated Postsecondary Education Data System (IPEDS). (2024). Data Feedback Report. Retrieved from https://nces.ed.gov/ipeds on October 9, 2026.

(Quarter 4, 2025). Demographic Overview. Retrieved from Lightcast.

Thank you.

- Gloria Cardenas Cudia, Board Trustee
  G.CudiaTrustee@rockvalleycollege.edu
- Howard Spearman, Ph.D., President/CEO
  h.spearman@rockvalleycollege.edu
- Amanda Smith, Ed.D., Vice President Academic Affairs/CAO
  a.smith@rockvalleycollege.edu
- Takeisha Lambert, M.Ed., Dean Arts & Social Sciences
  t.lambert@rockvalleycollege.edu

Operations Discussion:

Board Liaison

Trustee Trojan

Rock Valley College
Board Policy Manual
Article 5 - Finance Review

November 2, 2026
Dr. Terrica Huntley, Vice President of Human Resources
Board of Trustees Committee of the Whole Meeting

ABOUT RVC

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THE FOUR PILLARS

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PROCESS OVERVIEW

1. Robbins Schwartz attorneys will perform an initial review to ensure all policies comply with current legal standards.

2. The Assistant to the President and the Vice President of Human Resources will review the amended document to ensure policies align with current college practices.

3. Trustees will be provided with a video explanation of the changes made to the policies in advance of the meeting.

4. 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.

5. Trustees are encouraged to provide their feedback, questions, and comments to the Office of the President for review.

6. If there are no lingering concerns, a second reading is presented to the Board of Trustees for review prior to voting on applicable changes.

7. Any existing/continuing concerns or changes will be reviewed by all parties prior to final Board approval.

8. 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 5 - Finance of the Rock Valley College Board Policy Manual addresses guiding principles for financial management activities, oversight, and resource allocation of the College's assets to preserve operations and attainment of educational goals.

- Many of the policies are being updated in conjunction with the ICCB Fiscal Management Manual, Governmental Accounting Standards Board, Generally Accepted Accounting Principles, Public Community College Act, Illinois Public Funds Investment Act, and other Legal Acts relevant to purchasing, budgeting, and reporting of the financial status of the College. In this section, we focused on confirming the following in each policy:
  - Ensure accurate Board Report numbers are on the policies (according to the Board Archives).
  - 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 where mentioned in Board Policy.

ARTICLE 5 BOARD POLICIES REQUIRING ADMINISTRATIVE PROCEDURES/GUIDELINES/PLANS

- 5:10.030
  Financial Reports
- 5:10.040
  Annual Budget
- 5:10.080
  Investment
- 5:10.100
  Insurance/Risk Management
- 5:10.100
  EHS/Risk Management
- 5:10.100
  Tort Fund/ Risk Management
- 5:10.110
  Fund Transfer Agreement with RVC Foundation
- 5:10.120
  Purchasing
- 5:10.130
  Travel Reimbursement
- 5:10.140
  Diverse Vendor Enterprise

NEXT STEPS

1. Conduct the first and second readings at the November and December Board meetings of Board Policy Manual Article 5 - Finance.

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 5 - Finance.

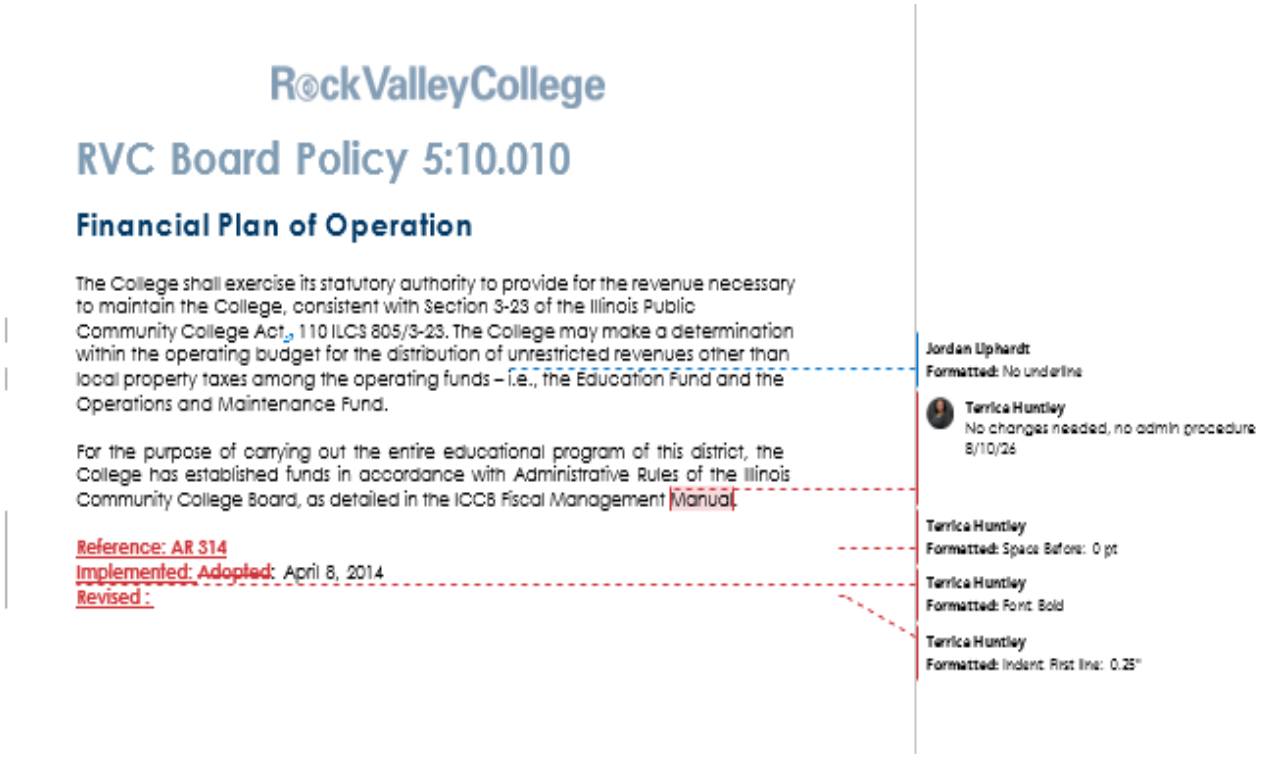
5. Identify and document the next steps for a scheduled review of the Board Policy Manual.

NOTABLE CHANGES FOR EXISTING POLICIES IN ARTICLE 5

5:10.010 - FINANCIAL PLAN OF OPERATION

- No changes were suggested or requested.

- The College continues to follow the guidance of this board policy as currently written.



Rock Valley College

RVC Board Policy 5:10.010

Financial Plan of Operation

The College shall exercise its statutory authority to provide for the revenue necessary to maintain the College, consistent with Section 3-23 of the Illinois Public Community College Act, 110 ILCS 805/3-23. The College may make a determination within the operating budget for the distribution of unrestricted revenues other than local property taxes among the operating funds – i.e., the Education Fund and the Operations and Maintenance Fund.

For the purpose of carrying out the entire educational program of this district, the College has established funds in accordance with Administrative Rules of the Illinois Community College Board, as detailed in the ICCB Fiscal Management Manual.

Reference: AR 314
Implemented: ~~Adopted~~: April 8, 2014
Revised :

Jordan Uphardt
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Terrica Huntley
No changes needed, no admin procedure
8/10/26

Terrica Huntley
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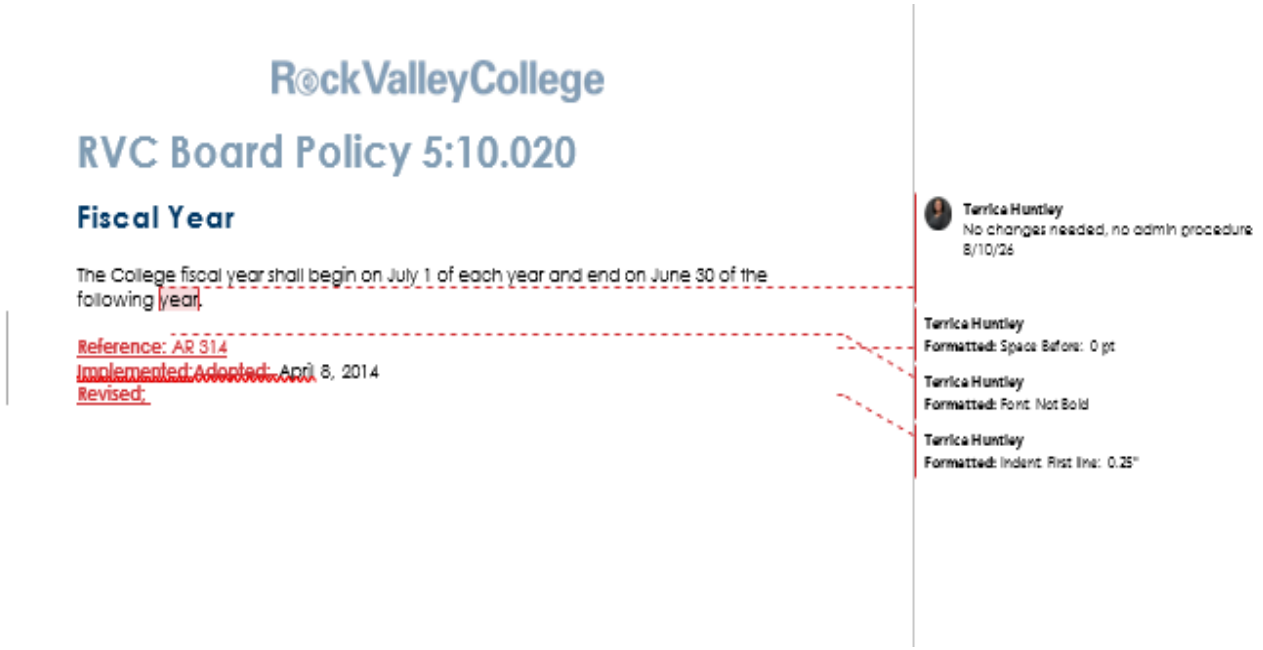
Terrica Huntley
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Terrica Huntley
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5:10.020 - FISCAL YEAR (FY)

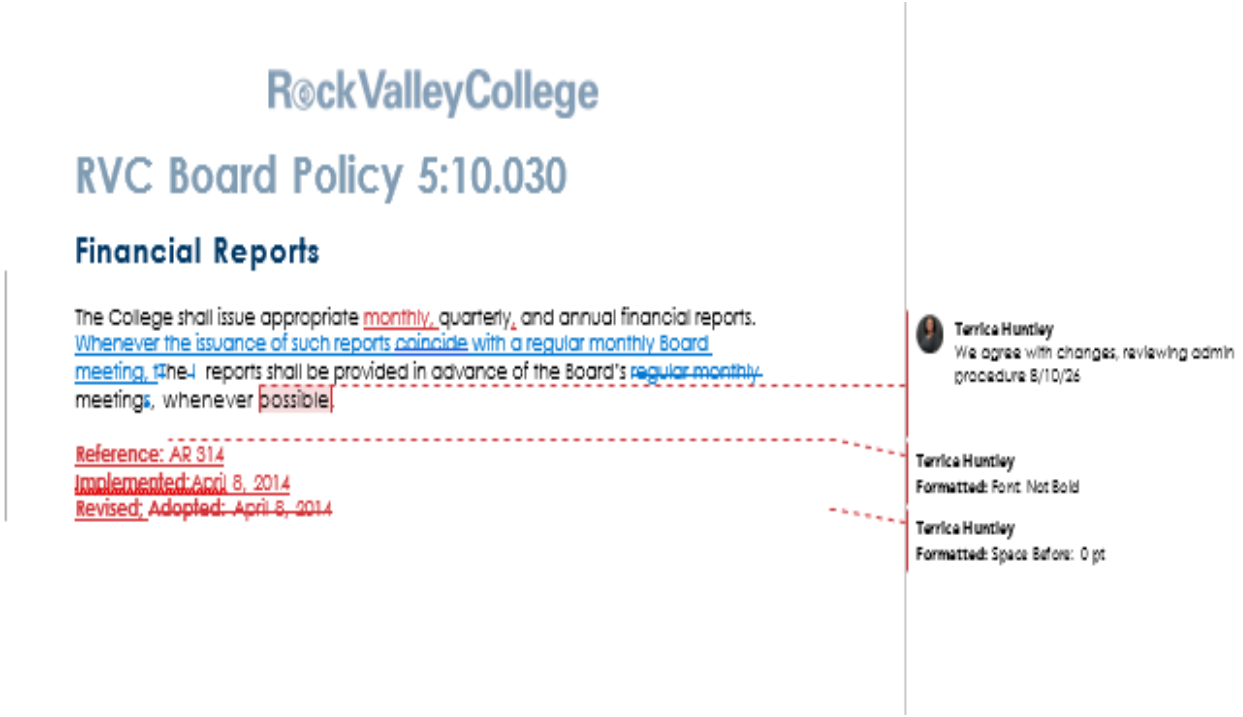
- No changes were suggested or requested.

- The College continues to follow the guidance of this board policy as currently written.



5:10.030 - FINANCIAL REPORTS

- One additional line was added to ensure that financial reports followed a cadence that would provide timely updates as needed.



Rock Valley College

RVC Board Policy 5:10.030

Financial Reports

The College shall issue appropriate monthly, quarterly, and annual financial reports. Whenever the issuance of such reports coincide with a regular monthly Board meeting, tThe reports shall be provided in advance of the Board's ~~regular monthly~~ meetings, whenever possible.

Reference: AR 314
Implemented: April 8, 2014
Revised; ~~Adopted: April 8, 2014~~

Terrica Huntley
We agree with changes, reviewing admin procedure 8/10/26

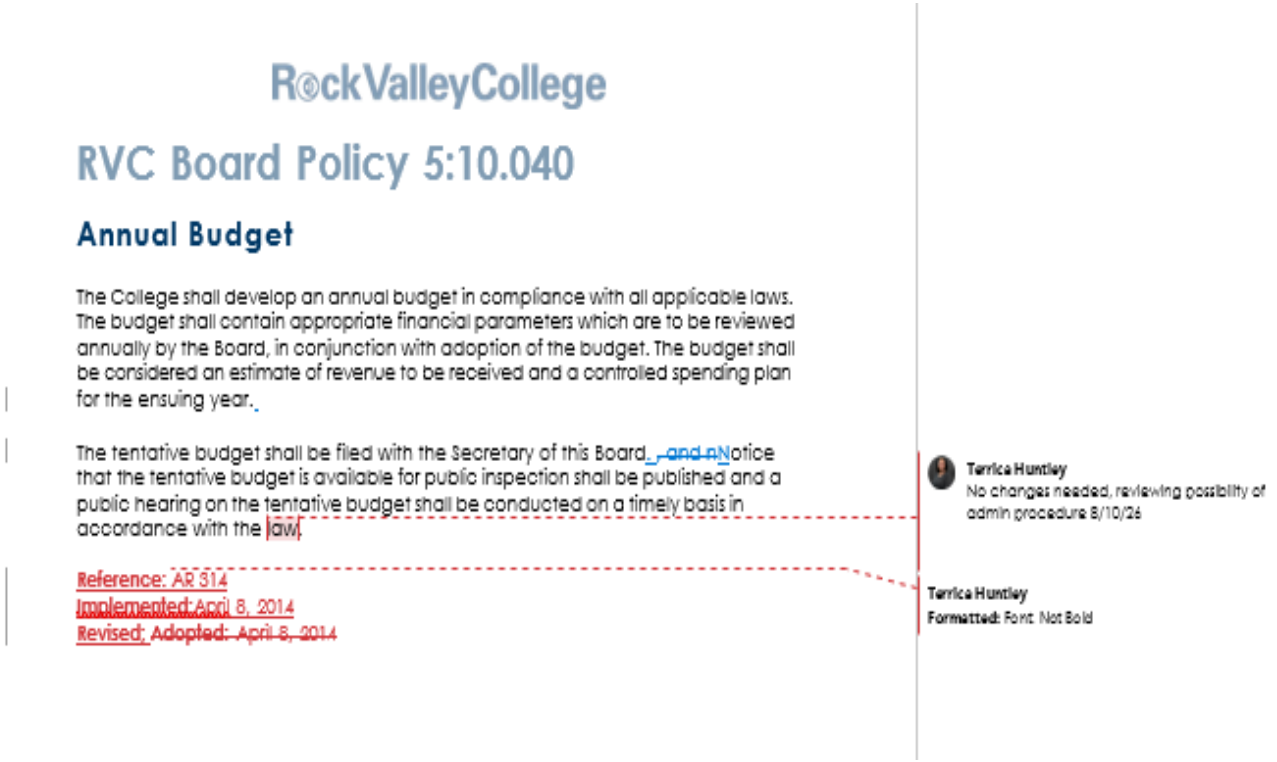
Terrica Huntley
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Terrica Huntley
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5:10.040- ANNUAL BUDGET

- One minor grammatical change was suggested or requested.

- The College continues to follow the guidance of this board policy as currently written.



Rock Valley College

RVC Board Policy 5:10.040

Annual Budget

The College shall develop an annual budget in compliance with all applicable laws. The budget shall contain appropriate financial parameters which are to be reviewed annually by the Board, in conjunction with adoption of the budget. The budget shall be considered an estimate of revenue to be received and a controlled spending plan for the ensuing year.

The tentative budget shall be filed with the Secretary of this Board, ~~and a~~ Notice that the tentative budget is available for public inspection shall be published and a public hearing on the tentative budget shall be conducted on a timely basis in accordance with the law.

Reference: AR 314
Implemented: April 8, 2014
Revised; ~~Adopted: April 8, 2014~~

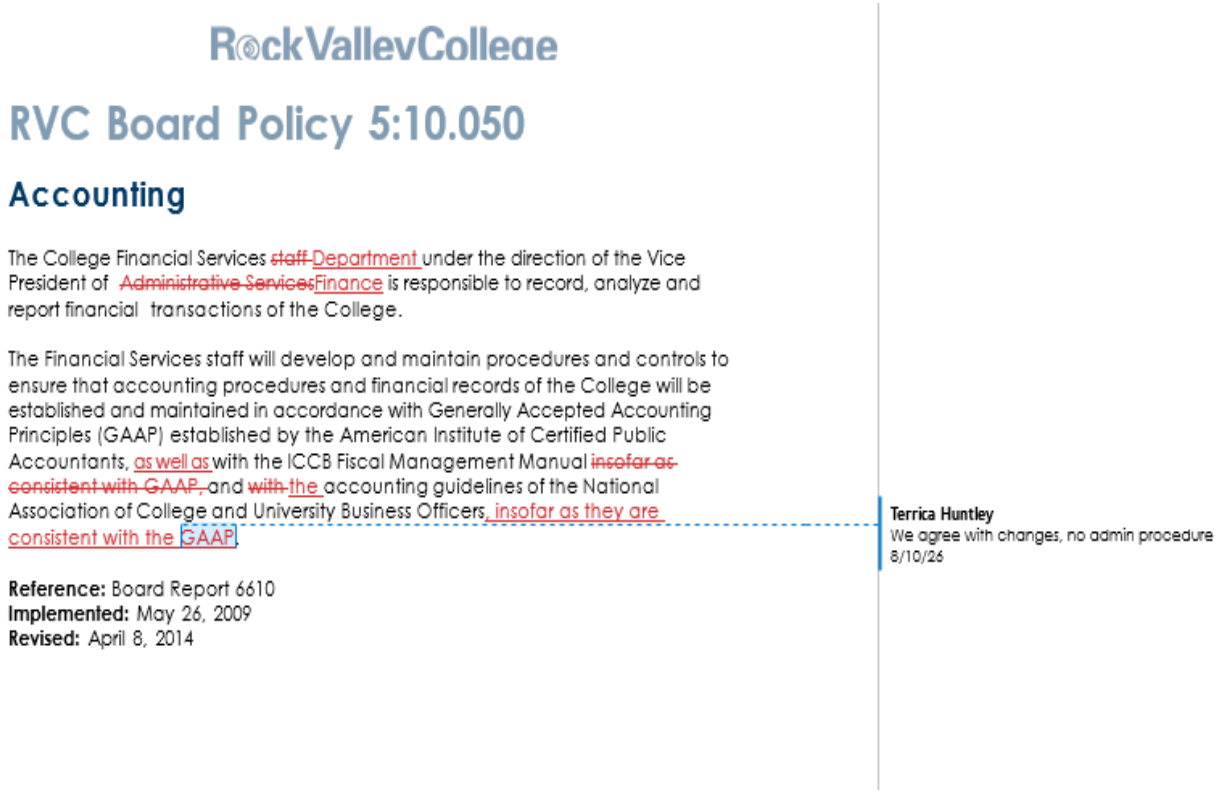
Terrica Huntley
No changes needed, reviewing possibility of admin procedure 8/10/26

Terrica Huntley
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5:10.050 - ACCOUNTING

- Minor changes were made to reflect the accurate names of departments within financial services and their respective titles.

- The sentence regarding the influence of GAAP (Generally Accepted Accounting Principles) was moved to emphasize the importance of aligning the National Association of College and University Business Officers with GAAP.



Rock Valley College

RVC Board Policy 5:10.050

Accounting

The College Financial Services ~~staff~~ Department under the direction of the Vice President of ~~Administrative Services~~Finance is responsible to record, analyze and report financial transactions of the College.

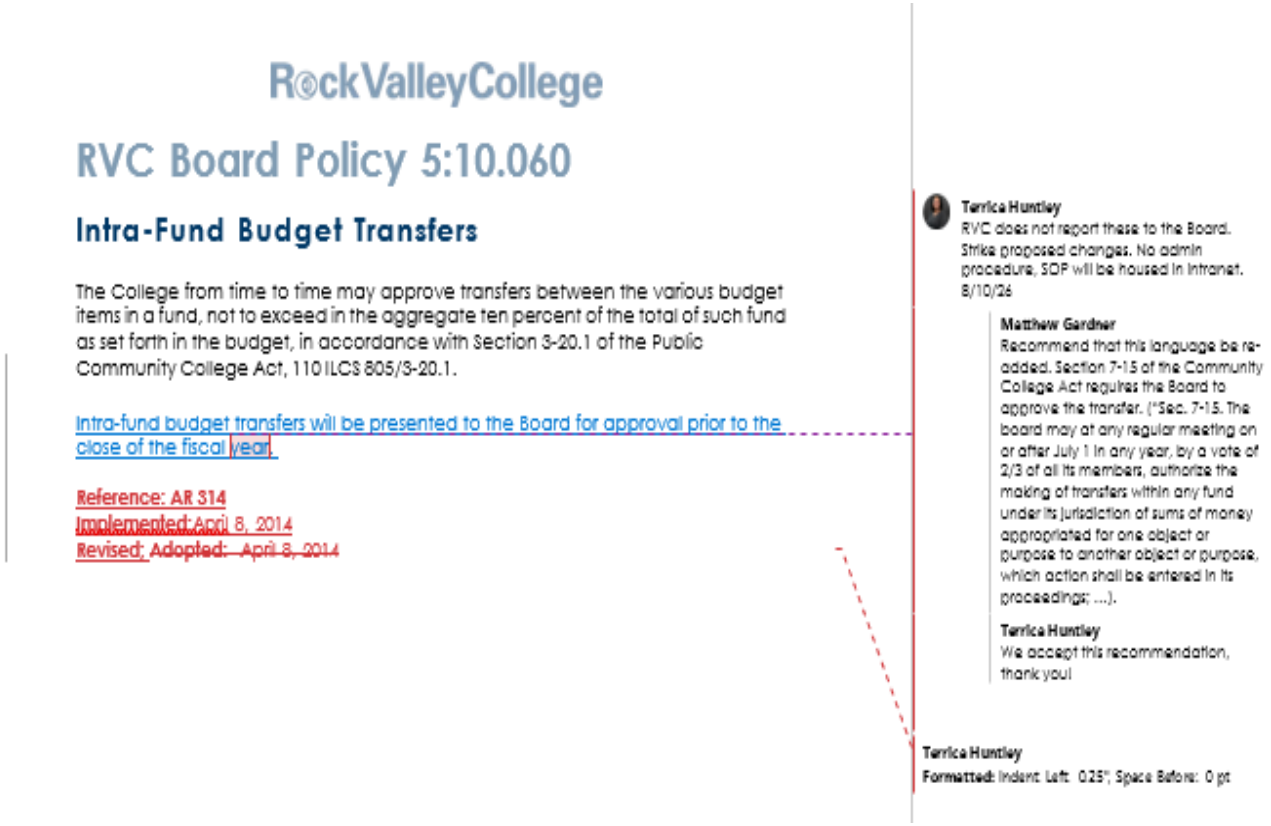
The Financial Services staff will develop and maintain procedures and controls to ensure that accounting procedures and financial records of the College will be established and maintained in accordance with Generally Accepted Accounting Principles (GAAP) established by the American Institute of Certified Public Accountants, as well as with the ICCB Fiscal Management Manual ~~insofar as consistent with GAAP,~~ and ~~with~~ the accounting guidelines of the National Association of College and University Business Officers, insofar as they are consistent with the GAAP.

Reference: Board Report 6610
Implemented: May 26, 2009
Revised: April 8, 2014

Terrica Huntley
We agree with changes, no admin procedure
8/10/26

5:10.060 - INTRA-FUND BUDGET TRANSFERS

- Intra-fund transfers occur when money, cash, or resources move between different departments or accounts within the exact same fund.
- The College continues to follow the general guidance of this board policy as currently written.
- Robbins Schwartz has recommended inclusion of presentation of intra-fund budget transfers as indicated in the Illinois Public Community College Act.
- Administrative procedures will be developed by Finance regarding how these types of transfers will be presented to the Board.



Rock Valley College

RVC Board Policy 5:10.060

Intra-Fund Budget Transfers

The College from time to time may approve transfers between the various budget items in a fund, not to exceed in the aggregate ten percent of the total of such fund as set forth in the budget, in accordance with Section 3-20.1 of the Public Community College Act, 110 ILCS 805/3-20.1.

Intra-fund budget transfers will be presented to the Board for approval prior to the close of the fiscal year.

Reference: AR 314
Implemented: April 8, 2014
Revised; ~~Adopted: April 8, 2014~~

Terrica Huntley
RVC does not report these to the Board. Strike proposed changes. No admin procedure. SOP will be housed in Intranet.
8/10/26

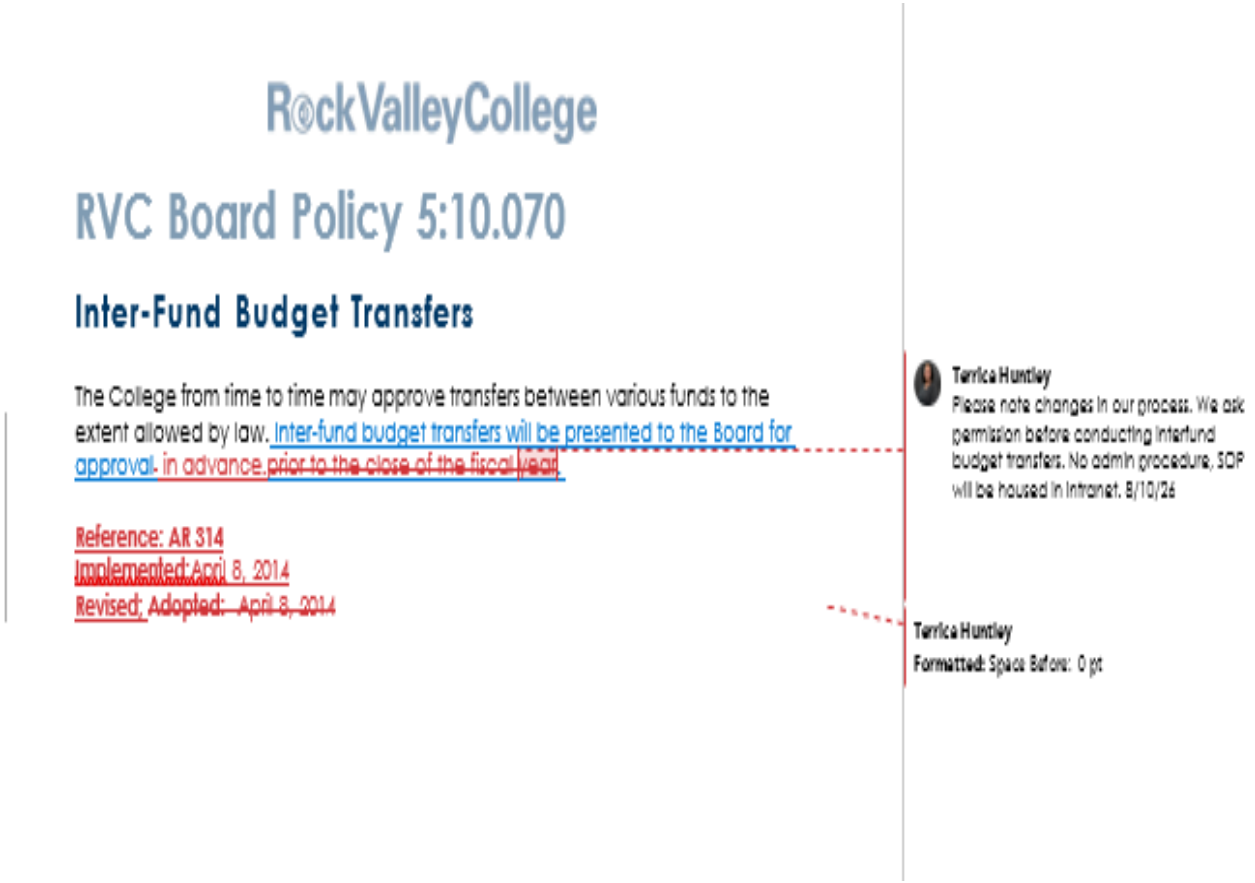
Matthew Gardner
Recommend that this language be re-added. Section 7-15 of the Community College Act requires the Board to approve the transfer. ("Sec. 7-15. The board may at any regular meeting on or after July 1 in any year, by a vote of 2/3 of all its members, authorize the making of transfers within any fund under its jurisdiction of sums of money appropriated for one object or purpose to another object or purpose, which action shall be entered in its proceedings; ...).

Terrica Huntley
We accept this recommendation, thank you!

Terrica Huntley
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5:10.070 - INTERFUND BUDGET TRANSFERS

- Inter-fund transfers move money between entirely separate accounting funds.
- One minor change is being proposed to add that we present these inter-fund budget transfers to the Board for approval, which is our currently established practice.
- These types of transfers occur throughout the year, not just prior to the close of each fiscal year.
- The College always asks permission before conducting inter-fund budget transfers.



Rock Valley College

RVC Board Policy 5:10.070

Inter-Fund Budget Transfers

The College from time to time may approve transfers between various funds to the extent allowed by law. Inter-fund budget transfers will be presented to the Board for approval in advance ~~prior to the close of the fiscal year~~.

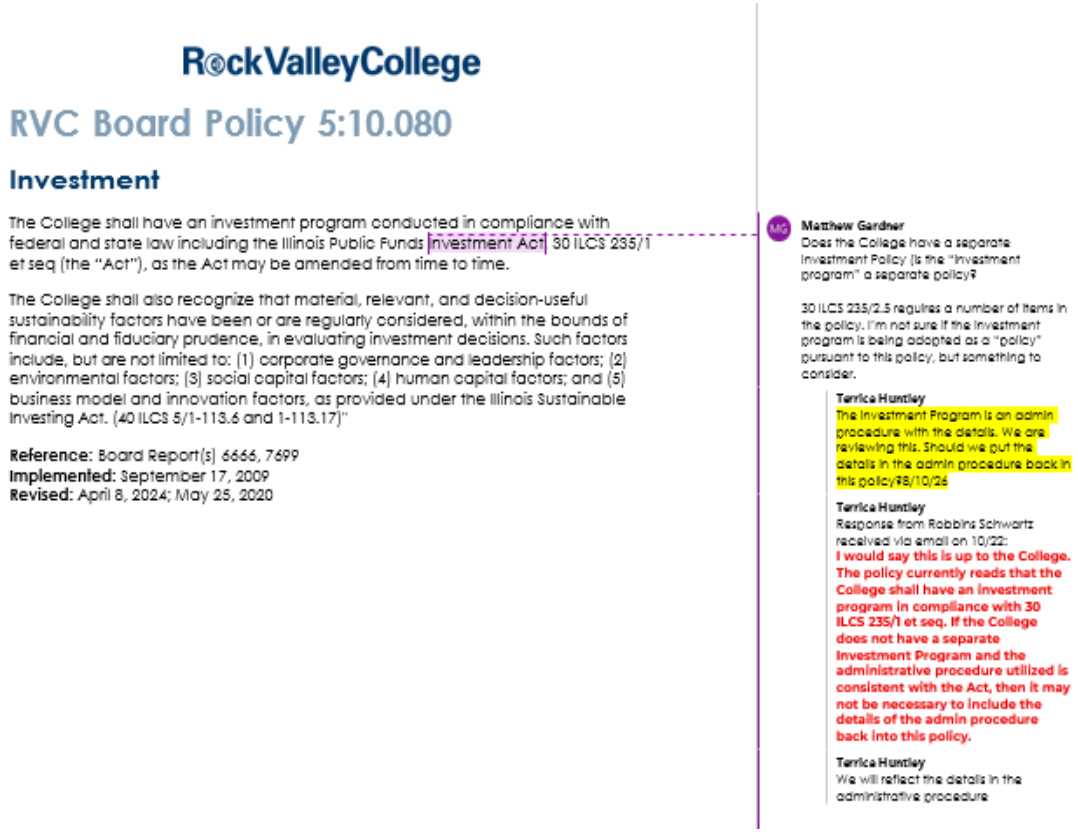
Reference: AR 314
Implemented: April 8, 2014
Revised: ~~Adopted: April 8, 2014~~

Terrica Huntley
Please note changes in our process. We ask permission before conducting interfund budget transfers. No admin procedure. SOP will be housed in Intranet. 8/10/26

Terrica Huntley
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5:10.080 - INVESTMENT

- No changes were suggested or requested.
- The College continues to follow the guidance of this Board policy as currently written.
- Administrative Procedures have been written to provide details regarding the Investment Program.



Rock Valley College

RVC Board Policy 5:10.080

Investment

The College shall have an investment program conducted in compliance with federal and state law including the Illinois Public Funds Investment Act, 30 ILCS 235/1 et seq (the "Act"), as the Act may be amended from time to time.

The College shall also recognize that material, relevant, and decision-useful sustainability factors have been or are regularly considered, within the bounds of financial and fiduciary prudence, in evaluating investment decisions. Such factors include, but are not limited to: (1) corporate governance and leadership factors; (2) environmental factors; (3) social capital factors; (4) human capital factors; and (5) business model and innovation factors, as provided under the Illinois Sustainable Investing Act. (40 ILCS 5/1-113.6 and 1-113.17)"

Reference: Board Report(s) 6666, 7699
Implemented: September 17, 2009
Revised: April 8, 2024; May 25, 2020

MG **Matthew Gardner**
Does the College have a separate Investment Policy (is the "investment program" a separate policy?

30 ILCS 235/2.5 requires a number of items in the policy. I'm not sure if the investment program is being adopted as a "policy" pursuant to this policy, but something to consider.

Terrica Huntley
The Investment Program is an admin procedure with the details. We are reviewing this. Should we put the details in the admin procedure back in this policy?8/10/26

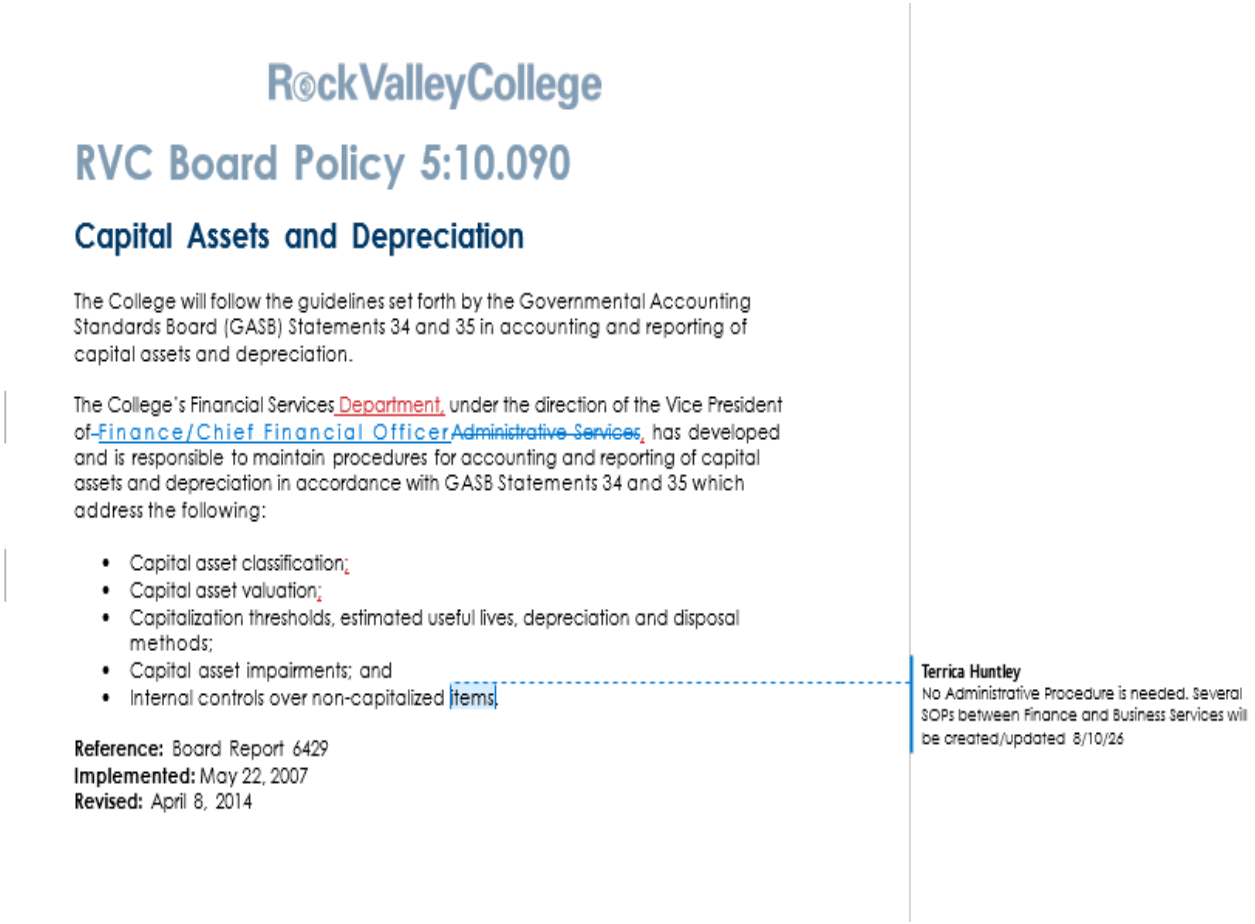
Terrica Huntley
Response from Robbins Schwartz received via email on 10/22:
I would say this is up to the College. The policy currently reads that the College shall have an investment program in compliance with 30 ILCS 235/1 et seq. If the College does not have a separate Investment Program and the administrative procedure utilized is consistent with the Act, then it may not be necessary to include the details of the admin procedure back into this policy.

Terrica Huntley
We will reflect the details in the administrative procedure

5:10.090 - CAPITAL ASSETS AND DEPRECIATION

- Minor changes were made to reflect accurate names of departments within financial services and their respective titles.

- The College continues to follow the guidance of this board policy as currently written.



Rock Valley College

RVC Board Policy 5:10.090

Capital Assets and Depreciation

The College will follow the guidelines set forth by the Governmental Accounting Standards Board (GASB) Statements 34 and 35 in accounting and reporting of capital assets and depreciation.

The College's Financial Services Department, under the direction of the Vice President of Finance/Chief Financial Officer ~~Administrative Services~~, has developed and is responsible to maintain procedures for accounting and reporting of capital assets and depreciation in accordance with GASB Statements 34 and 35 which address the following:

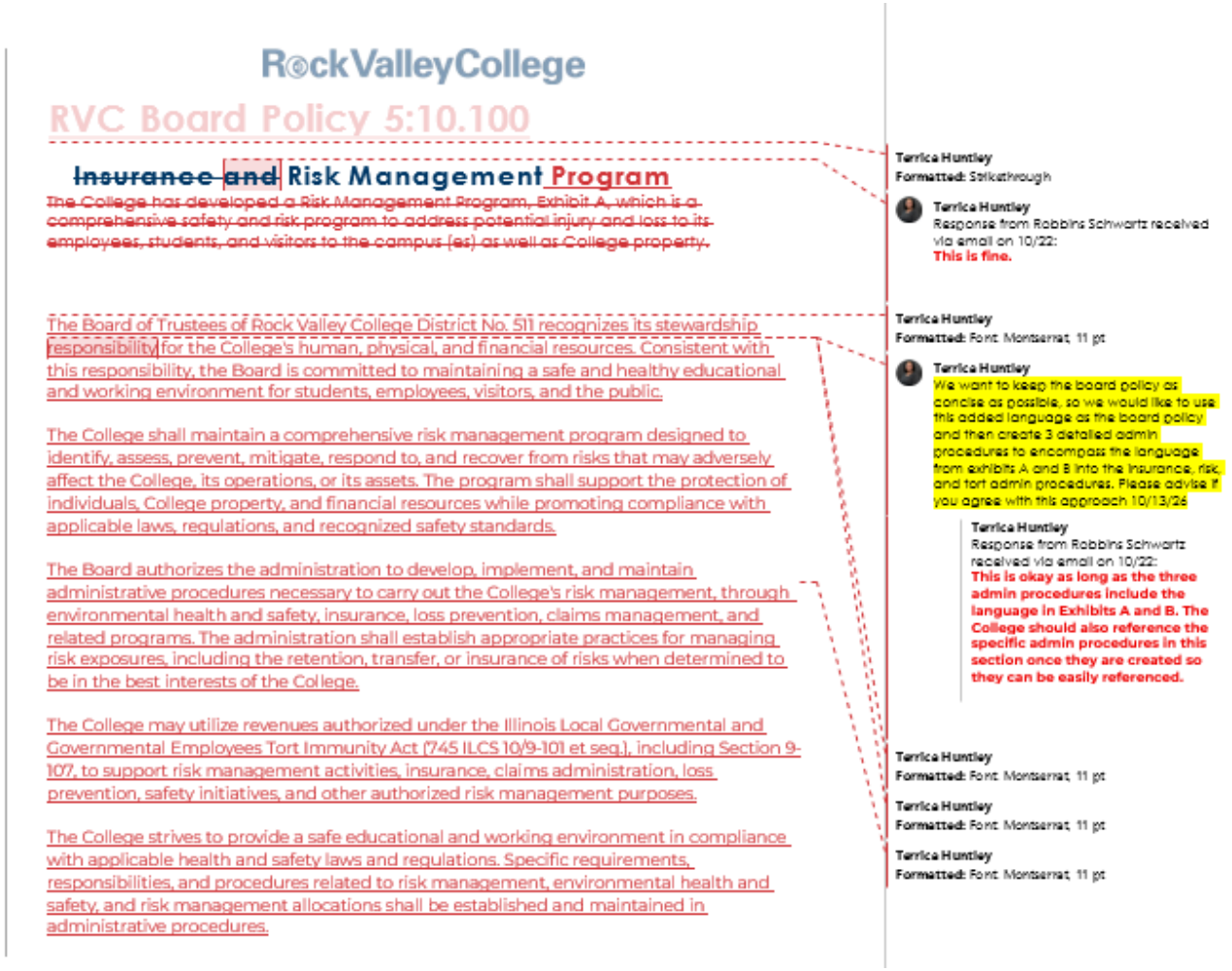
- Capital asset classification;
- Capital asset valuation;
- Capitalization thresholds, estimated useful lives, depreciation and disposal methods;
- Capital asset impairments; and
- Internal controls over non-capitalized items.

Reference: Board Report 6429
Implemented: May 22, 2007
Revised: April 8, 2014

Terrica Huntley
No Administrative Procedure is needed. Several SOPs between Finance and Business Services will be created/updated 8/10/26

5:10.100 - RISK MANAGEMENT PROGRAM

- The College recommends changing the title of this policy to Risk Management Program.
- The body of the policy has been rewritten to encompass the three arms of risk management: Insurance, Environmental Health and Safety, and Tort Immunity.
- The College desires to keep the board policies concise and use administrative procedures to outline operational steps.
- The College recommends moving content from pages 2-12 of this policy (Exhibits A and B) into the appropriate administrative procedures.



Rock Valley College

RVC Board Policy 5:10.100

~~Insurance and~~ Risk Management Program

~~The College has developed a Risk Management Program, Exhibit A, which is a comprehensive safety and risk program to address potential injury and loss to its employees, students, and visitors to the campus (es) as well as College property.~~

The Board of Trustees of Rock Valley College District No. 511 recognizes its stewardship responsibility for the College's human, physical, and financial resources. Consistent with this responsibility, the Board is committed to maintaining a safe and healthy educational and working environment for students, employees, visitors, and the public.

The College shall maintain a comprehensive risk management program designed to identify, assess, prevent, mitigate, respond to, and recover from risks that may adversely affect the College, its operations, or its assets. The program shall support the protection of individuals, College property, and financial resources while promoting compliance with applicable laws, regulations, and recognized safety standards.

The Board authorizes the administration to develop, implement, and maintain administrative procedures necessary to carry out the College's risk management, through environmental health and safety, insurance, loss prevention, claims management, and related programs. The administration shall establish appropriate practices for managing risk exposures, including the retention, transfer, or insurance of risks when determined to be in the best interests of the College.

The College may utilize revenues authorized under the Illinois Local Governmental and Governmental Employees Tort Immunity Act (745 ILCS 10/9-101 et seq.), including Section 9-107, to support risk management activities, insurance, claims administration, loss prevention, safety initiatives, and other authorized risk management purposes.

The College strives to provide a safe educational and working environment in compliance with applicable health and safety laws and regulations. Specific requirements, responsibilities, and procedures related to risk management, environmental health and safety, and risk management allocations shall be established and maintained in administrative procedures.

Terrica Huntley
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Terrica Huntley
Response from Robbins Schwartz received via email on 10/22:
This is fine.

Terrica Huntley
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Terrica Huntley
We want to keep the board policy as concise as possible, so we would like to use this added language as the board policy and then create 3 detailed admin procedures to encompass the language from exhibits A and B into the insurance, risk, and tort admin procedures. Please advise if you agree with this approach 10/13/26

Terrica Huntley
Response from Robbins Schwartz received via email on 10/22:
This is okay as long as the three admin procedures include the language in Exhibits A and B. The College should also reference the specific admin procedures in this section once they are created so they can be easily referenced.

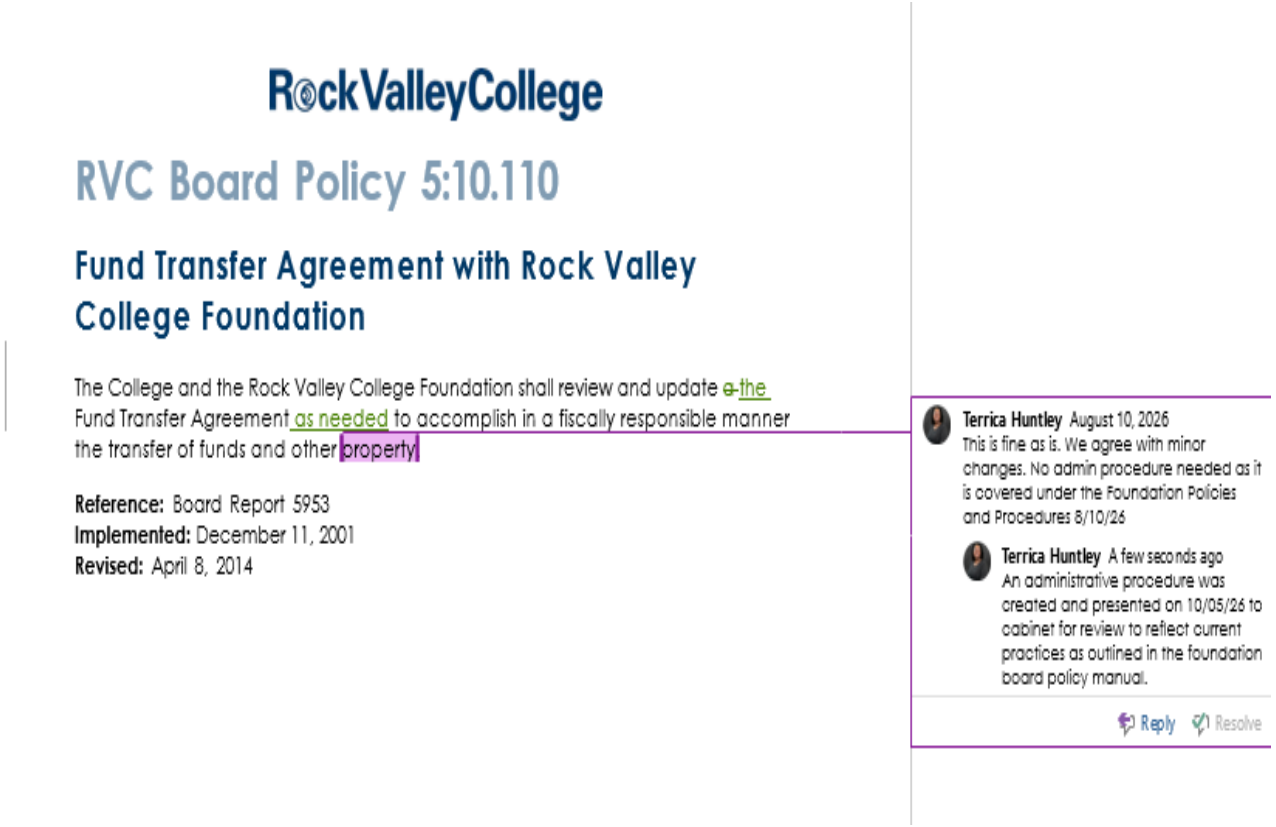
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Terrica Huntley
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5:10.110- FUND TRANSFER AGREEMENT WITH ROCK VALLEY COLLEGE FOUNDATION

- Two minor grammatical changes were suggested or requested.
- The College continues to follow the guidance of this board policy as currently written.
- Administrative procedures have been created to reflect the fund transfer agreement process.



Rock Valley College

RVC Board Policy 5:10.110

Fund Transfer Agreement with Rock Valley College Foundation

The College and the Rock Valley College Foundation shall review and update ~~a~~ the Fund Transfer Agreement as needed to accomplish in a fiscally responsible manner the transfer of funds and other property.

Reference: Board Report 5953
Implemented: December 11, 2001
Revised: April 8, 2014

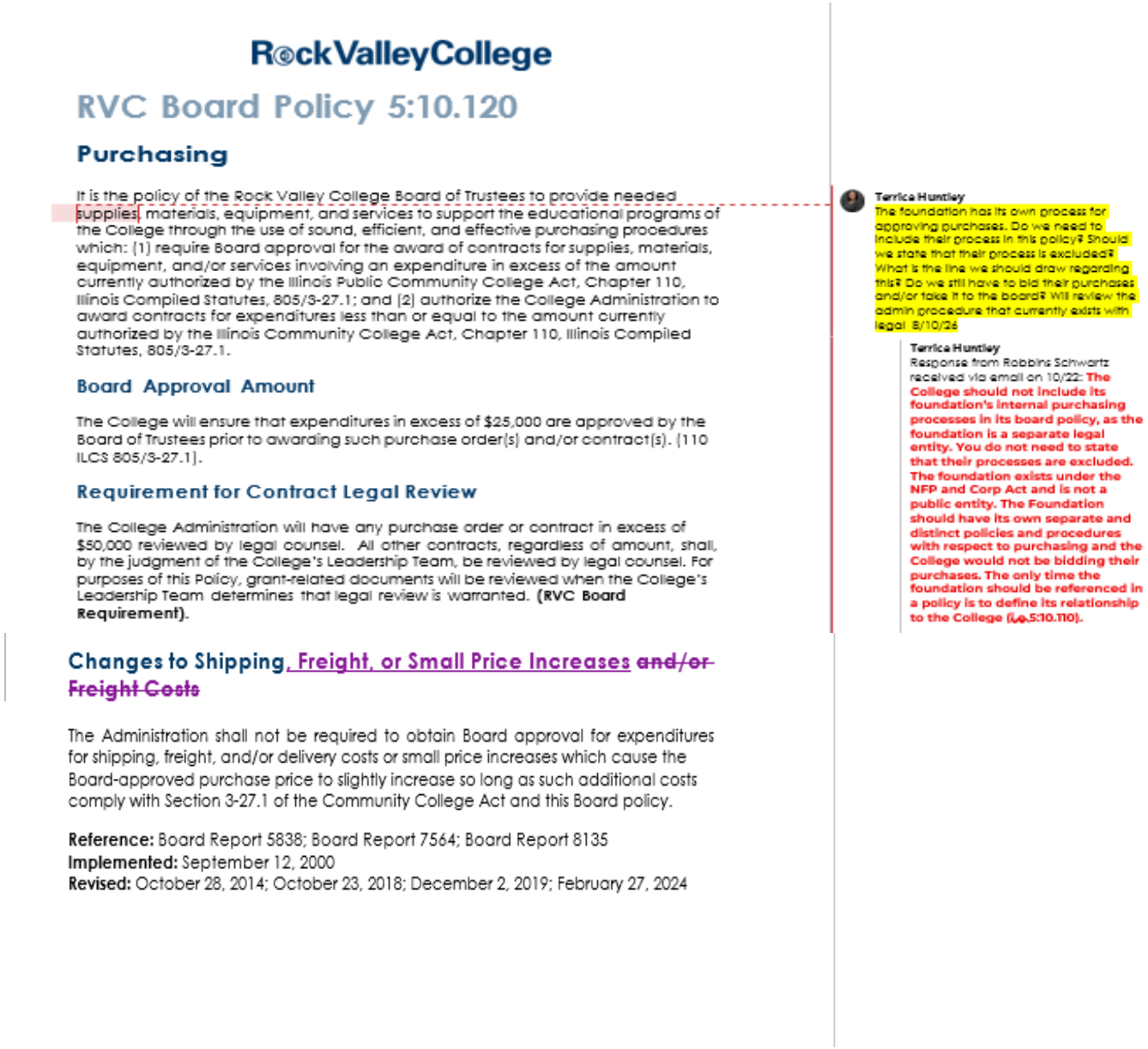
Terrica Huntley August 10, 2026
This is fine as is. We agree with minor changes. No admin procedure needed as it is covered under the Foundation Policies and Procedures 8/10/26

Terrica Huntley A few seconds ago
An administrative procedure was created and presented on 10/05/26 to cabinet for review to reflect current practices as outlined in the foundation board policy manual.

Reply Resolve

5:10.120 -PURCHASING

- This policy was updated in February 2024, so there are minimal changes to the policy.
- The Foundation will highlight within its own procedures any procurement and reporting requirements that may differ.
- The College recommends that the last section of the policy be updated to include shipping, freight, and small price increases.



Rock Valley College

RVC Board Policy 5:10.120

Purchasing

It is the policy of the Rock Valley College Board of Trustees to provide needed supplies, materials, equipment, and services to support the educational programs of the College through the use of sound, efficient, and effective purchasing procedures which: (1) require Board approval for the award of contracts for supplies, materials, equipment, and/or services involving an expenditure in excess of the amount currently authorized by the Illinois Public Community College Act, Chapter 110, Illinois Compiled Statutes, 805/3-27.1; and (2) authorize the College Administration to award contracts for expenditures less than or equal to the amount currently authorized by the Illinois Community College Act, Chapter 110, Illinois Compiled Statutes, 805/3-27.1.

Board Approval Amount

The College will ensure that expenditures in excess of $25,000 are approved by the Board of Trustees prior to awarding such purchase order(s) and/or contract(s). (110 ILCS 805/3-27.1).

Requirement for Contract Legal Review

The College Administration will have any purchase order or contract in excess of $50,000 reviewed by legal counsel. All other contracts, regardless of amount, shall, by the judgment of the College's Leadership Team, be reviewed by legal counsel. For purposes of this Policy, grant-related documents will be reviewed when the College's Leadership Team determines that legal review is warranted. **(RVC Board Requirement).**

Changes to Shipping, Freight, or Small Price Increases ~~and/or Freight Costs~~

The Administration shall not be required to obtain Board approval for expenditures for shipping, freight, and/or delivery costs or small price increases which cause the Board-approved purchase price to slightly increase so long as such additional costs comply with Section 3-27.1 of the Community College Act and this Board policy.

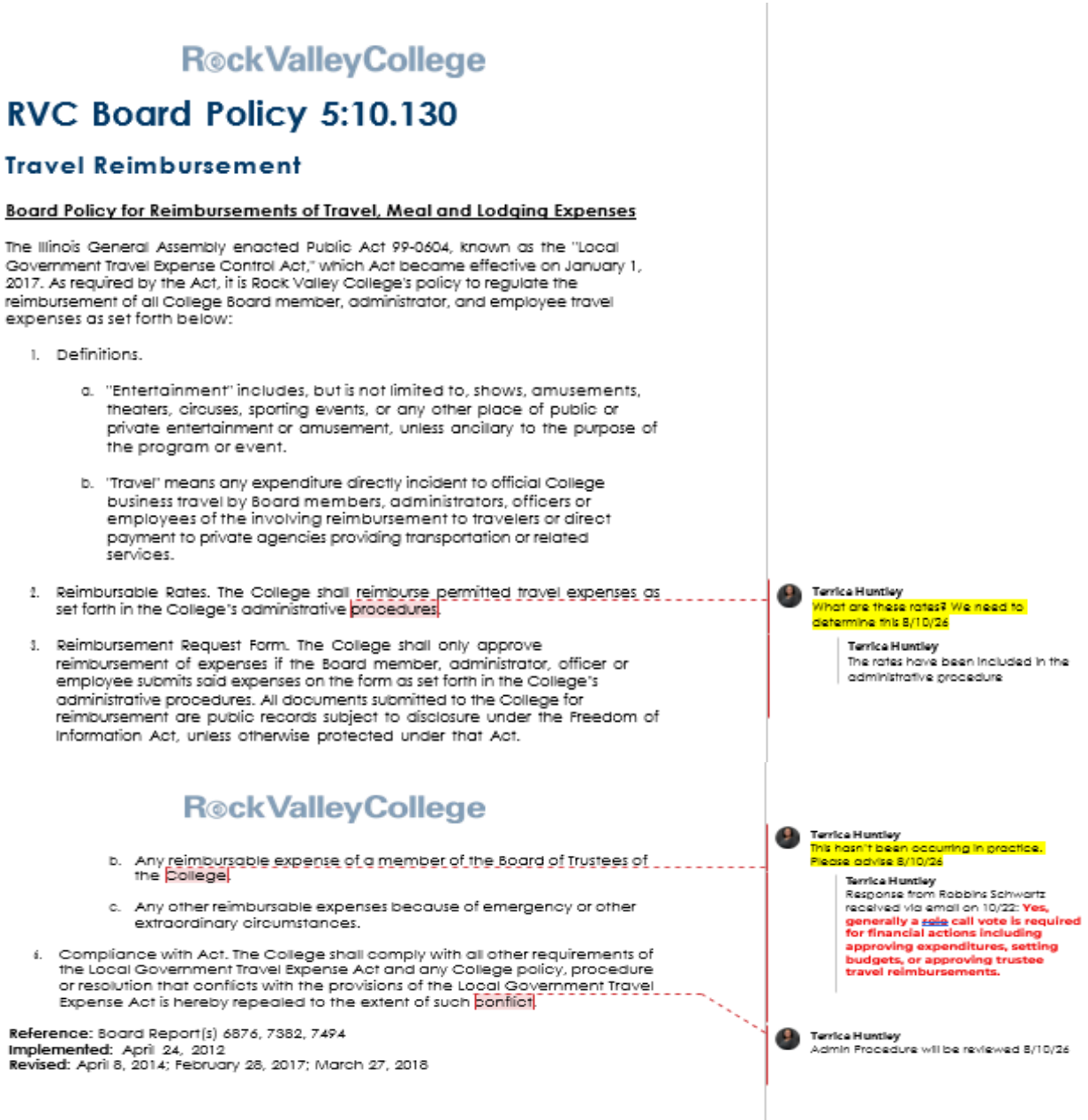
Reference: Board Report 5838; Board Report 7564; Board Report 8135
Implemented: September 12, 2000
Revised: October 28, 2014; October 23, 2018; December 2, 2019; February 27, 2024

Terrica Huntley
The foundation has its own process for approving purchases. Do we need to include their process in this policy? Should we state that their process is excluded? What is the line we should draw regarding this? Do we still have to bid their purchases and/or take it to the board? Will review the admin procedure that currently exists with legal 8/10/26

Terrica Huntley
Response from Robbins Schwartz received via email on 10/22: **The College should not include its foundation's internal purchasing processes in its board policy, as the foundation is a separate legal entity. You do not need to state that their processes are excluded. The foundation exists under the NFP and Corp Act and is not a public entity. The Foundation should have its own separate and distinct policies and procedures with respect to purchasing and the College would not be bidding their purchases. The only time the foundation should be referenced in a policy is to define its relationship to the College (i.e. 5:10.110).**

5:10.130 - TRAVEL REIMBURSEMENT

- The College continues to follow the general guidance of this board policy as currently written.
- Detailed administrative procedures have been updated to best inform all those who travel on behalf of the College (employees and students) of the guidelines of the Local Government Travel Expense Act.
- The Office of the President will work with Robbins Schwartz to develop administrative procedures regarding the travel of Board members, which will include the recommendation of a roll call vote, as suggested by Robbins Schwartz.



Rock Valley College

RVC Board Policy 5:10.130

Travel Reimbursement

Board Policy for Reimbursements of Travel, Meal and Lodging Expenses

The Illinois General Assembly enacted Public Act 99-0604, known as the "Local Government Travel Expense Control Act," which Act became effective on January 1, 2017. As required by the Act, it is Rock Valley College's policy to regulate the reimbursement of all College Board member, administrator, and employee travel expenses as set forth below:

1. Definitions.
   a. "Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.
   b. "Travel" means any expenditure directly incident to official College business travel by Board members, administrators, officers or employees of the involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.
2. Reimbursable Rates. The College shall reimburse permitted travel expenses as set forth in the College's administrative procedures.
3. Reimbursement Request Form. The College shall only approve reimbursement of expenses if the Board member, administrator, officer or employee submits said expenses on the form as set forth in the College's administrative procedures. All documents submitted to the College for reimbursement are public records subject to disclosure under the Freedom of Information Act, unless otherwise protected under that Act.

Terrica Huntley
What are these rates? We need to determine this 8/10/26

Terrica Huntley
The rates have been included in the administrative procedure

Rock Valley College

   b. Any reimbursable expense of a member of the Board of Trustees of the College.
   c. Any other reimbursable expenses because of emergency or other extraordinary circumstances.
4. Compliance with Act. The College shall comply with all other requirements of the Local Government Travel Expense Act and any College policy, procedure or resolution that conflicts with the provisions of the Local Government Travel Expense Act is hereby repealed to the extent of such conflict.

Reference: Board Report(s) 6876, 7382, 7494
Implemented: April 24, 2012
Revised: April 8, 2014; February 28, 2017; March 27, 2018

Terrica Huntley
This hasn't been occurring in practice. Please advise 8/10/26

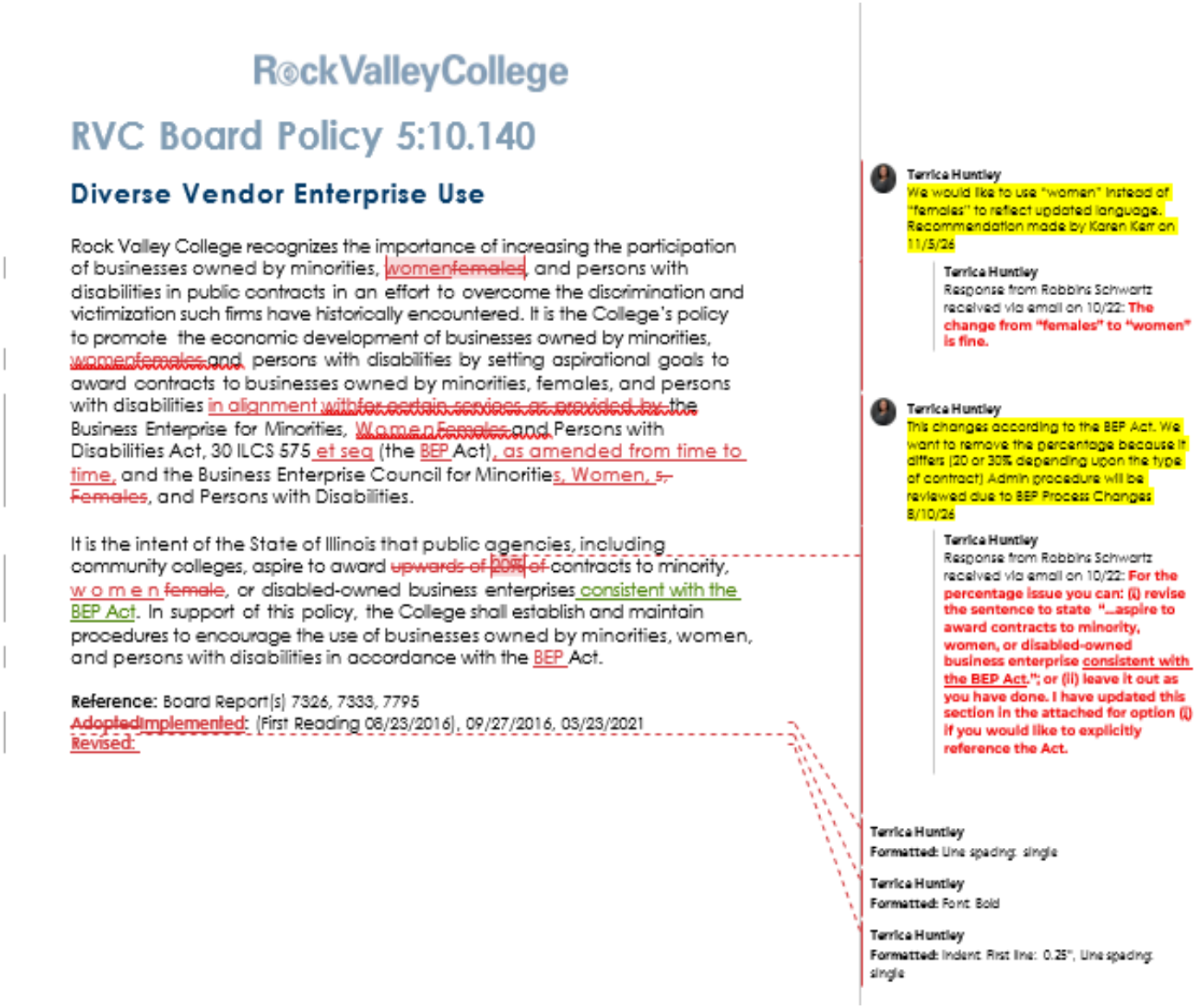
Terrica Huntley
Response from Robbins Schwartz received via email on 10/22: **Yes, generally a ~~role~~ call vote is required for financial actions including approving expenditures, setting budgets, or approving trustee travel reimbursements.**

Terrica Huntley
Admin Procedure will be reviewed 8/10/26

5:10.140 - DIVERSE VENDOR ENTERPRISE USE

- The College recommends changing the word “females” to “women” in keeping with the main statutory text of the Business Enterprise for Minorities, Women, and Persons with Disabilities Act (BEP) of Illinois.

- The College recommends removing the 20% as the percentage changes depending upon the type of contract. The administrative procedures will provide more specific guidelines on the goals related to this act.



Rock Valley College

RVC Board Policy 5:10.140

Diverse Vendor Enterprise Use

Rock Valley College recognizes the importance of increasing the participation of businesses owned by minorities, womenfemales, and persons with disabilities in public contracts in an effort to overcome the discrimination and victimization such firms have historically encountered. It is the College's policy to promote the economic development of businesses owned by minorities, womenfemales and persons with disabilities by setting aspirational goals to award contracts to businesses owned by minorities, females, and persons with disabilities in alignment withfor certain services as provided by the Business Enterprise for Minorities, Women Females and Persons with Disabilities Act, 30 ILCS 575 et seq (the BEP Act), as amended from time to time, and the Business Enterprise Council for Minorities, Women, s, Females, and Persons with Disabilities.

It is the intent of the State of Illinois that public agencies, including community colleges, aspire to award upwards of 20% of contracts to minority, women female, or disabled-owned business enterprises consistent with the BEP Act. In support of this policy, the College shall establish and maintain procedures to encourage the use of businesses owned by minorities, women, and persons with disabilities in accordance with the BEP Act.

Reference: Board Report(s) 7326, 7333, 7795
Adopted/Implemented: (First Reading 08/23/2016), 09/27/2016, 03/23/2021
Revised:

Terrica Huntley
We would like to use "women" instead of "females" to reflect updated language. Recommendation made by Karen Kerr on 11/5/26

Terrica Huntley
Response from Robbins Schwartz received via email on 10/22: **The change from "females" to "women" is fine.**

Terrica Huntley
This changes according to the BEP Act. We want to remove the percentage because it differs (20 or 30% depending upon the type of contract) Admin procedure will be reviewed due to BEP Process Changes 8/10/26

Terrica Huntley
Response from Robbins Schwartz received via email on 10/22: **For the percentage issue you can: (i) revise the sentence to state "...aspire to award contracts to minority, women, or disabled-owned business enterprise consistent with the BEP Act."; or (ii) leave it out as you have done. I have updated this section in the attached for option (i) if you would like to explicitly reference the Act.**

Terrica Huntley
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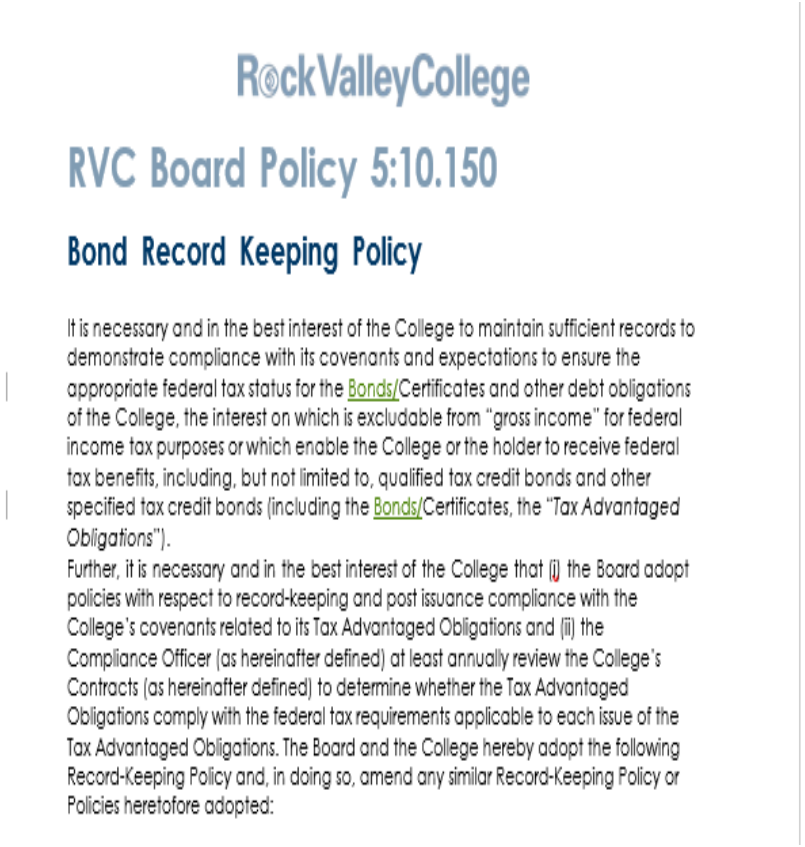
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Terrica Huntley
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5:10.150 - BOND RECORD KEEPING POLICY

- No changes were suggested or requested.

- The College continues to follow the guidance of this board policy as currently written.



Rock Valley College

RVC Board Policy 5:10.150

Bond Record Keeping Policy

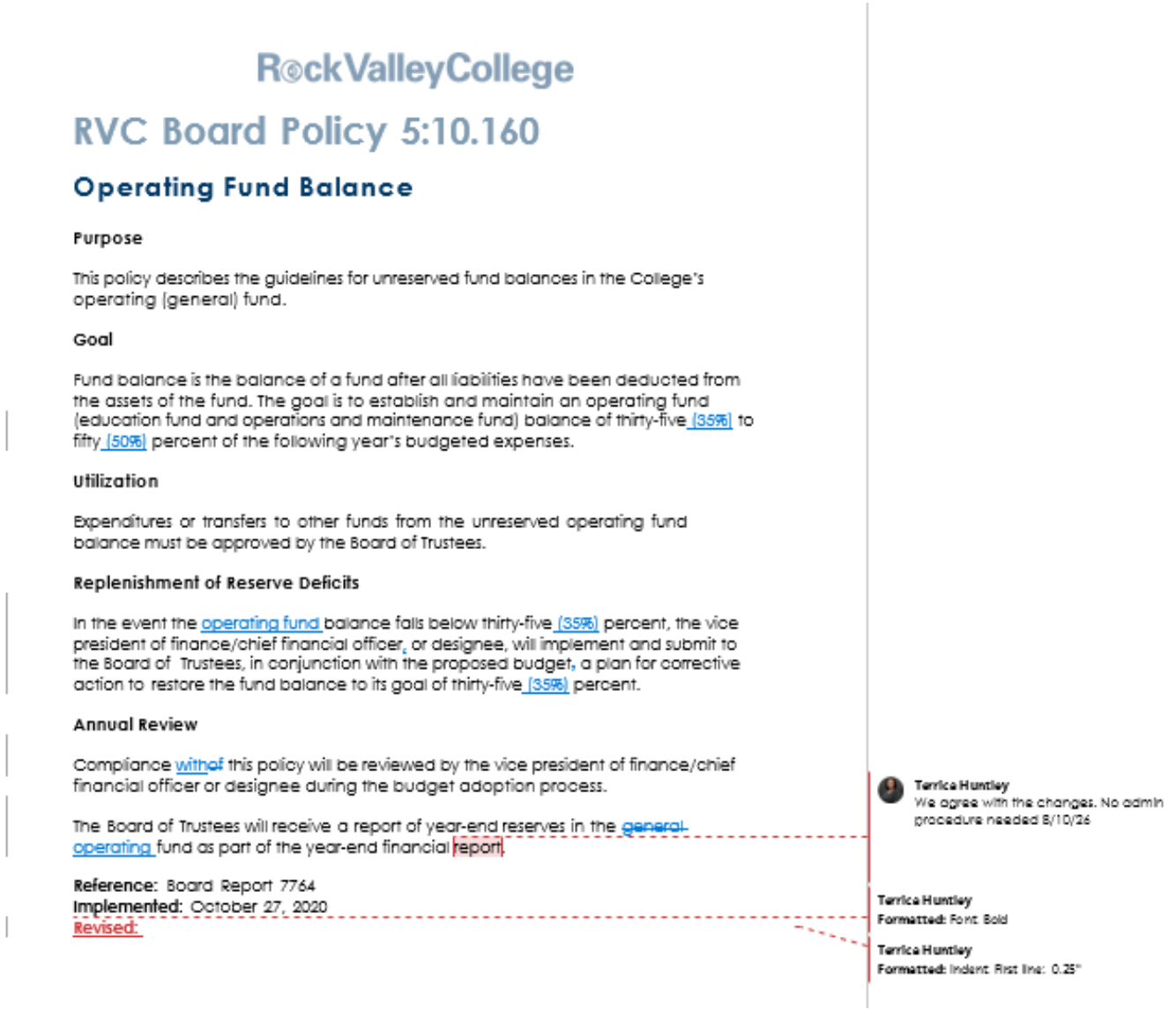
It is necessary and in the best interest of the College to maintain sufficient records to demonstrate compliance with its covenants and expectations to ensure the appropriate federal tax status for the Bonds/Certificates and other debt obligations of the College, the interest on which is excludable from "gross income" for federal income tax purposes or which enable the College or the holder to receive federal tax benefits, including, but not limited to, qualified tax credit bonds and other specified tax credit bonds (including the Bonds/Certificates, the "*Tax Advantaged Obligations*").

Further, it is necessary and in the best interest of the College that (i) the Board adopt policies with respect to record-keeping and post issuance compliance with the College's covenants related to its Tax Advantaged Obligations and (ii) the Compliance Officer (as hereinafter defined) at least annually review the College's Contracts (as hereinafter defined) to determine whether the Tax Advantaged Obligations comply with the federal tax requirements applicable to each issue of the Tax Advantaged Obligations. The Board and the College hereby adopt the following Record-Keeping Policy and, in doing so, amend any similar Record-Keeping Policy or Policies heretofore adopted:

5:10.160 - OPERATING FUND BALANCE

- No changes were suggested or requested.

- The College continues to follow the guidance of this board policy as currently written.



Rock Valley College

RVC Board Policy 5:10.160

Operating Fund Balance

Purpose

This policy describes the guidelines for unreserved fund balances in the College's operating (general) fund.

Goal

Fund balance is the balance of a fund after all liabilities have been deducted from the assets of the fund. The goal is to establish and maintain an operating fund (education fund and operations and maintenance fund) balance of thirty-five [35%] to fifty [50%] percent of the following year's budgeted expenses.

Utilization

Expenditures or transfers to other funds from the unreserved operating fund balance must be approved by the Board of Trustees.

Replenishment of Reserve Deficits

In the event the operating fund balance falls below thirty-five [35%] percent, the vice president of finance/chief financial officer, or designee, will implement and submit to the Board of Trustees, in conjunction with the proposed budget, a plan for corrective action to restore the fund balance to its goal of thirty-five [35%] percent.

Annual Review

Compliance ~~with~~of this policy will be reviewed by the vice president of finance/chief financial officer or designee during the budget adoption process.

The Board of Trustees will receive a report of year-end reserves in the ~~general~~ operating fund as part of the year-end financial report.

Reference: Board Report 7764
Implemented: October 27, 2020
Revised:

Terrica Huntley
We agree with the changes. No admin procedure needed 8/10/26

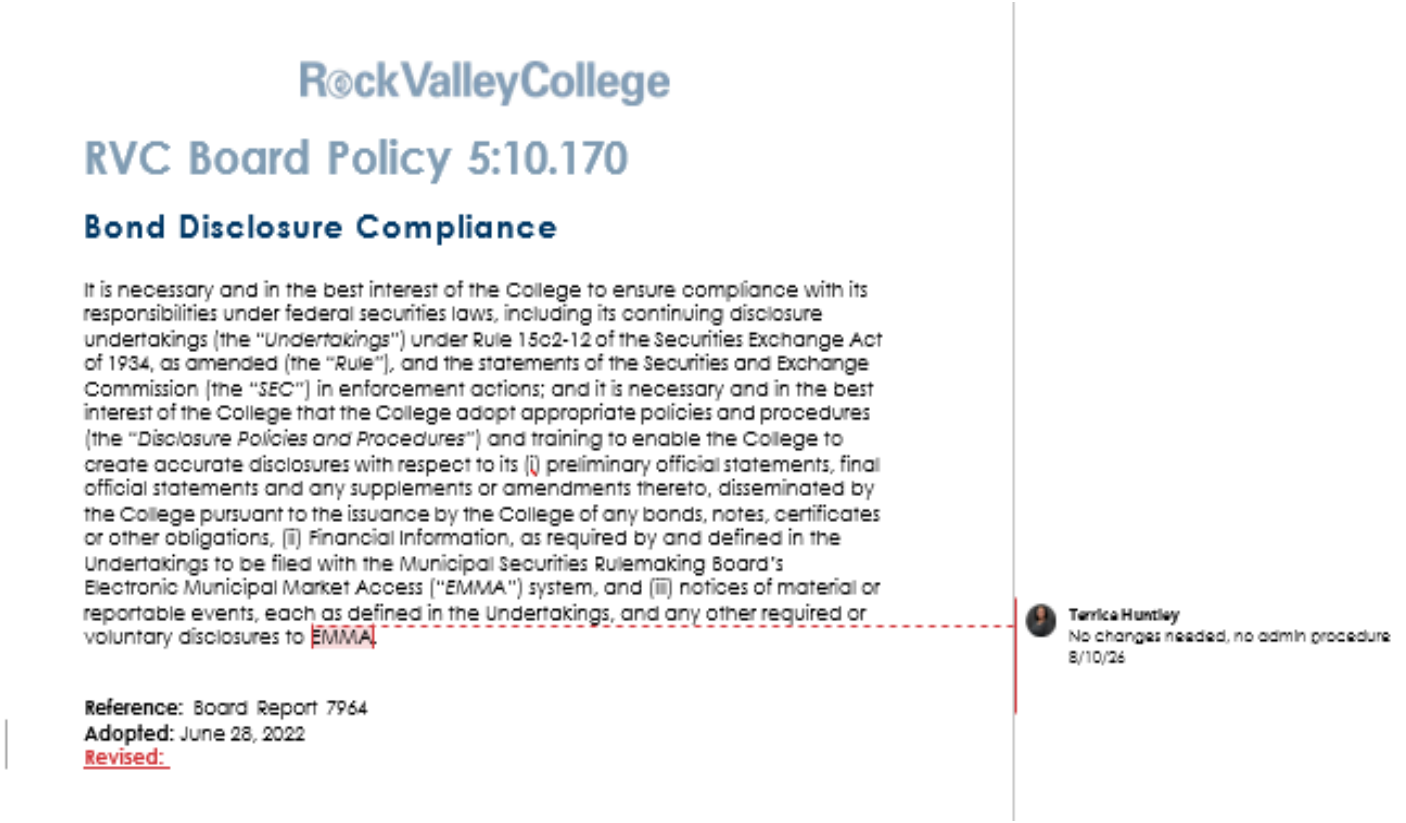
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Terrica Huntley
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5:10.170 – BOND DISCLOSURE COMPLIANCE

- No changes were suggested or requested.

- The College continues to follow the guidance of this board policy as currently written.



Rock Valley College

RVC Board Policy 5:10.170

Bond Disclosure Compliance

It is necessary and in the best interest of the College to ensure compliance with its responsibilities under federal securities laws, including its continuing disclosure undertakings (the "*Undertakings*") under Rule 15c2-12 of the Securities Exchange Act of 1934, as amended (the "*Rule*"), and the statements of the Securities and Exchange Commission (the "*SEC*") in enforcement actions; and it is necessary and in the best interest of the College that the College adopt appropriate policies and procedures (the "*Disclosure Policies and Procedures*") and training to enable the College to create accurate disclosures with respect to its (i) preliminary official statements, final official statements and any supplements or amendments thereto, disseminated by the College pursuant to the issuance by the College of any bonds, notes, certificates or other obligations, (ii) financial information, as required by and defined in the Undertakings to be filed with the Municipal Securities Rulemaking Board's Electronic Municipal Market Access ("*EMMA*") system, and (iii) notices of material or reportable events, each as defined in the Undertakings, and any other required or voluntary disclosures to EMMA.

Reference: Board Report 7964
Adopted: June 28, 2022
Revised:

Terrica Huntley
No changes needed, no admin procedure
8/10/26

QUESTIONS?

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

Rock Valley College

Board Report #XXXX
November 17, 2026

Update to Rock Valley College Board Policy Manual
Article 5–Finance
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. Trustees approved a motion to adopt the current Board Policies for a period not to exceed 90 days. During this period, Trustees Nelson and Gorski agreed to review the policies and prepare them for presentation to the College Attorney and President Spearman, prior to the Board of Trustees' review.

At the June 25, 2024, Regular Board of Trustees meeting, Board Report #8165 was approved to adopt the current Board Policy Manual (Policies of the Board) as presented on April 23, 2024, with no revisions. Beginning with Article 1-Board Bylaws, Robbins Schwartz attorneys and the Administration will recommend review and revisions on a section-by-section basis until the Board Policy Manual is fully updated.

On October 22, 2024, Board Report #8210, Article 1-Board of Trustees Bylaws, as reviewed and revised by Robbins Schwartz attorneys and College Administration, was adopted by the Board of Trustees.

On October 28, 2025, Board Report #8323, Article 2-Operations, as reviewed and revised by Robbins Schwartz attorneys and College Administration, was adopted by the Board of Trustees.

On April 28, 2026, Board Report #8377, Article 3-Human Resources, as reviewed and revised by Robbins Schwartz attorneys and College Administration, was adopted by the Board of Trustees.

On September 22, 2026, Board Report #8423, Article 4-Students, as reviewed and revised by Robbins Schwartz attorneys and College Administration, was adopted by the Board of Trustees.

DRAFT

Since then, College personnel, including vice presidents, deans, directors, executive directors, and staff, have been working with attorneys from Robbins Schwartz to update Article 5-Finance regarding law, safety, and policy. Proposed changes were reviewed several times by each entity, and the appropriate administrative procedures were updated or created where applicable.

Recommendation: It is recommended that the Board of Trustees approves the revisions to Article 5-Finance of the Board Policy Manual as reviewed and revised by Robbins Schwartz attorneys and College Administration. **Attorney Reviewed.**

_____
Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachment(s): Rock Valley College Board Policy Manual Article 5–Finance

DRAFT

Project: Turf Athletic Fields - TURF INSTALLER - Baseball, Softball, Soccer - Construction 2025-2026

Committee of the Whole: **11/02/2026**

*Denotes updated information from last presentation

$81,545.12

Change Order Number	Description	Date Received	Amount Requested	Amount Approved	Status	Date Approved	Company Name	Contingency Running Total
1	SOFTBALL Additional turf square footage required - coordination of final field layouts - Softball field.	3/4/2026	$12,071.41	$12,071.41	Approved	3/13/2026	FIELD TURF	$69,473.71
* 2	BASEBALL & SOFTBALL Additional equipment (Groomer) needed for maintenance was not included in original contract	10/6/2026	$ 8,294.27	$ 8,294.27	Approved	10/14/2026	FIELD TURF	$61,179.44
* 3	BASEBALL COP#2 $(31,178.57) & SOFTBALL COP #2 $(3,569.81) Deduct the Remaining Contingency from the Contract, as it was unused.	10/6/2026	$ (34,748.38)	$ (34,748.38)	Approved	10/14/2026	FIELD TURF	$26,431.06
* 4	SOCCER Deduct the Remaining Contingency from the Contract, as it was unused.	10/6/2026	$ (26,431.06)	$ (26,431.06)	Approved	10/14/2026	FIELD TURF	$0.00

Project: Turf Athletic Fields - SITEWORK - Baseball, Softball, Soccer - Construction 2025-2026

Committee of the Whole: **11/02/2026**

*Denotes updated information from last presentation

$129,826.34

Change Order Number	Description	Date Received	Amount Requested	Amount Approved	Status	Date Approved	Company Name	Contingency Running Total
1	Additional Cost for Builders Risk insurance policy required by Contract, was not in the contractors' original cost.	9/25/2025	$1,429.96	$1,429.96	APPROVED	10/21/2025 *Rev-1 approved 11/18/2025	TEAM REIL	$128,396.38
1-S	Added two gates to fence at Soccer Field SOCCER	1/6/2026	$3,795.73	$3,795.73	APPROVED	1/30/2026	TEAM REIL	$124,600.65
2	Rev 3 - Softball - Demo concrete flatwork at Softball both dugouts.	4/6/2026	$2,834.34	$2,834.34	APPROVED	4/14/2026	TEAM REIL	$121,766.31
3	This construction bulletin provides updates to drawings to give direction on the approval to expand the left field and right field outfield berm for spectator seating. Total amount identified in the CO will result in no change to the contract. $0 Zero dollars cost. SOFTBALL	4/29/2026	$0.00	$0.00	APPROVED	5/7/2026	TEAM REIL	$121,766.31
4	Fence sections and Gates added - total of 2 - BASEBALL	6/12/2026	$11,381.50	$11,381.50	APPROVED	7/2/2026	TEAM REIL	$110,384.81
5	Fence sections and Gates added - total of 2 - SOFTBALL	6/12/2026	$10,414.07	$10,414.07	APPROVED	7/2/2026	TEAM REIL	$99,970.74
6	Concrete and Dugout - 1st Base side only - BASEBALL	6/23/2026	$11,395.16	$11,395.16	APPROVED	7/2/2026	TEAM REIL	$88,575.58
7	Concrete and Dugout - 1st Base side only - SOFTBALL	6/12/2026	$4,865.59	$4,865.59	APPROVED	7/2/2026	TEAM REIL	$83,709.99
8	Remove and Replace concrete at 3rd base dugout - SOFTBALL	7/2/2026	$11,463.45	$11,463.45	APPROVED	7/7/2026	TEAM REIL	$72,246.54
2-S	SOCCER Potential Change Order #003: CE #004 Install Concrete Pad Inside Fence at Press Box	7/20/2026	$16,662.52	$16,662.52	APPROVED	8/3/2026	TEAM REIL	$55,584.02

9	PCO #021: CE #024 - Fuel Surcharges – BASEBALL & SOFTBALL Fields	6/29/2026	$ 14,703.04	$ 14,703.04	APPROVED	8/25/2026	TEAM REIL	$40,880.98
10	PCO #022: CE #025 - Lower Outfield Softball Fencing SOFTBALL	8/24/2026	$ 6,525.01	$ 6,525.01	APPROVED	8/26/2026	TEAM REIL	$34,355.97
11	PCO #025: CE #028 - Add Bottom Tension Wire at Existing Outfield Fence/Repair / Replace Damaged Chain Link Fence Sections BASEBALL	8/25/2026	$ 3,983.53	$ 3,983.53	APPROVED	8/26/2026	TEAM REIL	$30,372.44
* 12	BASEBALL - SOFTBALL Deduct the Remaining Contingency from the Contract, as it was unused.	8/31/2026	$ (10,927.30)	$ (10,927.30)	APPROVED	9/2/2026	TEAM REIL	$19,445.14
* 3-S	Fuel Surcharges Soccer CE #006 SOCCER	9/4/2026	$ 6,964.61	$ 6,964.61	APPROVED	10/1/2026	TEAM REIL	$12,480.53
* 4-S	Deduct the Remaining Contingency from the SOCCER SITEWORK Contract, as it was unused.	9/30/2026	$ 12,480.53	$ 12,480.53	APPROVED	10/14/2026	TEAM REIL	$0.00

Construction Manager at Risk - Downtown West Campus: Construction 2024-2026

Committee of the Whole: **11/02/2026**

*Denotes updated information from last presentation

$2,222,239.00

Change Order Number	Description	Date Received	Amount Requested	Amount Approved	Status	Date Approved	Company Name	Contingency Running Total	Total Expensed
BR8245	BR8245 Board Resolution for Contingency for Downtown West Construction Project.					3/25/2025		$2,222,239.00	
PCO CCF-009	This PCO is for the outstanding balance of $5,915.00 where $25,626.21 was applied to contaminated soils, fully exhausting Sitework Allowance #2 (Associated with PCO SA2 004)	4/21/2025	$ 5,915.00	$ 5,915.00	Approved	5/1/2025	NISC Northern Illinois Service Co	$2,216,324.00	$ 5,915.00
PCO CCF-008	CE #019 - DLC Foundation vs. Storm Sewer Due to conflict between the foundation in the SE corner of the DLC and the storm drain; the top of the footing is 728.5 and the bottom of the 12 inch storm pipe is at approximately 727.8. Ruiz will perform the following as a solution: Drop the elevation of the Foundation Walls approximately 1'-0", and refabricate concrete reinforcement.	4/15/2025	$ 2,565.00	$ 2,565.00	Approved	5/1/2025	Ruiz Construction Systems	$2,213,759.00	$ 8,480.00
PCO CCF-011	CE #023 - Contaminated Soils Use on 4/24 This PCO is for the unsuitable contaminated soils use on 4/24 Total Due = $11,877.08	4/25/2025	$ 11,877.08	$ 11,877.08	Approved	5/1/2025	NISC Northern Illinois Service Co	$2,201,881.92	$ 20,357.08
PCO CCF-012	CE #024 - UST Removal in DLC Foundation NIS to perform the following due to an underground storage tank discovered in the DLC foundation: Remove and properly dispose of UST that had been discovered during excavation beneath the proposed foundation of the new DLC building.	4/28/2025	$ 37,395.00	$ 37,395.00	Approved	5/1/2025	NISC Northern Illinois Service Co	$2,164,486.92	$ 57,752.08
Terracon CO 4	Terracon's scope of services for the UST removal observation and reporting services related to the removal of the UST at the site will include: perform project coordination, UST removal observation, and associated data evaluation and reporting.	4/29/2025	$ 12,250.00	$ 12,250.00	Approved	4/29/2025	Terracon Consultants Inc	$2,152,236.92	$ 70,002.08
PCO-CCF-006	Precast Insulation Credit Deduct	2/26/2025	$ (10,000.00)	$ (10,000.00)	Approved	5/16/2025	Ruiz Construction Systems	$2,162,236.92	$ 60,002.08
PCO CCF-013	DTC EV Charger Electrical Rough Scope Removall Credit back to owner for removal of EV Chargers at DTC	5/20/2025	$ (2,228.00)	$ (2,228.00)	Approved	5/22/2025	HELM Electric	$2,164,464.92	$ 57,774.08

PCO CCF 18	Contaminated Soils on 5/8 & 5/30: Overage on Contaminated Soils: Use for unsuitable Contaminated Soils on 5/8 & 5/23.	5/30/2025	$ 2,670.41	$ 2,670.41	Approved	6/10/2025	NISC Northern Illinois Service Co	$2,161,794.51	$ 60,444.49
PCO CCF 14	DLC & DTC ComEd New Service Costs	5/21/2025	$ 9,326.00	$ 9,326.00	Approved	6/12/2025	HELM Electric	$2,152,468.51	$ 69,770.49
PCO CCF 15	RFP #001 Floor Drain/ Floor Box Elimination	5/27/2025	$ (3,540.00)	$ (3,540.00)	Approved	6/12/2025	Ringland Johnson Construction	$2,156,008.51	$ 66,230.49
PCO CCF 17	Hand Dryers: Helm to provide the following due to no electrical connection shown on drawings: Add conduit wire and connect Hand Dryer in Bath 1210 and 1212.	5/30/2025	$ 2,473.00	$ 2,473.00	Approved	6/12/2025	Helm Electric	$2,153,535.51	$ 68,703.49
PCO CCF 019	Unsuitable Soils Sitework Allowance #1 (Remaining Balance Due) - - This PCO is for the oustanding balance due, fully exhausting Sitework Allowance #1	5/30/2025	$ 4,416.00	$ 4,416.00	Approved	6/18/2025	Ringland Johnson Construction	$2,149,119.51	$ 73,119.49
PCO CCF 020	Four Rivers Sanitation Authority (FRSA) Add for IC Permit Variance.	6/3/2025	$ 205.00	$ 205.00	Approved	6/18/2025	Ringland Johnson Construction	$2,148,914.51	$ 73,324.49
PCO CCF 16	PIC Adds on DLC & DTC (Control value indictor Code Req)	5/29/2025	$ 12,266.22	$ 12,266.22	approved	6/30/2025	NISC Northern Illinois Service Co	$2,136,648.29	$ 85,590.71
PCO CCF 022	Add for Switching DLC Pavers to Concrete Sidewalk	6/11/2025	$ 1,539.75	$ 1,539.75	Approved	7/11/2025	NISC Northern Illinois Service Co	$2,135,108.54	$ 87,130.46
PCO CCF 024	Barrier Curbs & ADA - RFI 100 Pricing Reconciliations (ADA Detectable Warning Panels)	6/17/2025	$ 840.23	$ 840.23	Approved	7/24/2025	NISC Northern Illinois Service Co	$2,134,268.31	$ 87,970.69
PCO CCF 025	Chestnut St. Entrance Apron - Owner Request for Additional Pavement Reconstruction (RHA @ Chestnut/Rockton)	6/17/2025	$ 12,294.64	$ 12,294.64	Approved	7/23/2025	NISC Northern Illinois Service Co	$2,121,973.67	$ 100,265.33
PCO CCF 028	DTC Hand Dryers connections with GFCI breakers Added	6/24/2025	$ 3,950.00	$ 3,950.00	Approved	7/14/2025	HELM Electric	$2,118,023.67	$ 104,215.33
PCO CCF 032R1	Eliminate Furring at DLC Elec Rooms	7/3/2025	$ (2,548.00)	$ (2,548.00)	Approved	7/23/2025	Rockwell Group	$2,120,571.67	$ 101,667.33
PCO CCF 007 REV 4	Structural ASI 001	7/17/2025	$ 9,704.90	$ 9,704.90	Approved	8/11/2025	Ruiz Construction Systems	$2,110,866.77	$ 111,372.23
PCO CCF 021 REV1	Credit Request for Switching Cast to PVC in Autobody and Auto Lab	6/10/2025	$ (14,626.20)	$ (14,626.20)	Approved	8/6/2025	MILLER ENGINEERING	$2,125,492.97	$ 96,746.03
PCO CCF 033 R1	Compressed Air Piping Miller Engineering to perform the following due to ASI #009: Add for compressed air piping in the DTC building.	7/9/2025	$ 18,036.43	$ 18,036.43	Approved	8/6/2025	MILLER ENGINEERING	$2,107,456.54	$ 114,782.46
PCO CCF 034	Credit for Remove scope of furnishing and installing the phenolic panels at the soffit	7/22/2025	$ (53,200.00)	$ (53,200.00)	Approved	8/6/2025	AMERICAN IGLOO BUILDERS	$2,160,656.54	$ 61,582.46
PCO CCF 030 R1	DTC rebar Shops: Jimmy'Z to perform the following: Step down CMU to 0'0" at Stair 2. Refer to masonry rebar shop drawings detial Z R02E.	7/2/2025	$ 3,138.00	$ 3,138.00	Approved	8/14/2025	Jimmy'Z Masonry	$2,157,518.54	$ 64,720.46
PCO CCF 035	Helm Electric RCO 11 & 12 Deduct VFDs	7/28/2025	$ (28,886.00)	$ (28,886.00)	Approved	8/14/2025	Jimmy'Z Masonry	$2,186,404.54	$ 35,834.46

PCO CCF 036 R1	ASI 010 Revised Scope Adjustment Cardinal Glass Company to provide labor and materials for the following: on the DTC - Changing from glass type GL10 to GL14 on Door 6100A. Approximately 48 square feet. Change from GL14 to GL10 at curtainwall elevation C includes door 6105A.	7/29/2025	$ (1,182.00)	$ (1,182.00)	Approved	8/14/2025	Cardinal Glass Co	$2,187,586.54	$ 34,652.46
PCO CCF 037	Nicor Gas Sleeves -Northern Illinois proposes the following: Provide and install 4" PVC sleeve for Nicor Gas service at DLC & DTC (approx. 70' for DLC & approx. 90' for DTC).	8/1/2025	$ 4,803.90	$ 4,803.90	Approved	8/20/2025	NISC Northern Illinois Service Co	$2,182,782.64	$ 39,456.36
PCO CCF 038	Storm Sewer and Grade Conflict/ Bust in DTC Lot	8/1/2025	$ 8,551.25	$ 8,551.25	Approved	8/20/2025	NISC Northern Illinois Service Co	$2,174,231.39	$ 48,007.61
PCO CCF 039	Relocate FHV Cabinet	8/5/2025	$ 1,478.20	$ 1,478.20	Approved	8/20/2025	Nelson Fire Protection	$2,172,753.19	$ 49,485.81
PCO CCF 023 REV 2	ASI 033 Mechanical and Electrical Updates: Miller Plumbing and Helm Electric shall incorporate project changes (Plumbing & Electrical) differing from original basis of design; as modified/noted by the Architect of Record and Engineer of Record and as set forth in ASI #003.	6/16/2025	$ 20,812.60	$ 20,812.60	Approved	8/29/2025	Helm Electric and Miller Plumbing	$2,151,940.59	$ 70,298.41
PCO CCF 029 Rev3	ASI #006 Per ASI – 6R1, there are changes that are being made to the location/orientation of the exterior site lighting. These changes are at no cost to the Project per standard details that are included in the Electrical Project Drawings. This zero-dollar change order is an official acknowledgement of the changes being incorporated as set forth by the Design Teams of record.	6/24/2025	$ -	$ -	Approved	9/16/2025	HELM Electric	$2,151,940.59	$ 70,298.41
PCO CCF 040	ASI 002 - RVC Structural Ruiz to perform the following labor and materials:	8/12/2025	$ 21,032.78	$ 21,032.78	Approved	9/16/2025	Ruiz Construction Systems	$2,130,907.81	$ 91,331.19
PCO CCF 044	ASI 016 Exterior Insulation: Changes per ASI 016	8/20/2025	$ 3,532.00	$ 3,532.00	Approved	9/11/2025	American Igloo, Rockwell Group	$2,127,375.81	$ 94,863.19
PCO CCF 051	CE #066 - RFI #165 Adds Excavate and backfill as required to allow for concrete saw cutting. Saw cut walls of precast concrete inlets to shorten structures as required in (3) locations.	9/15/2025	$ 2,625.00	$ 2,625.00	Approved	9/26/2025	NISC Northern Illinois Service Co	$2,124,750.81	$ 97,488.19
PCO CCF 054	CE #069 - Interior Bollards In accordance with ASI 018R1 and updated drawing A1.10, the following work is the be performed: Bollards. Concrete Anchorage. Slab Modifications	9/26/2025	$ 5,754.14	$ 5,754.14	Approved	10/3/2025	Ruiz Construction Systems	$2,118,996.67	$ 103,242.33

PCO CCF 010 REV 6	BP4 IFB vs. BP5 IFB Drawings - Structural Changes Pricing Reconciliation	9/10/2025	$ 67,416.64	$ 67,416.64	Approved	10/13/2025	Ruiz Construction Systems; NISC	$2,051,580.03	$ 170,658.97
PCO CCF 042 R1	DTC ASI 012	8/18/2025	$ 3,973.42	$ 3,973.42	Approved	10/16/2025	Miller Engineering Co	$2,047,606.61	$ 174,632.39
PCO CCF 043 R1	ASI 002 Masonry Changes	8/19/2025	$ 228.00	$ 228.00	Approved	10/13/2025	Jimmy'Z Masonry	$2,047,378.61	$ 174,860.39
PCO CCF 049 R1	DTC PIV Adds and Deducts	9/9/2025	$ 6,832.51	$ 6,832.51	Approved	10/16/2025	Miller Engineering Co; NISC	$2,040,546.10	$ 181,692.90
PCO CCF 050	CE #065 - DLC Added Fixture Length F7 The approved lighting submittal shows that DLC F7 (Qty 2), originally listed as 4' on the fixture schedule, now needs to be provided as 8'.	9/10/2025	$ 780.00	$ 780.00	Approved	10/13/2025	HELM Electric	$2,039,766.10	$ 182,472.90
PCO CCF 052	RFI #137 Adds Per RFI 137, the updated drawings reflect the following changes to the scope of work: • Installation of an open site drain, including all related vent piping, to accommodate the irrigation line drain. • Installation of a drain line complete with valve and cap.	9/17/2025	$ 703.33	$ 703.33	Approved	10/13/2025	Miller Engineering Co	$2,039,062.77	$ 183,176.23
PCO CCF 053	Unsuitable (non-bearing) allowance	9/19/2025	$ 29,629.63	$ 29,629.63	Approved	10/10/2025	NISC Northern Illinois Service Co	$2,009,433.14	$ 212,805.86
PCO CCF 055	DTC Paint Booths: Exhaust vs. IFB SS Locations vs. Precast Planking	9/26/2025	$ 3,535.71	$ 3,535.71	Approved	10/19/2025	Ruiz Construction Systems	$2,005,897.43	$ 216,341.57
PCO CCF 056	Hollow Core Plank 175X Support	9/26/2025	$ 718.37	$ 718.37	Approved	10/19/2025	Ruiz Construction Systems	$2,005,179.06	$ 217,059.94
PCO CCF 057	Hollow Core Plank 178X and 179X9 Support (Structural)	9/26/2025	$ 909.18	$ 909.18	Approved	10/19/2025	Ruiz Construction Systems	$2,004,269.88	$ 217,969.12
PCO CCF 060	DLC & DTC ASI-022 Piping Diameter REvisions for Terminal Heat Transfer Units	9/29/2025	$ 3,906.25	$ 3,906.25	Approved	10/13/2025	Miller Engineering Co	$2,000,363.63	$ 221,875.37
PCO CCF 061	Bent Plate at Ramp to Mechanical Roof	9/30/2025	$ 720.00	$ 720.00	Approved	10/13/2025	Rockwell Group	$1,999,643.63	$ 222,595.37
PCO CCF 045R1	ASI 015 DTC Gates	8/26/2025	$ 8,036.00	$ 8,036.00	DKA review	11/18/2025	Helm Electric	$1,991,607.63	$ 230,631.37
PCO CCF 064	RFI #206 Reconcile Gyp Board over CMU removed from Scope.	10/14/2025	$ (1,484.00)	$ (1,484.00)	Approved	11/11/2025	Rockwell Group	$1,993,091.63	$ 229,147.37
PCO CCF 066	ComEd CE #083 Reimbursement for utility costs for temporary power usage at job site	10/21/2025	$ 3,913.32	$ 3,913.32	Approved	11/13/2025	ComEd Electric	$1,989,178.31	$ 233,060.69
PCO CCF 067	Deduct TV Display Corridor 6200 DTC	10/23/2025	$ (2,580.00)	$ (2,580.00)	Approved	11/13/2025	Helm Electric	$1,991,758.31	$ 230,480.69

PCO CCF 069	Lift installation - RVC Cabinets required to incorporate installation.	10/24/2025	$ 2,716.23	$ 2,716.23	Approved	11/11/2025	Standard Industrial & Automotive Equipment	$1,989,042.08	$ 233,196.92
PCO CCF 070	Curtain Wall North Side DLC Interference	11/3/2025	$ 4,122.00	$ 4,122.00	Approved	11/11/2025	Rockwell Group	$1,984,920.08	$ 237,318.92
PCO CCF 062 R1	DTC Adds and Deduct: Deduct for Cord Reels per RFI #41 DTC. Added Hand Dryer DTC per RFI #186. Add per Electrical DTC Add Accesory Trim. Resulting total amount is a CREDIT -1,943.00	10/6/2025	$ (1,943.00)	$ (1,943.00)	Approved	12/4/2025	Helm Electric	$1,986,863.08	$ 235,375.92
PCO CCF 065 R1	Change door from Clear Anodized to Black Painted	10/17/2025	$ 9,387.00	$ 9,387.00	Upcoming	12/4/2025	Cardinal Glass	$1,977,476.08	$ 244,762.92
PCO CCF 072	DLC - Hand Dryer - Toilet Room 1214	11/6/2025	$ 2,824.00	$ 2,824.00	Approved	12/4/2025	Helm Electric	$1,974,652.08	$ 247,586.92
PCO CCF 074	DTC: Conflict with Base Plate and Curtain Wall	11/17/2025	$ 2,720.00	$ 2,720.00	Approved	12/4/2025	Rockwell Group; American Igloo; Cardinal Glass	$1,971,932.08	$ 250,306.92
PCO CCF 076R1	DTC Roof Scupper - rework needed	12/16/2025	$ 4,535.00	$ 4,535.00	Approved	12/30/2025	Rockwell Group; Miller Engineering Co	$1,967,397.08	$ 254,841.92
PCO CCF 077	DLC Mechanical Roof Clips - Tube Steel at roof	12/11/2025	$ 2,350.00	$ 2,350.00	Approved	12/30/2025	Rockwell Group	$1,965,047.08	$ 257,191.92
PCO CCF 078	DLC Exposed Columns at High Roof	12/11/2025	$ 4,300.00	$ 4,300.00	Approved	12/30/2025	HC Anderson Roofing; Rockwell Group	$1,960,747.08	$ 261,491.92
PCO CCF 083	ASI 031 changes include revisions to natural gas piping scope.	12/15/2025	$ 6,975.55	$ 6,975.55	Approved	12/19/2025	Miller Engineering Co	$1,953,771.53	$ 268,467.47
PCO CCF 068 R3	Top of Foundation Wall Elevation Discrepancy	10/24/2025	$ 44,729.08	$ 44,729.08	Approved	1/9/2026	Ruiz Construction Systems	$1,909,042.45	$ 313,196.55
PCO CCF 071 R1	Zero Spandrel Conflict Brake Metal	11/3/2025	$ 16,189.00	$ 16,189.00	Approved	1/8/2026	Cardinal Glass Co	$1,892,853.45	$ 329,385.55
PCO CCF 075	EOD Dimensions Interfere with CFMF - Steel stud system & Bent Plate	12/1/2025	$ 1,706.12	$ 1,706.12	Approved	1/6/2026	Ruiz Construction Systems	$1,891,147.33	$ 331,091.67
PCO CCF 079	E-Stop Changes per ASI 25 drawings	12/15/2025	$ 16,002.04	$ 16,002.04	Approved	1/6/2026	Helm Electric; Miller Engineering Co	$1,875,145.29	$ 347,093.71
PCO CCF 081R1	CE #098 Confirmation of Door Location Relative to Concrete Walkway (Plumbing)	11/26/2025	$ 563.20	$ 563.20	Approved	1/6/2026	Miller Engineering Co	$1,874,582.09	$ 347,656.91
PCO CCF 084	RFI # 253 - Elevator Pit extra piping due to sump pump location change	12/10/2025	$ 2,263.34	$ 2,263.34	Approved	1/6/2026	Miller Engineering Co	$1,872,318.75	$ 349,920.25
PCO CCF 087	Contaminated Soils in November 2025	12/22/2025	$ 1,194.12	$ 1,194.12	Approved	1/8/2026	Northern Illinois Service	$1,871,124.63	$ 351,114.37
PCO CCF 086	ASI #034 Changes	12/19/2025	$ (1,869.72)	$ (1,869.72)	Approved	1/27/2026	Miller Engineering Co	$1,872,994.35	$ 349,244.65
PCO CCF 088	RCO-29 DTC & DLC Camera Deduct (Multi xis IP Cameras and Genetec licensens)	1/5/2026	$ (46,488.00)	$ (46,488.00)	Approved	1/27/2026	Helm Electric	$1,919,482.35	$ 302,756.65

PCO CCF 089	RCO-31 Add for Security Cable Change (RFI 265)	1/7/2026	$ 7,680.28	$ 7,680.28	Approved	1/27/2026	Helm Electric	$1,911,802.07	$ 310,436.93
PCO CCF 090	HM Door Frames	1/12/2026	$ 4,435.00	$ 4,435.00	Approved	1/19/2026	Jimmy'Z Masonry	$1,907,367.07	$ 314,871.93
PCO CCF 059 R4	ASI 013 R1 Door Revisions	9/26/2025	$ 12,441.69	$ 12,441.69	Approved	2/5/2026	Ruiz Construction Systems; Cardinal Glass Co	$1,894,925.38	$ 327,313.62
PCO CCF 080R1	DLC Wall and Sill Detail at S. Wall 2nd Fl	11/26/2025	$ 5,400.00	$ 5,400.00	Approved	2/6/2026	Rockwell Group	$1,889,525.38	$ 332,713.62
PCO CCF 092	RFI #248 DLC Beam Issue	1/15/2026	$ 14,423.47	$ 14,423.47	Approved	2/5/2026	Ruiz Construction Systems	$1,875,101.91	$ 347,137.09
PCO CCF 085 R1	RFI #128 DLC: Boiler and Water Heater Venting Issues as Designed	12/9/2025	$ 1,102.50	$ 1,102.50	Approved	2/14/2026	Miller Engineering Co	$1,873,999.41	$ 348,239.59
PCO CCF 091 R1	ASI # 030 - HVAC soffit fin tube piping layout and sizing, and supply duct addition	1/13/2026	$ 9,144.07	$ 9,144.07	Approved	2/14/2026	Miller Engineering Co	$1,864,855.34	$ 357,383.66
PCO CCF 093	DTC East Wall Brick Masonry MEPFP Wall Penetrations	1/20/2026	$ 3,556.00	$ 3,556.00	Approved	2/22/2026	Miller Engineering Co, Helm Electric, Nelson Fire Protection, Jimmy'Z Masonry	$1,861,299.34	$ 360,939.66
PCO CCF 100	Per ASI 020 Rev. 1, provide demolition of existing storm piping and reroute storm piping in accordance with the revised drawings.	2/3/2026	$ 5,878.32	$ 5,878.32	Approved	2/22/2026	Miller Engineering Co	$1,855,421.02	$ 366,817.98
PCO CCF 101	Added Flashing at DTC RTU Roof Deck	2/4/2026	$ 3,920.00	$ 3,920.00	Approved	2/24/2026	HC Anderson - Roofing	$1,851,501.02	$ 370,737.98
PCO CCF 094	Temp Enclosures December (Remaining Amount Due)	1/21/2026	$ 3,411.13	$ 3,411.13	Approved	3/8/2026	Ruiz Construction Systems	$1,848,089.89	$ 374,149.11
PCO CCF 102	ASI 036 provide ECE duct work, black SAT ceiling system and add six concealed heads with black cover plates.	2/11/2026	$ 10,083.60	$ 10,083.60	Approved	3/11/2026	Nelson Fire; Rockwell Group	$1,838,006.29	$ 384,232.71
PCO CCF 103	DLC Vestibule 6107 Ceiling	2/17/2026	$ 1,711.00	$ 1,711.00	Approved	3/11/2026	Rockwell Group; Helm Electric	$1,836,295.29	$ 385,943.71
PCO CCF 096 R1	ASI #017 Costs Folding Grilles includes specifications for manual folding grille located DLC food service area.	1/26/2026	$ 16,704.10	**$ 16,704.10**	Approved	4/1/2026	Ruiz Construction Systems	$1,819,591.19	$ 402,647.81
PCO CCF 106	Added Low-Voltage Contacts for TCC Add low-voltage temperature control contracts at 64 locations for integration with lighting controls.	2/26/2026	$ 2,929.00	**$ 2,929.00**	Approved	4/1/2026	Helm Electric	$1,816,662.19	$ 405,576.81
PCO CCF 107	RFI #335 Costs DTC: Compressed Air Lines at Engine and Diesel Lab Issues	3/2/2026	$ 1,447.68	**$ 1,447.68**	Approved	4/1/2026	Miller Engineering Co	$1,815,214.51	$ 407,024.49
PCO CCF 108	Per ASI 037, provide one full port resilient shutoff valve before fire protection backflow preventer in the DLC and DTC.	3/2/2026	$ 5,627.44	**$ 5,627.44**	Approved	4/1/2026	Miller Engineering Co, Nelson Fire Prot	$1,809,587.07	$ 412,651.93

PCO CCF 109	Temp Enclosures labor and material January.	3/3/2026	$ 6,590.95	**$ 6,590.95**	Approved	4/10/2026	Ruiz Construction Systems	$1,802,996.12	$ 419,242.88
PCO CCF 110	ASI 038 move mullion-mount intercom from exterior side of door 6107A to exterior 6107B	3/18/2026	$ 5,214.00	**$ 5,214.00**	Approved	4/10/2026	Cardinal Glass; Helm Electric	$1,797,782.12	$ 424,456.88
PCO CCF 111 R1	DTC Electrical Devices at Building Entrances relocate align with outermost panel	3/19/2026	$ 4,709.00	**$ 4,709.00**	Approved	4/14/2026	Helm Electric; Rockwell Group	$1,793,073.12	$ 429,165.88
PCO CCF 112 R1	RFI 310 DTC: Fireproofing at Fire Wall	3/23/2026	$ 8,906.00	**$ 8,906.00**	Approved	4/14/2026	Helm Electric; Rockwell Group	$1,784,167.12	$ 438,071.88
PCO CCF 113	CE #145 - DLC L-3 Per RFI #349: Miller is providing L-3 Bradley sink with top to North wall of lactation room. (Total length 70-3/4").	4/8/2026	$ 3,970.72	**$ 3,970.72**	Approved	4/14/2026	Miller Engineering Co	$1,780,196.40	$ 442,042.60
PCO CCF 104	DTC RFI 316	2/24/2026	$ 817.00	**$ 817.00**	Approved	4/24/2026	Rockwell Group; Cardinal Glass	$1,779,379.40	$ 442,859.60
PCO CCF 114	DTC Added Tamper Valve	4/9/2026	$ 2,405.00	**$ 2,405.00**	Approved	4/24/2026	Helm Electric	$1,776,974.40	$ 445,264.60
PCO CCF 095 R2	DLC Flex Storage East Wall Floor Gap	1/23/2026	$ 1,023.88	**$ 1,023.88**	Approved	6/1/2026	Ruiz Construction Systems	$1,775,950.52	$ 446,288.48
PCO CCF 105R4	Technology OSI -The following reflects equipment changes and deletions requested in the AV equipment for both the DTC and DLC building.	2/24/2026	$ (283.00)	**$ (283.00)**	Approved	5/4/2026	Helm Electric	$1,776,233.52	$ 446,005.48
PCO CCF 117	Temp Enclosures February through March	4/16/2026	$ 10,900.03	**$ 10,900.03**	Approved	6/1/2026	Ruiz Construction Systems	$1,765,333.49	$ 456,905.51
PCO CCF 118	RFI 363: Cloud Ceiling Finish Per RFI 363: Prep and paint exposed ceiling above clouds in room 1200.	4/23/2026	$ 882.24	**$ 882.24**	Approved	6/1/2026	Ruiz Construction Systems	$1,764,451.25	$ 457,787.75
PCO CCF 119	RFI #016: DTC & DLC Required Slope at Floor Drains	4/24/2026	$ 5,600.00	**$ 5,600.00**	Approved	5/8/2026	Northern Illinois Tile & Terrazzo	$1,758,851.25	$ 463,387.75
PCO CCF 120	System Server Change: Helm to provide the following: Single server solution for both the DLC and DTC.	4/29/2026	$ 2,146.00	**$ 2,146.00**	Approved	6/1/2026	Helm Electric	$1,756,705.25	$ 465,533.75
PCO CCF 121	Delete Auto Operators at DC 6105A and 6105B	5/18/2026	$ (169.00)	**$ (169.00)**	Approved	6/1/2026	Cardinal Glass Co	$1,756,874.25	$ 465,364.75
PCO CCF 123	Repair Damage to Temporary Fence on west side of project-April 2026	5/20/2026	$ 831.40	**$ 831.40**	Approved	6/1/2026	Northern Illinois Service	$1,756,042.85	$ 466,196.15
PCO CCF 122	RFI 375 Boss Carpet	5/18/2026	$ 8,282.00	**$ 8,282.00**	Approved	6/8/2026	Boss Carpet One	$1,747,760.85	$ 474,478.15
PCO CCF 124	Temp Enclosures April	5/22/2026	$ 5,620.06	**$ 5,620.06**	Approved	6/9/2026	Ruiz Construction Systems	$1,742,140.79	$ 480,098.21
PCO CCF 125	Tamper Switch (RFI 392)	5/28/2026	$ 4,372.00	**$ 4,372.00**	Approved	6/8/2026	Helm Electric	$1,737,768.79	$ 484,470.21
PCO CCF 126	RVC DTC Parts Washers	5/27/2026	$ 10,647.00	**$ 10,647.00**	Approved	6/8/2026	Helm Electric	$1,727,121.79	$ 495,117.21
PCO CCF 127	Adjust Heads in Cloud Ceilings (RFI 358)	5/27/2026	$ 727.00	**$ 727.00**	Approved	6/8/2026	Nelson Fire Protection	$1,726,394.79	$ 495,844.21
PCO CCF 128	Unsuitable Soils Job Trailer Area & NEC by DLC Entrance	5/28/2026	$ 57,096.30	**$ 57,096.30**	Approved	6/8/2026	Northern Illinois Service	$1,669,298.49	$ 552,940.51

PCO CCF 116	DTC Roof Beam Repair	4/15/2026	$ 13,213.00	**$ 13,213.00**	Approved	6/26/2026	Rockwell Group	$1,656,085.49	$ 566,153.51
PCO CCF 129	DTC Fireproofing at Fire Wall - Shaft Wall Assembly Paint	5/29/2026	$ 574.69	**$ 574.69**	Approved	6/23/2026	Ruiz Construction Systems	$1,655,510.80	$ 566,728.20
PCO CCF 130	Low Limit Locations for RTU (RFI 387, Credit)	6/3/2026	$ (840.00)	**$ (840.00)**	Approved	6/16/2026	Miller Engineering Co	$1,656,350.80	$ 565,888.20
PCO CCF 132	Omit Fine Grading and Turf Seeding Scope	6/4/2026	$ (24,840.00)	**$ (24,840.00)**	Approved	6/23/2026	Northern Illinois Service	$1,681,190.80	$ 541,048.20
PCO CCF 134	Temp Enclosures May	6/5/2026	$ 2,031.13	**$ 2,031.13**	Approved	6/23/2026	Ruiz Construction Systems	$1,679,159.67	$ 543,079.33
PCO CCF 135	DTC Fire Damper	6/12/2026	$ 2,053.66	**$ 2,053.66**	Approved	6/23/2026	Miller Engineering	$1,677,106.01	$ 545,132.99
PCO CCF 136	Add Panic Bar to Exit Gage	6/12/2026	$ 1,647.80	**$ 1,647.80**	Approved	6/23/2026	Northern Illinois Service	$1,675,458.21	$ 546,780.79
PCO CCF 137	Dumpster Allowance Usage June (Remaining Balance Due)	6/22/2026	$ 2,458.80	**$ 2,458.80**	Approved	6/29/2026	Ruiz Construction	$1,672,999.41	$ 549,239.59
PCO CCF 138	Temp Enclosures June	6/22/2026	$ 1,705.73	**$ 1,705.73**	Approved	6/29/2026	Ruiz Construction	$1,671,293.68	$ 550,945.32
PCO CCF 139	Builder's Risk Insurance Extension	6/23/2026	$ 5,813.00	**$ 5,813.00**	Approved	6/29/2026	Ringland Johnson Construction	$1,665,480.68	$ 556,758.32
PCO CCF 140	Overtime ROM - Glass & Glazing, Flooring, Capentry & General Trades, Ceiling	6/25/2026	$ 14,998.14	**$14,998.14**	Approved	7/2/2026	Cardinal Glass; Boss Carpet One; Ruiz Construction; Rockwell Group	$1,650,482.54	$ 571,756.46
PCO CCF 141	RFI #410: EV Lab 1504 Fire damper	6/29/2026	$ 2,672.65	**$ 2,672.65**	Approved	7/13/2026	Miller Engineering	$1,647,809.89	$ 574,429.11
PCO CCF 142	Construction Manager Additional Fee	7/6/2026	$ 60,000.00	**$ 60,000.00**	Approved	7/16/2026	Ringland Johnson Construction	$1,587,809.89	$ 634,429.11
PCO CCF 133	General Clean Up May (Remaining Amount Due)	6/30/2026	$ 7,471.00	**$ 7,471.00**	Approved	7/25/2026	Ruiz Construction	$1,580,338.89	$ 641,900.11
PCO CCF 144	Temp Enclosures second half of June	7/15/2026	$ 1,378.92	**$ 1,378.92**	Approved	7/31/2026	Ruiz Construction	$1,578,959.97	$ 643,279.03
PCO CCF 145	General Clean up June	7/15/2026	$ 26,381.55	**$ 26,381.55**	Approved	7/31/2026	Ruiz Construction	$1,552,578.42	$ 669,660.58
PCO CCF 146	ASI 039 Ductwork Grille and Fire Damper	7/17/2026	$ 3,742.68	**$ 3,742.68**	Approved	7/31/2026	Miller Engineering	$1,548,835.74	$ 673,403.26
PCO CCF 147	RVC DLC Base Alternate (Credit)	7/17/2026	$ (861.00)	**$ (861.00)**	Approved	7/31/2026	Boss Carpet One	$1,549,696.74	$ 672,542.26
PCO CCF 148	RVC Camera reconcile - Site Construction Security Camera service (CREDIT)	7/17/2026	$ (1,800.00)	**$ (1,800.00)**	Approved	7/31/2026	Ringland Johnson Construction	$1,551,496.74	$ 670,742.26
PCO CCF 149	Elevator protection - heat and monitor module	7/22/2026	$ 10,860.50	**$ 10,860.50**	Approved	8/1/2026	Helm Electric; Nelson Fire Protection	$1,540,636.24	$ 681,602.76
CO-1-SF	Landscaping - Semper Fi Land - Turf Seed Installation - Credit received on removed scope NISC PCO CCF 132	6/11/2026	$ 25,000.00	**$ 25,000.00**	Approved	6/17/2026	SEMPER FI LAND	$1,515,636.24	$ 706,602.76
PCO CCF 150 R1	CE#200 - Insulation	7/27/2026	$ 8,208.00	**$ 8,208.00**	Approved	8/20/2026	American Igloo	$1,507,428.24	$ 714,810.76

PCO CCF 151R1	Access control for SW Storage Parking Lot	7/27/2026	$13,810.50	**$13,810.50**	Approved	8/6/2026	Northern Illinois Service	$1,493,617.74	$ 728,621.26
PCO CCF 152	CO Devices Added in Boiler Rooms	7/29/2026	$ 7,644.00	**$ 7,644.00**	Approved	8/20/2026	Helm Electric	$1,485,973.74	$ 736,265.26
PCO CCF 153	Overtime for 07/18	7/29/2026	$ 1,198.00	**$ 1,198.00**	Approved	8/20/2026	Helm Electric	$1,484,775.74	$ 737,463.26
PCO CCF 154	Add AV Equipment	7/29/2026	$ 13,061.00	**$ 13,061.00**	Approved	8/20/2026	Helm Electric	$1,471,714.74	$ 750,524.26
PCO CCF 155	DLC Brake Metal to Cover I-Beam	7/31/2026	$ 849.00	**$ 849.00**	Approved	8/20/2026	Cardinal Glass	$1,470,865.74	$ 751,373.26
PCO CCF 157	DTC Automotive - Replace Existing Sink	8/11/2026	$ 11,789.00	**$ 11,789.00**	Approved	8/20/2026	Miller Engineering Co	$1,459,076.74	$ 763,162.26
PCO CCF 158	DLC Door Painted White	8/11/2026	$ 400.00	**$ 400.00**	Approved	8/20/2026	Ruiz Construction	$1,458,676.74	$ 763,562.26
* PCO CCF 159	Helm - Add OT needed to complete FA	8/21/2026	$ 5,580.00	**$ 5,580.00**	Approved	8/31/2026	Helm Electric	$1,453,096.74	$ 769,142.26
* PCO CCF 161	CE #211 - Dishwasher Rewire and Move Rough In	8/21/2026	$ 1,996.00	**$ 1,996.00**	Approved	9/19/2026	Helm Electric	$1,451,100.74	$ 771,138.26
* PCO CCF 162	RFI 200 DLC Elevation Discrepancy	8/26/2026	$ 4,018.37	**$ 4,018.37**	Approved	9/21/2026	Ruiz Construction	$1,447,082.37	$ 775,156.63
* PCO CCF 163	Bronze Exterior Sheet for Donor Wall - American Igloo to provide the following: (1) 60"x96" sheet of Copper ACM.	8/26/2026	$ 1,200.00	**$ 1,200.00**	Approved	9/19/2026	American Igloo	$1,445,882.37	$ 776,356.63
* PCO CCF 160	Helm - Add OT for AV	8/21/2026	$ 14,280.00	**$ 14,280.00**	Approved	10/1/2026	Helm Electric	$1,431,602.37	$ 790,636.63
* PCO CCF 164	Returned a 75” TV for 2 55” TVs in the café	8/26/2026	$ 2,194.00	$ 2,194.00	Approved	10/1/2026	Helm Electric	$1,429,408.37	$ 792,830.63
* PCO CCF 165	DTC Extra Work - Miller Moved a 2” compressed air line in the diesel lab because it was in the way of the wall cabinet	9/15/2026	$ 1,087.00	$ 1,087.00	Approved	10/1/2026	Miller Engineering Co	$1,428,321.37	$ 793,917.63
* PCO CCF 166	Tile Rework Room 1101 - Replaced/patched 4 tiles to accommodate dispenser	9/16/2026	$ 254.00	$ 254.00	Approved	10/1/2026	Northern IL Tile Terrazzo	$1,428,067.37	$ 794,171.63
* PCO CCF 167	OT Costs Thru August - Cardinal Overtime for the glass in all the stairways	9/16/2026	$ 9,208.00	$ 9,208.00	Approved	10/1/2026	Cardinal Glass	$1,418,859.37	$ 803,379.63
* PCO CCF 169	Dumpster Usage July	9/16/2026	$ 10,411.91	$ 10,411.91	Approved	10/1/2026	Ruiz Construction	$1,408,447.46	$ 813,791.54
* PCO CCF 172	Dumpster Usage August	9/17/2026	$ 1,595.80	$ 1,595.80	Approved	10/1/2026	Ruiz Construction	$1,406,851.66	$ 815,387.34
* CO-2-SF	Landscaping - Semper Fi Land - Deduct Unused Contingency from Contract BP.007 Landscaping	6/11/2026	$ (2,274.00)	$ (2,274.00)	Approved	10/1/2026	SEMPER FI LAND	$1,409,125.66	$ 813,113.34

2026 ROCK VALLEY COLLEGE CLERY ACT REPORT (INCLUDES YEARS 2023, 2024, AND 2025)

Board of Trustees Committee of the Whole Meeting
November 2, 2026

Mr. Michael Schoening, Deputy Chief of Police



LAND ACKNOWLEDGEMENT

As an institution physically located in northern Illinois, we at Rock Valley College respectfully acknowledge and recognize our responsibility to the [seven] Indigenous nations who are the original and current caretakers of this land, water, and air.

Learn more at RockValleyCollege.edu.

ABOUT RVC

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

MISSION STATEMENT

Rock Valley College empowers students and the community through lifelong learning.

VISION STATEMENT

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

THE FOUR PILLARS

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



The Clery Act

Purpose:

- In part, to provide the campus community with timely, accurate, and complete information about crime and the safety of the campus so that they can make informed decisions to keep themselves safe.

- The Clery Act is a campus security and crime prevention law with a focus on consumer information and protection.

Why do we have to comply:

- Compliance with the Clery Act allows us to participate in Title IV student financial assistance programs such as Pell Grants, Federal Work-Study, Federal Perkins Loans, etc.

- Violations of the Clery Act can result in fines of $71,545 per violation as of January 26, 2026.

ANNUAL SECURITY REPORT (ASR)

- The Clery Act requires colleges and universities that receive federal funding to disseminate a public annual security report (ASR) to employees and students every **October 1st** (for the preceding year). This ASR must include statistics on campus crime for the preceding three calendar years, along with details of efforts to improve campus safety.

- Material published in this report also reflects requirements for the State of Illinois Security Enhancement Act.

- RVC policy statements, such as crime reporting, educational programs, drug/alcohol, and emergency response, are also included.

- The crime statistics are gathered for the main campus and all satellite campuses.

“Clery Crimes” vs. Other Offenses

Institutions of higher education must include four distinct categories of crime in their ASR crime data.

- Criminal Offenses such as Robbery, Burglary, and Arson.
- Hate Crimes involving any of the above-listed crimes and certain other instances.
- Violence Against Women Act (VAWA): domestic violence, sexual assault, dating violence, and stalking.
- Arrests and Referrals for Disciplinary Action: weapons, drugs, and liquor violations.

Only Clery Crimes are listed on the Clery report, not all crimes.

Rock Valley College Annual Security Report

There were only 2 reportable Clery Crimes for 2025, both on Main Campus.

Motor Vehicle Theft – Vehicles were entered; one was moved and had its contents ransacked.

Drug Arrest – Charged with Poss. of Cannabis & Drug Paraphernalia as a result of a motorist assist call. Subj. was wanted on an out-of-state warrant.

Hard copies are available as well as electronically: https://www.rockvalleycollege.edu/_resources/files/RVC-Annual-Security-Report.pdf

QUESTIONS?

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

2026 ANNUAL SECURITY REPORT

Including the years 2023, 2024, and 2025.



RockValleyCollege

Rock Valley College Annual Security Report

Rock Valley College Police Department (RVCPD)
3301 N. Mulford Road, Rockford, Illinois 61114-5699

Emergency Phone: 911
Non-Emergency Phone (815) 966-2900 or RVC Police Administrative (815) 921-4357
Main Switchboard: (815) 921-4000 or Toll Free: (800) 973-7821

For more information about the RVC Police Department,
or to access this Annual Security Report, please visit RockValleyCollege.edu.

Rev. 9/2026

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Clery Act

This Rock Valley College Annual Security Report is published in compliance with the **Jeanne Clery Disclosure of Campus Security Policy** and **Campus Crime Statistic Act ("Clery Act")** and the State of Illinois Campus Security Enhancement Act.

This information is being provided as part of Rock Valley College's commitment to safety and security on campus. At Rock Valley College (RVC) the safety and well-being of students, faculty, and staff is important. A truly safe campus can only be achieved through the cooperation of everyone at Rock Valley College. We hope that this information will be read carefully to help foster a safe environment for everyone at RVC.

This report is prepared in cooperation with local law enforcement agencies, out-of-state law enforcement agencies, the RVC Police Department (RVCPD), Human Resources, Enrollment Services, Student Life, Community Education Outreach, the Center for Learning in Retirement (CLR), Athletics, and other RVC departments. These entities provide updated information on their educational efforts and programs to comply with the Act.

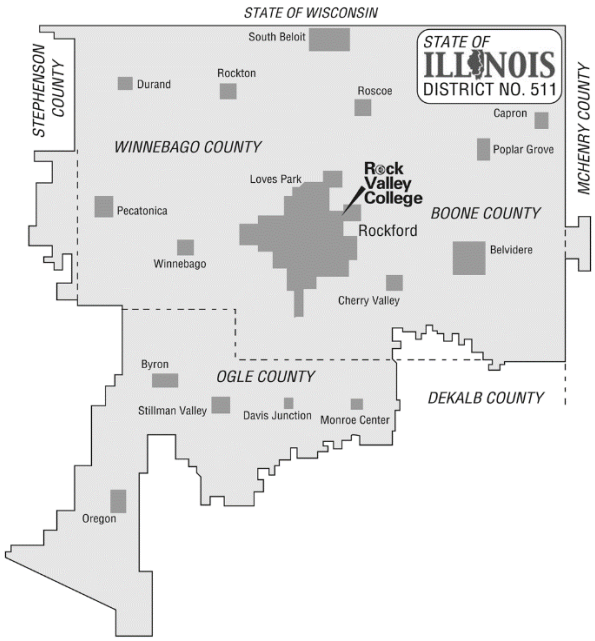
RVC Locations

The RVC Main Campus is on the northeast corner of Mulford and Spring Brook Roads. It is situated on 217 acres in the city of Rockford, and according to the ICCB fall 2023 enrollment survey, served approximately 5,500 credit students and more than 13,000 non-credit students.

1. **Main Campus** located at
   3301 N. Mulford Road, Rockford, IL 61114;
2. **Advanced Technology Center** (ATC) located at
   1400 Big Thunder Boulevard, Belvidere, IL 61008;
3. **Aviation Career Education Center** (ACEC) located at
   6045 Cessna Drive, Rockford, IL 61109;
4. **Bell School Road Center** (BELL) located at
   3350 N. Bell School Road, Rockford, IL 61114,
   which is home to the Center for Learning in Retirement (CLR);
5. **RVC Downtown** (RVCD) located at
   99 East State Street, Suite 200, Rockford, IL 61104;
   Note: This campus closed 7/31/2026;
6. **Samuelson Road Center** (SAML) located at
   4151 Samuelson Road, Rockford, IL 61109;
   Note: This campus closed 7/31/2026;
7. **RVC Downtown West** (DTW) located at
   Downtown Learning Center (DLC) – 315 S. Winnebago Street, Rockford, IL 61102, and
   Downtown Training Center (DTC) – 711 Green Street, Rockford, IL 61102.
   Note: This campus opened 8/1/2026.

RVC also offers various classes at multiple locations owned by other companies throughout and beyond the RVC district. The policies in this Annual Security Report apply to all the campuses listed above, unless otherwise stated in a particular section of the report.

RVC does not have dormitories on any of the campuses. All students live off-campus.



Reporting Criminal Activities or Emergencies

The Rock Valley College Police Department (RVCPD) is responsible for law enforcement, security, and emergency response at RVC. All crimes occurring on any RVC campus should immediately be reported to the Rock Valley College Police Department. RVC police are trained to receive, document and investigate all crimes reported.

An RVC police officer will work with individuals reporting a crime to obtain information and evidence, identify potential witnesses, and conduct a thorough investigation in an effort to identify the responsible party. When appropriate, crime suspects may be adjudicated through the student disciplinary system or criminal justice system.

RVC police officers have full law enforcement authority, including the authority to effect arrests, granted by the Illinois General Assembly under 110 ILCS 805/3-42.1.
This Act authorizes them to make arrests on view or warrants, for violations of state statutes, and to enforce county and city ordinances in all counties that lie within the Community College District (#511), when such is required for the protection of community college personnel, students, property, or interests.

All full time RVC Police Department officers are certified police officers with approved training through the Illinois Law Enforcement Training and Standards Board (ILETSB). RVCPD enforces all the laws of the state of Illinois, cities of Rockford and Belvidere, and regulations of the college.

Officers are responsible for a full range of public safety services, including:

- all criminal reports
- investigations
- medical emergencies
- fire emergencies
- traffic accidents
- enforcement of laws regulating alcohol use on campus
- the use of controlled substances
- weapons
- all other incidents requiring police assistance.

The RVC Police Department is located in the Support Services Building (Room 1100), on the Main (Mulford) Campus and can be contacted by dialing 911 in emergency situations or (815) 966-2900 for non-emergency situations. RVC Police Officers provide daily patrol protection for all RVC Campuses. Rockford Police respond to police calls on campus between 2:00 a.m. and 6:00 a.m. at the Rockford locations. Belvidere Police respond to calls between 2:00 a.m. and 6:00 a.m. at the Belvidere location. A strong working relationship is maintained with the Rockford Police Department, Loves Park Police Department, Belvidere Police Department, Winnebago County Sheriff's Department and other local, state and federal law enforcement agencies. The RVCPD maintains mutual aid agreements and assists other local law enforcement agencies as needed. These agencies include; City of Rockford Police Department, City of Belvidere Police Department, Boone County Sheriff's Department and the Illinois Law Enforcement Alarm System (ILEAS).

Emergency calls should be placed directly to 911. All non-emergency police-related calls should be placed to (815) 966-2900. For non-emergency campus-related issues, dial (815) 921-4357 to reach the RVC Police administrative line.

RVC also has numerous Emergency Call Boxes in place on the Main Campus and off-campus facilities. These Call Boxes can be used to contact the Rock Valley College Police Department in emergencies or

whenever assistance is needed. Call Boxes are also available at the Bell School Road Center, and Aviation Career Education Center.

The Rock Valley College Police Department maintains a daily crime log in the RVC Police Department lobby, in the SSB (Room 1100) as well as it being available online on the RVCPD web page. The crime log contains information concerning reported crimes and typically includes the case number, classification of the crime, date reported, date occurred, time occurred, general location, and disposition of the crime.

Maintenance and Security of Campus Facilities

Facilities, Plant Operations, and Maintenance (FPOM) maintains the campus buildings and grounds with a concern for safety and security. The Rock Valley College Police Department inspects campus facilities regularly and reports all potential security and safety hazards to FPOM for repairs. Students, faculty, and staff may also call FPOM at (815) 921-4300 to report any security or safety hazards.

Access to Campus Facilities

- RVC business hours are typically Monday-Friday, 8:00 a.m.-5:00 p.m., except declared holidays and campus closures.
- Campus buildings are typically open according to the current semester schedule.
- Campus grounds are accessible daily 6:30 a.m.–11:00 p.m.
- All Campus grounds, buildings, and walking path (Main Campus) are closed to the public from 11:00 p.m. until 6:30 a.m. daily.
- During non-business hours, access to all college facilities is by key or card access, if issued, or by admittance via the RVCPD.
- Questions concerning access to campus facilities can be directed to the college's main switchboard (815) 921-4000 or the Rock Valley College Police Department (815) 921-4357.
- The campuses are closed to the public from 11:00 p.m. until 6:30 a.m.

Investigations/Crime Prevention

There is an ongoing effort at RVC to prevent crimes from occurring rather than react to them after the fact. A method for accomplishing this goal is the college's crime prevention program. The college's crime prevention program is based upon the elimination of criminal opportunities and the encouragement of students, faculty, and staff to be responsible for the security and safety of all members of the campus community. The college's primary crime prevention and awareness programs are made available to all incoming students, new employees, current students, and current employees.

The following is a listing of the crime prevention programs and projects utilized by RVC.

1. **SAFE WALK PROGRAM**

   Provides an escort service, particularly during hours of darkness, for persons walking on campus. Call (815) 921-4357 or use an Emergency Call Box to request an escort. A RVCPD police officer will walk with you to any of these on-campus destinations: Main (Mulford) Campus, Bell School Road Center, RVC Downtown, Aviation Career Education Center (ACEC), Samuelson Road Center (SAML), and Advanced Technology Center (ATC).

2. **NEW STUDENT ORIENTATION**

   Crime prevention material is made available to new and returning students during the fall. Crime

prevention material is also available throughout the year at several brochure kiosks located in buildings on campus.

3. BEHAVIOR INTERVENTION TEAM (BIT) AND THREAT ASSESSMENT

An anonymous referral regarding concerning behavior can be made at the Behavior Intervention Team (BIT) section of the college's website. The BIT process coordinates a response to a student behavior(s) of concern. When referrals of concerning behavior are made by students, staff, or faculty to the Behavior Intervention Team, the team will follow up on the referral of concern and respond appropriately. BIT referrals should only be made for non-emergency situations. Emergencies and behavior that is life-threatening should immediately be reported to the RVCPD.

4. EMERGENCY CALL BOXES

An Emergency Call Box phone system is in place on campus. Located inside and outside of buildings, these Call Boxes can be used 24 hours a day to contact the RVCPD.

5. CAMPUS TELEPHONES

Campus NBX telephones (used by staff and faculty) may be used to report criminal activity, fire, or other emergencies by dialing 911.

6. ELECTRONIC MONITORING SYSTEMS

A sophisticated electronic alarm system monitors a network of intrusion and duress alarm systems in campus facilities. A series of closed-circuit security cameras are also utilized.

7. TIMELY WARNINGS

In the event that a situation arises, that has happened within 10 days, either on- or off-campus, that, in the judgment of the Chief of the Rock Valley College Police Department, constitutes an ongoing or continuing threat, a campus-wide "timely warning" will be issued. Timely Warnings are designed to inform and direct community members to help mitigate the damage of a real or potential threat to RVC. To accomplish this, RVC uses multiple means of communication to provide Immediate Notifications - RVC Alerts, Timely Warnings, and Public Safety Advisories to the College community. The type of alert issued will be based upon each situation and the alert's system criteria.

Timely Warning Notices will be distributed as soon as pertinent information is available, in a manner that withholds the names of the victims as confidential, and with the goal of aiding in the prevention of similar occurrences.

A. Criteria For Issuing A Timely Warning

The college will issue a Timely Warning when the following criteria are met:

- a Clery Act crime is reported including: criminal homicide (murder and negligent/non-negligent manslaughter); sex offenses (rape, fondling, statutory rape, and incest); robbery; aggravated assault;
- the crime occurred in a Clery reportable location;
- the perpetrator has not been apprehended; and
- there is a serious or ongoing threat to the college community because of the crime. This decision considers the following criteria:
- The nature of the crime;

- When and where the crime occurred, when the crime was reported, and the amount of information known about the crime;
- The continuing danger to the college community; and
- The possible risk of compromising law enforcement efforts.

B. To make a timely warning consideration, all CSAs and local law enforcement agencies are directed to immediately report Clery Act crimes to the RVC Police Department.

If the Timely Warning criteria are met, a notice will be drafted using crime-specific template by the Chief of Police or designee, as soon as pertinent information is available.

Timely warnings are generally issued via email, but may also be distributed through press releases, text messages, posters, desktop alerts, and with messages on RVC's website when appropriate. The college may not use all distribution methods for every incident.

C. Content of a Timely Warning

The following information is typically included in a timely warning, if available:

- a statement of the incident, including the nature and severity of the threat and the persons or locations that might be affected;
- any connection to a previous incident(s);
- physical description and/or composite drawing of the suspect;
- date and time the warning was released;
- other relevant and important information, such as the gender of the victim or whether the threat involves a student or non-student;
- actions taken by law enforcement;
- a request for witnesses to contact the college's police department; and appropriate safety tips.

D. Timely warnings are not limited to violent crimes or crimes against persons. They can include crimes that represent threats to property. For example, a rash of motor vehicle thefts, burglaries, or thefts of property.

Timely Warning Notices are typically written and distributed by the Rock Valley College Police Department and/ or the College's Communication Team.

Crimes that would otherwise be reportable but are reported to a licensed mental health counselor in the context of a privileged, confidential communication are not subject to the timely warning requirement.

8. EMERGENCY NOTIFICATION

RVC will without delay and considering the safety of the community determines the content of the emergency notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. This notification is different from a Timely Warning because it is not limited to Clery crimes. If an emergency notification is disseminated, it is not required that a timely warning is issued based on the same circumstances. All RVC segments of the campus's community will receive all notifications. Emergency Notifications are typically written and distributed by the Rock Valley College Police Department and/or the College's Communication and Marketing Department using the RVC alerts emergency text message and voice message system.

Students and staff can sign up for RVC Alerts at: RockValleyCollege.edu. Anyone with information warranting a timely warning should report the circumstances to the RVCPD, by phone at (815) 921-4357 or in person at the Rock Valley College Police Department, within the Support Services Building (SSB), on the Main (Mulford) Campus near Parking Lot #4.

Persons wishing to report criminal offenses for the purpose of making a timely warning report or an emergency notification should contact the RVC Police Department.

Emergency Response and Evacuation Procedures

To report an emergency occurring on campus, calls should be placed directly to 911. All non-emergency police related calls should be placed to (815)966-2900. As required by federal and state law, Rock Valley College has a comprehensive Emergency Operations Plan (EOP) that details immediate response and evacuation procedures, including the use of electronic and cellular communication. RVC police officers and supervisors have received training in Incident Command and the National Incident Management System (NIMS).

Generally, if a serious incident or emergency occurs, RVC police officers are the first responders to the scene. Depending on the scope and type of incident, assistance may be requested from the Rockford Police Department, Belvidere Police Department, Rockford Fire Department, Belvidere Fire Department, and other college departments. Other local, state, and federal agencies could also be involved in the response.

Building Evacuation Definitions and Guidelines:

- **Evacuation:** Actions taken to leave an area for personal safety.
- **Shelter-In-Place:** The process of remaining at your current location and taking shelter in lieu of attempting to evacuate.
- **Lockdown:** Actions taken to prevent people from entering or leaving a facility.

The following procedures will be followed if an evacuation of any RVC building is required:

- Evacuations are mandatory for fire alarms and when directed by authorities!
- Display Routes for Evacuation - RVC buildings are not required to display evacuation routes, however, if any evacuation routes are posted, they should be in well-lit areas, and unobstructed and clear of debris at all times. All evacuation routes that are displayed in any RVC building will be unlikely to expose evacuating personnel to additional hazards.

Resources to Assist the Emergency Response

The following resources are available to assist RVC in the event of an emergency:

- Rock Valley College Police Department: Responsible for crimes in progress, criminal investigations, evidence processing, and scene security if necessary.
- Rockford Fire Department: Responsible for fire suppression, rescue and recovery and trench rescue operations. Responsible for treatment, triage and transportation of injured persons.
- Plant, Operations, and Maintenance: Responsible for providing facility and service needs, such as engineering, custodial, maintenance, construction and equipment.
- Department of Communications and Marketing: Responsible for information collection and dissemination to the general public and/or media outlets.

RVC will without delay and considering the safety of the community, determines the content of the emergency notification and initiates the notification system, unless issuing a notification will, in the

professional judgement of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. This notification is different from a Timely Warning because it is not limited to Clery crimes.

If an emergency notification is disseminated, it is not required that a timely warning is issued based on the same circumstances. All RVC segments of the campus community will receive all notifications. Emergency Notifications are typically written and distributed by the Rock Valley College Police Department and/or the College's Communication and Marketing Department.

The activation of the emergency notification can be on any of the following platforms: RVC Alerts Notification System, Emergency Web Alert System, Public Broadcast Media Outlets, NOAA Weather Radios, RVC Emergency Hotline, The Speakerphone Alert System, Outdoor Warning Sirens, RVC Alert Desktop Warning System and/or social network sites.

When the emergency situation is resolved, RVC may provide adequate follow up information to the community as needed. RVC will use the same method to provide follow up information to the community as when the emergency notification was activated.

When disseminating emergency information to the larger community, RVC will use the Comprehensive Crisis Communications Plan. The Comprehensive Crisis Communications Plan consists of two key sections: the Media Emergency Response Plan and the Internal Communications Emergency Response Plan. In the event of an emergency on any of the Rock Valley College campuses, the Communications and Marketing Department would follow the guidelines contained within this document to appropriately respond to the media and to disseminate information to the college community.

Training and testing of the emergency response and evacuation procedures:

The RVC Building Emergency Management Team or designated Building Emergency Coordinator will work with RVC Police to schedule a formal exercise at least annually. A yearly formal exercise will minimally include a tabletop scenario, which is a facilitated analysis of an emergency situation in an informal, stress-free environment. It is designed to elicit constructive discussion as participants examine and resolve problems based on existing operational plans and identify where those plans need to be refined. Tabletop exercises will be based upon the types of emergencies outlined in the BEAP and will include those individuals identified as having operational responsibilities within an RVC Building.

It is understood this Building Emergency Action Plan (BEAP) for the RVC Building will only be effective if its occupants continually review and update its content. Therefore, the individuals referenced in the BEAP for the RVC Building, specifically the Emergency Management Team Members, those listed on the Emergency Contact List, Floor Coordinators and any applicable professors and other instructors shall review this document every six months. The review process will familiarize applicable building occupants with the emergency response and overall command and control operations outlined in the BEAP. Any substantive operational changes to the RVC Building BEAP will be documented and provided to the Rock Valley College Police Department who will have accurate, updated information.

Alcohol, Controlled Substances, and Treatment

ALCOHOLIC BEVERAGES

No person shall possess, consume, distribute, or manufacture any alcoholic beverages on the campus of RVC or any property that the college may own or lease, except as approved by the President or their designee.

The Rock Valley College Police Department enforces Illinois underage drinking laws.

Such laws are strictly enforced by the RVC Police Department. Violators are subject to campus disciplinary action, criminal prosecution, fine, and imprisonment.

The RVC campus has been designated, “drug free,” and only under certain circumstances is the consumption of alcohol permitted.

CONTROLLED SUBSTANCES

No person shall possess, consume, distribute, purchase, or manufacture any controlled or illegal substance on the campus of RVC or any property which the college may own or lease.

The Rock Valley College Police Department enforces federal and state drug laws.

For a complete description of college disciplinary sanctions, State of Illinois, and Federal Drug Laws Penalties, visit: RockValleyCollege.edu.

TREATMENT

RVC provides a complete listing of personal counseling and treatment programs available in the Winnebago/Boone counties area. This listing is available in the Personal and Success Counseling Center, the Library, Financial Aid Office, the Bell School Road Center, the Aviation Career Education Center, and at the office of the Dean of Students.

In addition, students and employees may seek assistance from the counselor designated to assist with drug education on the campus who is located in the Personal and Success Counseling Center on the second floor of the Stenstrom Student Center.

If you are aware of problems with friends or family members, we encourage you to act responsibly by consulting with the Personal and Success Counseling Center. Remaining silent or waiting until a situation has escalated is neither respectful nor responsible. The college supports the notion of students helping one another to cooperatively solve alcohol and substance abuse problems as they occur.

Drug-Free Schools and Communities Act Policy

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 drugfree 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).

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.

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.

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

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.

Weapons/Concealed Carry

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 66/5 et seq. (the “Act”). 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.

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.

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:

(1) 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, 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 RVC organization property whether leased or owned by the College and all College officially-recognized organization property whether leased or owned by the College.
(2) Any person covered by this Policy from displaying, brandishing, discharging or otherwise using any and all weapons or firearms, including concealed weapons or firearms.

B. Exceptions

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:

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.
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 as determined by the Chief of the College Police Department
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).
D. The use of simulated weapons or firearms in connection with College related theatrical productions.

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 as students.

Signage that Concealed Firearms are Prohibited

The College's Facilities Department in consultation with the College's Police Department shall determine 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 in accordance with any other signage regulations as may be promulgated from time to time by the Illinois Department of State Police. 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.

Parking and Firearm Storage

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 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.

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.

Firearms in Rights of Way

Notwithstanding any other provision in this 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 or is being transported in a vehicle by the licensee in accordance with the Act and all other applicable provisions of law.

Enforcement

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.

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.

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, 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.

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 firearm, BB/pellet gun, spring gun, paint ball gun, flare gun, stun gun, taser or dart 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 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.

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. 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.

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 6-103.3 of the Mental Health and Developmental Disabilities Code, 405 ILCS 5/6-103.3. "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.

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.

Smoking Compliance

The Smoke Free Illinois Act (410 ILCS 82) establishes specific requirements for compliance in creating smoke free areas through proper signage and enforcement. It also establishes fine structures for smoking violators and organizations which fail to enforce the statute. The Smoke-Free Campus Act (110 ILCS 64) establishes that smoking, including the use of e- cigarette, vaping, and other devices, is not permitted anywhere on campus with the exception that persons may smoke while inside their personal vehicles.

Compliance

As of January 1, 2008, the Smoke Free Illinois Act (Act) requires that each public entity prohibit smoking within any public place or within a minimum of 15 feet of an entrance, exit, window that opens, or ventilation intake of any public place, place of employment or within any governmental vehicle. The Act also requires that the health department and active enforcement of its provisions. Rock Valley College (RVC) will comply with these requirements and actively enforce the provisions of this procedure with the intention of gaining willing compliance. Effective July 1, 2015 the Smoke-Free Campus Act requires that smoking is prohibited on any State-supported institution of higher education, that institutions must communicate this prohibition to employees and students on or before May 1, 2015, and that each State-supported institution of higher education post on its website a smoke-free campus map indicating locations where smoking is prohibited. This act also requires a "public education and notice program" regarding the Act. In addition, Rock Valley College prohibits the use of tobacco products, such as chewing tobacco, anywhere on its properties with the exception that persons may use Tobacco products while inside their personal vehicles.

Smoke-Free Defined

Smoking is not allowed on campus property which includes buildings, grounds, parking lots, and vehicles that are owned or operated by a state-supported institution of higher education. "Smoke" or "smoking" means the carrying, smoking, burning, inhaling, or exhaling of any lighted pipe, cigar, cigarette, e-cigarette or other similar vaping device, hookah, weed, herbs, or other lighted smoking equipment. This also includes lighting or burning of non-tobacco plants such as marijuana. "Smoke" or "smoking" also includes products containing or delivering nicotine intended or expected for human consumption, or any part of such a product, that is not a tobacco product as defined by Section 321(rr) of Title 21 of the United States Code.

Exceptions to this are:

- Approved Food and Drug Administration smoking cessation products
- "Smoke" or smoking" that is associated with a native recognized religious ceremony, ritual, or activity by American Indians that is in accordance with the American Indians Religious Freedom Act.

"Tobacco Product" means any substance containing tobacco leaf, including but not limited to, cigarettes, cigars, pipe tobacco, hookah tobacco, snuff, chewing tobacco, dipping tobacco, bidis, blunts, clove cigarettes, or any other preparation of tobacco; and any product or formulation of matter containing biologically active amounts of nicotine that is manufactured, sold, offered for sale, or otherwise distributed with the expectation that the product or matter will be introduced into the human body by inhalation; but does not include any cessation product specifically approved by the U.S. Food and Drug Administration for use in treating nicotine or tobacco dependence. "Vaping" also includes the use of an electronic smoking device such as an electronic cigarette (e-cig, or e-cigarette), personal vaporizer or electronic nicotine delivery system (ENDS) which creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device that delivers "e-liquids" or other potentially harmful chemicals.

Employees

Employees who smoke are not entitled to additional work break periods. Breaks are scheduled at the discretion of the employee's supervisor when the work load permits. The maximum time allowed for a work break for all full-time employees during a given workday is 15 minutes in the morning and 15 minutes in the afternoon. Employee breaks may not be used to extend a lunch period or shorten a work day. (See Employee Handbook – Official Working Hours for additional information).

Support Services

While RVC is not requiring any student or employee to discontinue the use of smoking materials, RVC is required by law to comply with these statutes. For anyone who would like information and tips for curbing the urge to smoke, dealing with cravings, and topics such as this, RVC will provide information on where to find helpful resources.

Designated Smoking Areas – Removal

Due to the prohibitions established in the Smoke-Free Campus Act, all previously established designated smoking areas, including signage and smoking refuse receptacles will be removed before July 1, 2015.

Enforcement

Rock Valley College Police Department (RVCPD) officers will be the primary enforcers of this procedure and statute. Officers will first attempt to gain compliance from violators by advising the violator of this procedure and requesting compliance. Violators who refuse to comply with the procedure after having been notified may be referred to the Dean of Students for disciplinary actions, and or issued an RVC citation or state citation at the officer's discretion.

Fines

Violators of the Smoke-Free Campus Act (110 ILCS 64) or this Administrative Procedure may be fined as follows:

- 1st Offense: Warning
- 2nd Offense: $50
- 3rd and Subsequent Offense: $100

Violators of the Smoke-Free Illinois Act (410 ILCS 82), which includes smoking within 15 feet of entrances, exits, windows that open, and ventilation intakes that serve an enclosed area may be fined as follows:

- 1st Offense: $100
- Subsequent Offenses: $250

RVC Citation and Appeals Process This appeal process is applicable to both employees and students and will be handled in the same manner for fines issued by the RVCPD. The RVC citation and appeals process of violations of this procedure are established as follows:

1. Officer issues violator an RVC citation
2. Violator is sent a letter from Rock Valley College Police Department (RVCPD) informing the violator their record will be placed on hold by RVCPD, until the fine is paid.
3. Violator pays the fine – hold, is lifted by RVCPD
4. Violator may choose to appeal the citation by completing an Appeal Form at the RVCPD
5. RVCPD personnel will contact Dean of Student Office personnel of any appeals monthly
6. Appeals Process: All appeals must be submitted in writing. Individuals will be allowed to appear in person if they chose but will be limited to 10 minutes to present their case and any evidence. Violators will be notified about this option on the Appeals Form
    a. Appeals Hearing Panel membership will consist of:
        i. Dean of Students or Designee – acts as facilitator and non-voting member.
        ii. One RVCPD Chief, Sergeant, or Officer – acts as non-voting member, presents the appeal, and answers any questions of the panel members
        iii. One to two students – act as voting members

iv. One to two faculty members – act as voting members
v. One to two administrators – act as voting members

b. A total of three to six voting members shall be present at each appeal hearing.
c. Appeals will be heard monthly unless no appeals have been filed and RVCPD will notify the Dean of Students Office
d. Appeals will be read aloud without revealing the name of the violator by the RVCPD representative, who will answer any pertinent questions related with the procedure or case facts and evidence.
e. The hearing panel will discuss and vote to approve or deny the appeal.
f. Panel decisions are final
g. Dean of Students Office personnel will send a letter to the violator advising them of the decision of the hearing panel within two weeks of the hearing.
h. A copy of the letter and all original documentation will be sent to the RVCPD to process appeals in Datatel and/or collect fines.

Sexual and Other Harassment Policy (Title IX)

Rock Valley College is committed to providing an educational environment that is free from all forms of harassment as defined and otherwise prohibited by state and federal law. It is the policy of Rock Valley College that sexual harassment or any other form of harassment of a student by another student, an employee or a third party is prohibited and will not be tolerated. Any student or employee who is found after appropriate investigation to have violated this policy will be subject to disciplinary action, up to and including expulsion or termination.

Students who believe they have been subjected to harassment in violation of this policy shall have the right to submit complaints to the college in accordance with the administrative procedures implementing this policy.

Consistent with Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. §§ 1681 et seq., and its implementing regulations, 34 C.F.R. Part 106, the college will provide training for administrators, teachers, staff, and students to help ensure that they understand what types of conduct constitute sexual harassment or violence, can identify warning signals that may need attention, and know how to properly respond.

Prohibited Conduct: Domestic Violence, Dating Violence, Sexual Assault, Stalking, Sexual Harassment, Sexual Violence, Harassment, Retaliation, Reprisals, False Claims, Inappropriate Consensual Relationships.

Sexual & Other Harassment Defined

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature from another student, an employee or a third party when:

A. Such conduct denies or limits a student's ability to participate in or to receive benefits, services, or opportunities in the college's programs or activities;
B. Submission to or rejection of such conduct is used as a basis for educational decisions affecting such individual; or
C. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.

This policy applies in all college environments, whether on campus, off campus, at college-sponsored social functions, or otherwise.

Examples of Sexual Harassment

Sexual harassment, as defined above, can range from unwelcome sexual flirtation to sexual assault. The following is a list of examples of conduct that may violate this policy. It is not intended to be an exhaustive list:

1. Direct propositions of a sexual nature
2. Physical assaults or sexual violence
3. Unwelcome and offensive physical contact such as patting or pinching
4. Unwelcome sexual flirtation
5. Sexually explicit statements, jokes, or anecdotes
6. Remarks or speculation about sexual activity
7. Direct or implied threats that submission to sexual advances will be a condition of grading, promotion, or other educational actions
8. Sexual slurs, sexual innuendos, and other comments about a person's body
9. Telephone calls, emails, text messages, use of social media, and other electronic communications of an unwelcome sexual nature
10. Deliberate touching of another's sexual parts without consent
11. Deliberate sexual contact of another without consent
12. Deliberate constraint or incapacitation of another, without that person's knowledge or consent, so as to put another at substantially increased risk of sexual injury
13. Any sexual act that occurs without the consent of the victim, or that occurs when the victim is unable to give knowing consent due to drug or alcohol intoxication, mental incapacity, or under the age of 17
14. Obscene or indecent behavior, which includes, but is not limited to, exposure of one's sexual organs or the display of sexual behavior that would be reasonably offensive to others

This policy also prohibits gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

Other Forms of Harassment

Harassment on the basis of any other protected characteristic is also strictly prohibited.

Harassment means unwelcome verbal, physical, or other conduct based upon student's race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, citizenship, or any other characteristic protected by law that:

- **A.** Has the purpose or effect of creating an intimidating, hostile or offensive educational environment
- **B.** Has the purpose or effect of unreasonably interfering with a student's academic performance
- **C.** Otherwise adversely affects a student's educational opportunities

Harassing conduct includes, but is not limited to: epithets, slurs, or negative stereotyping; threatening, intimidating, or hostile acts; offensive jokes; and written material that shows hostility or aversion towards an individual or group based upon a legally protected characteristic.

Consensual Relationships

A sexual or romantic relationship between an employee and a student creates a conflict of interest when one of the individuals has direct evaluative authority over the other. Voluntary consent to a relationship of this nature is inherently suspect given the dynamics of the relationship. Therefore, it is a violation of this

policy for an employee to have a sexual or romantic relationship with a student enrolled in a course being taught by the employee or whose work that employee supervises.

Relationships of this nature can affect other students, faculty, and staff because it places the employee in a position to favor or advance one student's interest at the expense of the others. This relationship may also send an implicit message that obtaining benefits is contingent on a sexual or romantic relationship.

Please see the RVC Dean of Students web page for additional information regarding Title IX / Sexual Harassment (Sexual Assault, Sexual Harassment & Relationship Violence tab): RockValleyCollege.edu.

Sex-Based Misconduct Procedures

Purpose

The College is committed to maintaining a safe and healthy educational and employment environment that is free from sex discrimination, which includes discrimination and harassment based on sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and/or gender identity or expression, as well as sexual violence, domestic violence, dating violence and stalking.

The purpose of these Procedures is to implement the College's Policy Prohibiting Sex-Based Misconduct, Non Discrimination- Students Policy (Board Policy 4:10.010), and Equal Employment Opportunity Policy (Board Policy 3.10.010), ensure a safe and healthy educational and employment environment, and meet legal requirements in accordance with: Title IX of the Education Amendments of 1972 ("Title IX"), which prohibits discrimination on the basis of sex in the College's education programs or activities; relevant sections of the Violence Against Women Reauthorization Act ("VAWA"); Title VII of the Civil Rights Act of 1964 ("Title VII"), which prohibits discrimination on the basis of sex in employment; relevant sections of the Illinois Human Rights Act, which prohibits discrimination on the basis of sex or sexual orientation, including gender-related identity; the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act"), which requires timely warning to the community of certain immediate threats; the Preventing Sexual Violence in Higher Education Act; and other applicable law and local ordinances.

The College has an affirmative duty to take immediate and appropriate action once it knows or its management should know of an act of sex-based discrimination, sexual harassment or other sex- based misconduct in any of its educational or employment programs or activities. The College will promptly and thoroughly investigate any complaints of sexual discrimination, harassment and/or misconduct in accordance with the procedures set forth below.

Jurisdiction

The College's Policy Prohibiting Sex-Based Misconduct and these implementing Procedures apply to students, faculty, staff, appointees, or third parties, regardless of sexual orientation or gender-identity, whenever the misconduct occurs:

a) On College property; or
b) Off College property if:
c) The conduct was in connection with a College or College- recognized program or activity; or
d) The conduct may have the effect of creating a hostile environment for a member of the College community.

Scope

These Procedures govern sex-based misconduct in various forms, many of which may trigger legal obligations under one or more state and federal laws. In no case does the inapplicability of a particular legal

framework requires the College not to address an act of misconduct falling within the scope of these Procedures.

Sections I-VII and IX-X include provisions relevant to sex-based misconduct in all its forms.

Sections VI.A and VI.B address specific reporting procedures for students and employees, respectively. Section VIII, which describes a grievance process with a required live hearing, applies only to formal Title IX complaints and complaints alleging sexual violence, domestic violence, dating violence or stalking.

Appendix A provides definitions for these Procedures.

Administration

Title IX Coordinator

The College has designated the Dean of Students and Director of Employee Relations as the Title IX Coordinator(s). Contact information for the Title IX Coordinator(s) is as follows:

- Dr. Luevinus Muhammad, Dean of Students
  Rock Valley College
  3301 North Mulford Road Rockford, IL 61114
  Telephone: (815) 921-4187
  Email: L.Muhammad@rockvalleycollege.edu

- Christine Lott, Director of Employee Relations
  Rock Valley College
  3301 North Mulford Road Rockford, IL 61114
  Telephone: (815) 921-4267
  Email: C.Lott@rockvalleycollege.edu

Responsibilities of the Title IX Coordinator(s) include, but are not limited to:

- Overseeing the College's response to all Title IX reports and complaints and identifying and addressing any patterns or systemic problems revealed by such reports or complaints.
- Being informed of all reports and complaints raising Title IX issues, including those initially filed with another individual or office or if the investigation will be conducted by another individual or office.
- Conducting and/or assigning Title IX investigations, including the investigation of facts relative to a complaint.
    - With respect to Title IX complaints that relate to a College employee as the complainant or as the respondent, the Title IX Coordinator(s) will partner with the Department of Human Resources to manage the investigation into the allegations and recommend any appropriate sanctions against an employee.
    - The Title IX Coordinator must not be the decision-maker for a determination of responsibility in response to a formal Title IX complaint of sexual harassment.
- Coordinating any appropriate supportive measures and ensuring the effective implementation of any remedies.
- Ensuring that appropriate policies and procedures are in place for working with law enforcement and coordinating services with local victim advocacy organizations and services providers, including rape crisis centers.
- Ensuring that adequate training is provided to students, faculty and staff on Title IX issues.
- Monitoring students' participation in athletics and across academic fields to ensure that sex discrimination is not causing any disproportionate enrollment based on sex or otherwise negatively affecting a student's access to equal educational opportunities.

- Developing a method to survey the school climate and coordinating the collection and analysis of information from that survey.
- Promoting an educational and employment environment which is free of sex discrimination and gender bias.

The College has designated the Director of Student Life and the Director of Employee Relations as the Deputy Title IX Coordinator(s). The Deputy Title IX Coordinators' contact information is:

- Dr. Luevinus Muhammad, Dean of Students
  Rock Valley College
  3301 N. Mulford Road Rockford, IL. 61114
  Telephone: 815-921-4183
  Email: L.Muhammad@rockvalleycollege.edu

- Christine Lott, Director of Employee Relations
  Rock Valley College
  3301 N. Mulford Road Rockford, IL 61114
  Telephone: 815-921-4267
  Email: C.Lott@rockvalleycollege.edu

The role of the Deputy Title IX Coordinator includes but is not limited to:

- to assist the Title IX Coordinator with Title IX training for students, employees, faculty and responsible employees.
- The Deputy Title IX Coordinator also assists with monitoring compliance and deadlines, and provides case management for tracking and reporting of incidents.
- The Deputy completes Title IX investigations, to include taking complainant, respondent and witness statements, writing summary reports, issuing findings and making recommendations to the Title IX Coordinator.
- The Deputy offers resources and information as appropriate for all parties.
- The Deputy provides primary prevention and awareness education and, in consultation with the Title IX Coordinator, reviews materials, publications and the College's website for accuracy, consistency and compliance.

Inquiries concerning the application of Title IX may be referred to the Title IX Coordinator(s) or to the Assistant Secretary for Civil Rights at the United States Department of Education:

- Office for Civil Rights, Chicago Office
  U.S. Department of Education Citigroup Center
  500 W. Madison Street, Suite 1475
  Chicago, IL 60661-4544
  Telephone: (312) 730-1560
  Email: OCR.Chicago@ed.gov

Department of Human Resources

The Department of Human Resources will partner with the Title IX Coordinator with respect to any complaints of sex-based misconduct that involve a College employee as the complainant or as the respondent. For any such complaints that involve a College employee as the respondent and fall outside the scope of Title IX, the Department of Human Resources will manage the investigation into the allegations and issue a decision and any appropriate sanction(s).

For complaints of sex-based misconduct that involve a College employee as the respondent, investigatory and disciplinary procedures required by any applicable collective bargaining agreement will apply in addition to these Procedures.

Options for Assistance Following an Incident of Sex-Based Discrimination, Harassment or Misconduct

On and Off Campus Counselors and Advocates

The following on- and off-campus counselors and advocates can provide an immediate confidential* response in a crisis situation, as well as ongoing assistance and support:

1. Remedies, 24-hour Domestic Violence https://www.remediesrenewinglives.org/
   National Domestic Violence Hotline Number: 1-800-799-7233 (SAFE)
   Address: 220 Easton Parkway, Rockford, IL 61108
   Local Phone Number: 815 962 6102

2. *Illinois Coalition Against Sexual Assault (ICASA) https://icasa.org/crisis-centers
   Address: 100 North 16th Street Springfield, IL 62703
   Local Phone Number: 217 753 4117

3. Rockford Sexual Assault Counseling (RSAC)- *Affiliated with ICASA
   www.rockfordsexualassaultcounseling.org

   RSAC Winnebago County Address: 4990 E. State Street Rockford, IL 61108
   Local Phone Number: 815-636-9811

   RSAC Ogle County Address: 412 W Washington Oregon, IL 61061
   Local Phone Number: (815)-732-0000

   RSAC Boone County Address: 860 Biester Drive, Suite 205, Belvidere, IL 61008
   Local Phone Number: (815) 544-6821

4. (For Employees Only) Employee Assistance Program, www.guardianlife.com
   Phone Number: 1-800-386-7055

*Indicates Confidential Advisors, as defined in Appendix A.

Note: While the above-listed counselors and advocates may maintain a reporting person's confidentiality vis-à-vis the College, they may have reporting or other obligations under State law.

Emergency Response

Anyone who experiences or observes an emergency situation should immediately call 911 and/or one of the phone numbers listed below.

Anyone who experiences or observes an emergency situation should immediately call 911.

On and Off Campus Health Care Options

Individuals may seek treatment for injuries, preventative treatment for sexually transmitted disease, and/or other health services by contacting one of the following health care providers:

i. *OSF Medical Center
Address: 5510 E. State Street Rockford, IL 61108
Local Phone Number: 815-395-4555

ii. *Javon Bea Rockford Memorial Hospital
Address: 8201 E. Riverside Blvd. Rockford, IL 61114
Local Phone Number: 815-971-7000

iii. *Swedish American Hospital
Address: 1401 E. State Street Rockford, IL 61104
Local Phone Number: 779-696-4400

*Indicates health care options which provide medical forensic services (rape kits) and/or Sexual Assault Nurse Examiners at no cost, pursuant to the Sexual Assault Survivors Emergency Treatment Act (410 ILCS 70).

Seeking medical treatment also serves to preserve physical evidence of sexual violence.

Off-campus health care providers will generally maintain confidentiality and not share information with the College unless the reporting person requests the disclosure and signs a consent or waiver form. Note, however, that while these health care providers may maintain a reporting person's confidentiality vis-à-vis the College, they may have other reporting obligations under State law.

State of Illinois Sexual Harassment and Discrimination Helpline

The Illinois Department of Human Rights has established a helpline for individuals to obtain information about their reporting options and referrals to other resources.

The helpline is available Monday through Friday, from 8:30 a.m. to 5:00 p.m., at (877) 236-7703.

Making a Report of Alleged Sex-Based Misconduct

Any student, employee or community member who wishes to avail himself or herself of these Procedures may do so by making a report to the Title IX Coordinator.

Students may also make a report to any Responsible Employee, as defined below. Detailed information concerning student and employee reporting follows below.

Student Reporting

The College encourages students who have experienced sex-based misconduct to talk with someone about what happened so that they can get the support they need and so that the College can respond appropriately. Different employees on campus have different reporting obligations with regard to alleged sex-based misconduct.

Some College employees (referred to as "Responsible Employees") are required to report all incidents of sex-based misconduct to the Title IX Coordinator, including the identities of the persons involved in the incident. While only designated Responsible Employees are required to report all incidents of sex- based misconduct to the Title IX Coordinator, all members of the College community (including students) are encouraged to report such incidents to the Title IX Coordinator.

The various reporting options available are set forth in further detail below. Regardless of to whom a report is made, the College will provide the person alleged to be the victim, if identified, with concise information, written in plain language, of the person's rights and options pursuant to these Procedures.

Immunity for Good-Faith Reporting: Students who in good faith report an alleged violation of the College's Policy Prohibiting Sex-Based Misconduct will be granted immunity and will not receive a disciplinary sanction for a student conduct violation (such as underage drinking) revealed during the course of reporting. Immunity will not be provided for student conduct violations which the College determines are egregious, including without limitation misconduct which places the health or safety of another person at risk.

1. **Student Reporting to the Title IX Coordinator(s)**

   Students are encouraged to report alleged incidents of sex-based misconduct to the Title IX Coordinator(s) directly. The College's Title IX Coordinator(s) are:

   - Dr. Luevinus Muhammad, Dean of Students
     Rock Valley College
     3301 North Mulford Road Rockford, IL 61114
     Telephone: (815) 921-4187
     Email: L.Muhammad@rockvalleycollege.edu

   - Christine Lott, Director of Employee Relations
     Rock Valley College
     3301 North Mulford Road Rockford, IL 61114
     Telephone: (815) 921-4267
     Email: C.Lott@rockvalleycollege.edu

2. **Student Reporting to Responsible Employees**

   A Responsible Employee, as defined in Appendix A, must report to the Title IX Coordinator all relevant details about an alleged incident of sex-based misconduct shared by a student, including the date, time and specific location of the alleged incident, and the names of all involved individuals. To the extent possible, information shared with a Responsible Employee will be disclosed only to the Title IX Coordinator and/or those individuals responsible for handling the College's response to the report. The following categories of employees are the College's Responsible Employees:

   - Title IX Coordinator(s)
   - College Administrators
   - Supervisors and Managerial Staff
   - Faculty
   - Campus Police
   - Coaches
   - Academic Advisors
   - Advisors of all the student clubs/organizations

   Before a student reveals any information to Responsible Employee, the employee should ensure that the student understands the employee's reporting obligations. If the student wants to make a confidential report, the Responsible Employee should direct the student to the confidential resources listed in Section VI.A.3 below.

   If the student wants to tell the Responsible Employee what happened but also maintain confidentiality, the employee should tell the student that the College will consider the request, but that the College cannot guarantee it will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the Responsible Employee will also inform the Title IX Coordinator of the student's request for confidentiality.

3. **Confidential Reporting**

Students who wish to confidentially report an incident of sex-based misconduct may make a confidential report to:

- Luevinus Muhammad
  Dean of Students and Title IX Coordinator
  Rock Valley College
  3301 North Mulford Road Rockford, IL 61114
  Telephone: (815) 921 -4284
  Email: L.Muhammad@rockvalleycollege.edu

The individuals in this list are Confidential Advisors, as defined in Appendix A. Professional, licensed counselors who provide mental health counseling to students (including counselors who act in that role under the supervision of a licensed counselor) are **not** required to report any information about an alleged incident to the Title IX Coordinator without a student's permission.

Note: While the individuals listed above may maintain a student's confidentiality vis- à-vis the College, they may have reporting or other obligations under State law. Any College employee who suspects or receives knowledge that a minor student may be an abused or neglected child or, for a student aged 18 through 21, an abused or neglected individual with a disability, is required to: 1) immediately report or cause a report to be made to the Illinois Department of Children and Family Services (DCFS) on its Child Abuse Hotline; and 2) follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office.

Also Note: If the College determines that a person alleged to be the perpetrator of sexual misconduct poses a serious and immediate threat to the College community, College Police may be called upon to issue a timely warning to the College community. Any such warning will not include any information that identifies the person alleged to be the victim.

4. Electronic and/or Anonymous Reporting

The College maintains an online system for electronic reporting. The reporter may choose to provide his/her identity or may choose to report anonymously. The system will notify the user, before he/she enters information, that entering personally identifying information may serve as notice to the College for the purpose of triggering an investigation. Anonymous reports can be filed at https://cm.maxient.com/reportingform.php?RockValleyCollege&layout_id=3. Where a reporter chooses to provide his/her identity and contact information, the College will respond to the reporter within 12 hours.

5. Note Regarding Student Participation in Public Awareness Events

Public awareness events such as "Take Back the Night," the Clothesline Project, candlelight vigils, protests, "survivor speak outs" or other forums in which students disclose incidents are not considered notice to the College of sex-based discrimination, harassment or misconduct for purposes of triggering an obligation to investigate any particular incident(s). Such events may, however, inform the need for campus-wide education and prevention efforts, and the College will provide information about students' rights at these events.

Employee Reporting

I. Alleged Sex-Based Misconduct of a Student

In addition to the reporting requirements for Responsible Employees (see Section VI.A), all College employees who have information regarding sex-based misconduct of a student should report it to the Title IX Coordinator or any Responsible Employee.

II. Alleged Sex-Based Misconduct of an Employee

An employee should notify the Title IX Coordinator or Department of Human Resources if he or she believes that the College or a member of the College community has engaged in sex discrimination, sexual harassment or other sex- based misconduct in violation of the College's Policy Prohibiting Sex-Based Misconduct or Non-Discrimination-Students Policy and Equal Employment Opportunity Policy.

III. Knowingly False Reporting

A person who knowingly makes a false report of sex-based misconduct may be subject to disciplinary action, up to and including suspension, expulsion, or termination. A determination regarding responsibility, alone, is not sufficient to conclude that a person knowingly made a false report.

Board Member Reporting

Members of the College's Board of Trustees and other elected officials should promptly report claims of sex-based misconduct against a Board member. Board members and elected officials should report claims of sex-based misconduct against a Board member to the Board Chair or College President. If the report is made to the College President, the President shall promptly notify the Board Chair, or if the Board Chair is the subject of the complaint, the Board Vice Chair. When a complaint of sex-based misconduct is made against a member of the Board of Trustees, the Board Chair shall consult with legal counsel for the College to arrange for an independent review of the allegations. If the allegations concern the Board Chair, or the Board Chair is a witness or otherwise conflicted, the Board Vice Chair shall so consult with legal counsel. If the allegations concern both the Board Chair and the Board Vice Chair, and/or they are witnesses or otherwise conflicted, the Board Secretary shall so consult with legal counsel. The investigator shall prepare a written report and submit it to the Board.

College Response to Reports of Alleged Sex Discrimination, Harassment or Other Misconduct

Processing of Report

Upon receipt of a report, the Title IX Coordinator will analyze the report to determine the appropriate method for processing and reviewing it.

For any report alleging sexual harassment, as defined under Title IX, and/or alleging sexual violence, domestic violence, dating violence or stalking pursuant to the Preventing Sexual Violence in Higher Education Act, the Title IX Coordinator will promptly contact the person alleged to be the victim (hereinafter "complainant") to:

1. Discuss the availability of supportive measures (see Section VII.B below);
2. Consider the complainant's wishes with respect to supportive measures;
3. Inform the complainant of the availability of supportive measures with or without the filing of a formal complaint; and

4. Explain to the complainant the process for filing a formal complaint.

Supportive Measures

Supportive measures (also referred to as "interim protective measures") are non- disciplinary, non- punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to a complainant or respondent, irrespective of whether a formal complaint has been filed.

Examples of supportive measures that the College may offer include, but are not limited to:

- Counseling and mental health support;
- Extensions of deadlines or other course-related adjustments;
- Leaves of absence;
- Changes to academic, living, dining, transportation and/or working schedules or situations;
- Increased security and monitoring of certain areas of campus;
- Issuance and enforcement of mutual campus no contact orders; and
- Enforcement of an order of protection or no contact order entered by a State civil or criminal court.

A report of alleged sex-based misconduct may also prompt the College to consider broader remedial action, such as increased monitoring, supervision or security at locations where the alleged incident occurred; increased education and prevention efforts, including to targeted population groups; the use of climate assessments and/or victimization surveys; and/or revisions to the College's policies and practices.

The College will maintain as confidential any supportive measures provided to a complainant or respondent, to the extent that maintaining such confidentiality would not impair the College's ability to provide the supportive measures.

The Title IX Coordinator(s) is/are responsible for coordinating the College's implementation of supportive measures.

Emergency Removals and/or Administrative Leave

Prior to initiating or completing the Grievance Process in response to a formal complaint, described further in Section VIII below, or in the absence of a formal complaint, the College may remove a respondent from the College's education program or activity on an emergency basis. Where the alleged conduct, if proven, would constitute sexual harassment as defined under Title IX, the College will effectuate an emergency removal only where the College has determined, based on an individualized safety and risk analysis, that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. In such cases, the College will provide the respondent with notice and an opportunity to challenge the decision immediately following the removal.

In addition, the College may place an employee on administrative leave during the pendency of the Grievance Process in response to a formal complaint.

Clery Act Reporting Obligations

Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act"), 20 U.S.C. § 1092(f), the College will issue timely warnings to the campus community about crimes that have already occurred but may continue to pose a serious or ongoing threat to students and employees. The Clery Act also requires the College to maintain a public crime log and publish an Annual Security Report ("ASR") available to all current students and employees. The ASR documents three calendar years of select campus crime statistics (including statistics regarding incidents of dating violence, domestic

violence, and stalking), security policies and procedures, and information on the basic rights guaranteed to victims of sexual assault.

Grievance Process for Complaints Alleging Title IX Sexual Harassment and/or Alleging Sexual Violence, Domestic Violence, Dating Violence or Stalking

For purposes of this Grievance Process, a formal complaint is a document filed by a complainant or signed by the Title IX Coordinator, alleging (a) sexual harassment in violation of Title IX and/or sexual violence, domestic violence, dating violence or stalking in violation of the Preventing Sexual Violence in Higher Education Act; and requesting that the College investigate the allegation. At the time of filing a formal complaint pursuant to this Grievance Process, the complainant must be participating in or attempting to participate in the College's education programs or activities, either as a student or an employee. Should a formal complaint be filed, the Title IX Coordinator will investigate the formal complaint or appoint a qualified person to undertake the investigation on his or her behalf.

The College as it deems appropriate may extend the time provided in this Grievance Process to comply with a requirement and may postpone the scheduled date for any proceeding, meeting, or hearing, provided that the extended deadline or postponed date would not exceed a time limit required by law. If one of the parties requested the extension or postponement, that it is available on an equal basis to both parties and will be communicated in writing.

Notice of Allegations

Within 10 business days after signing a formal complaint or receiving a formal complaint filed by a complainant, the Title IX Coordinator will provide written notice to the parties who are known of the following:

1. This Grievance Process, including the informal resolution process, where applicable.
2. The allegations potentially constituting sexual harassment under Title IX and/or sexual violence, domestic violence, dating violence or stalking under the Preventing Sexual Violence in Higher Education Act, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview.
3. That the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process.
4. That the parties may have an advisor of their choice, who may be, but is not required to be, an attorney.
5. That the parties may inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including evidence upon which the College does not intend to rely in reaching a determination regarding responsibility, and inculpatory or exculpatory evidence, whether obtained from a party or other source.
6. The College Code of Conduct provision(s) that prohibit knowingly making false statements or knowingly submitting false information during the grievance process.

If, during the course of an investigation, the College decides to investigate allegations that are not included in the initial written notice of allegations, the Title IX Coordinator will provide subsequent written notice of the additional allegations to all known parties.

Informal Resolution

At any time after receiving the initial notice of allegations (See Section VIII.A above), and prior to a determination regarding responsibility being reached, the complainant and respondent may request to participate in an informal resolution process. Informal resolution will only occur with both parties' voluntary,

written consent. At any time prior to agreeing to a resolution, any party will have the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

The College does not permit informal resolution in cases involving alleged sexual harassment, sexual violence, domestic violence, dating violence or stalking by a College employee toward a student.

Consolidation of Formal Complaints

The Title IX Coordinator may consolidate formal complaints as to allegations against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual misconduct arise out of the same facts or circumstances.

Dismissal of Formal Complaints

If, during the course of an investigation or following an investigation into a formal complaint, the Title IX Coordinator or designated Investigator determines that the conduct alleged in the formal complaint would not constitute sexual harassment as defined in 34 C.F.R. § 106.30 (Title IX) even if proved, did not occur in the District's education program or activity, or did not occur against a person in the United States, then the Title IX Coordinator will dismiss the formal complaint with regard to that conduct for purposes of Title IX. In cases where the College determines that Title IX is not applicable but the College still intends to apply this Grievance Process to resolve the alleged misconduct, the College will inform the parties that Title IX is inapplicable but that such Process will nevertheless be applied. In addition, dismissal of a formal complaint for purposes of Title IX does not preclude action under other College policies and procedures.

The Title IX Coordinator may dismiss a formal complaint, or any allegations therein, at any time during an investigation if: (1) the complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; (2) the respondent is no longer enrolled or employed by the College; or (3) specific circumstances prevent the College from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein. The decision to dismiss a formal complaint for all purposes may require consultation with the Human Resources or Student Services Department.

Upon dismissal—either of a complaint altogether, or of a complaint for purposes of Title IX—the Title IX Coordinator or Investigator will promptly send written notice of the dismissal and reason(s) for the dismissal simultaneously to the parties. Dismissal of a formal complaint under this Process does not preclude action under other College policies and procedures.

Investigation of Formal Complaint

The Title IX Coordinator will appoint one or more trained investigators to undertake an investigation into a formal complaint. Throughout the investigation, the parties will be afforded an equal opportunity to present witnesses including fact and expert witnesses, and other inculpatory and exculpatory evidence. The Investigator will not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence. Any proceeding, meeting, or hearing held to resolve formal complaints pursuant to this Grievance Process will protect the privacy of the participating parties and witnesses.

Both parties will be afforded an opportunity to be accompanied to any meeting or proceeding by an advisor of their choice, who may be, but is not required to be, an attorney. The advisor's role is limited to providing support, guidance and/or advice, and to conducting cross-examination during the live hearing (see Section VIII.F below). A party's advisor may not speak on behalf of the party during any meeting, interview or hearing and must comply with all behavioral rules and expectations set forth in these Procedures. If a party's advisor violates these Procedures or engages in behavior that harasses, abuses or

intimidates a party, witness or individual resolving a complaint, that advisor may be prohibited from further participation.

When a party's participation is invited or expected at an investigative interview or other meeting, the Investigator will provide that party with written notice of the date, time, location, participants, and purpose of said interview or meeting at least three (3) business days prior to the interview or meeting.

At the conclusion of the investigation and prior to the Investigator's completion of his/her investigative report, the Investigator will send to each party (and the party's advisor, if any) the evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, in electronic format. The parties will have 10 business days to submit a written response to the evidence, which the Investigator will consider prior to completion of his/her investigative report.

After receiving and reviewing the parties' written responses, if any, the Investigator will create an investigative report that fairly summarizes the relevant evidence, and will forward a copy of his/her report to the Title IX Coordinator. Upon receipt of the Investigator's Report, the Title IX Coordinator will schedule a hearing. At least 10 business days prior to the hearing, the Title IX Coordinator will:

1. Provide both parties with written notice of the hearing date, time, location, participants (including the name of the appointed Hearing Officer) and purpose of the hearing; and
2. Send to each party (and the party's advisor, if any) the investigative report [in electronic format or hard copy] for their review and written response.

Hearings

A hearing will be conducted by a Hearing Officer appointed by the College. Both parties will have the opportunity to request a substitution if the participation of the appointed Hearing Officer poses a conflict of interest. A party wishing to request a substitution must contact the Title IX Coordinator within three (3) business days after the party's receipt of the notice of hearing to make such a request.

At the request of either party, the College will arrange for the live hearing to occur with the parties located in separate rooms, with technology enabling the Hearing Officer and parties to simultaneously see and hearing the party or witness answering questions. A party wishing to request that the live hearing occur with the parties located in separate rooms must contact the Title IX Coordinator to request such an arrangement at least three (3) business days in advance of the hearing. The College may conduct any live hearing virtually, with the participants in one or more separate geographical locations, and with technology enabling participants simultaneously to see and hear each other.

At the live hearing, each party's advisor will be permitted to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross-examination will be conducted directly, orally, and in real time by the party's advisor of choice and may never be conducted by a party personally.

If a party does not have an advisor who is available to conduct cross-examination on behalf of that party at the live hearing, then the College will provide the party with an advisor of the College's choice, free of charge, to conduct cross-examination on behalf of that party. To invoke this right, the party must notify the Title IX Coordinator at least three (3) business days in advance of the hearing that the party does not have an advisor to conduct cross-examination. A party who fails to notify the College that he/she does not have an advisor within the required three (3) business day timeframe will waive the right to request that an advisor be appointed.

Only relevant questions, as determined by the Hearing Officer, may be asked of a party or witness. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant and will not be permitted, except where:

1. The questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant; or
2. The questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

If a party or witness does not submit to cross-examination at the live hearing, either due to absence from the hearing or due to the party's or witness's refusal to answer cross-examination or other questions, the Hearing Officer will not rely on any statement of that party or witness in reaching a determination regarding responsibility; however, the Hearing Officer will not draw an

inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

The College will make all evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint available for the parties' inspection and review during the hearing. In addition, the College will create an audio or audiovisual recording, or transcript, of the live hearing, which the Title IX Coordinator will make available to the parties for inspection and review upon request.

Determination Regarding Responsibility

Within ten (10) business days after the conclusion of the hearing, the Hearing Officer will make a decision regarding responsibility. The Hearing Officer will apply a preponderance of the evidence standard when determining responsibility. Within seven (7) business days of reaching his/her decision, the Hearing Officer will issue a written determination to both parties simultaneously. The written determination will include:

1. Identification of the allegations potentially constituting sexual harassment as defined in 34 C.F.R. § 106.30 (Title IX) and/or constituting sexual violence, domestic violence, dating violence or stalking pursuant to the Preventing Sexual Violence in Higher Education Act;
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
3. Findings of fact supporting the determination;
4. Conclusions regarding the application of the College Code of Conduct or other conduct standards to the facts;
5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the College imposes on the respondent, and whether remedies designed to restore or preserve equal access to the College's education program or activity will be provided by the College to the complainant; and
6. The procedures and permissible bases for the complainant and respondent to appeal.

Appeals

Both parties will have the right to appeal any determination regarding responsibility, and any dismissal of a formal complaint or allegations therein, to the Vice President of Student Services or designee. An appeal must be based on one or more of the following grounds:

1. A procedural irregularity occurred;
2. New evidence or information exists that could affect the outcome of the matter;

3. The Title IX Coordinator, Investigator or Hearing Officer had a conflict of interest or bias for or against complainants or respondents generally, or the individual complainant or respondent, that affected the outcome of the matter; and/or
4. The sanction is disproportionate with the violation.

A party who wishes to appeal a determination regarding responsibility or a dismissal of a formal complaint or allegations therein must submit a written appeal request to the Title IX Coordinator within seven (7) business days of the party's receipt of the written determination or written dismissal notice. The written appeal request must identify the ground(s) on which the party seeks to appeal the determination or dismissal.

Within seven (7) business days of the Title IX Coordinator's receipt of an appeal request, the Title IX Coordinator will forward the appeal request to the Vice President of Student Services or designee and will notify the other party in writing that an appeal has been filed. Before reaching a determination regarding the appeal, the Vice President of Student Services will afford both parties an equal opportunity to submit a statement in support of, or challenging, the determination or responsibility or dismissal that is the subject of the appeal. Within seven (7) business days after the Vice President of Student Services or designee has concluded his/her review of the appeal, the Vice President of Student Services or designee will issue a written decision simultaneously to both parties, describing the outcome of the appeal and the rationale for the outcome. The Vice President of Student Services or designee's decision is final.

Prevention and Education for Students

The College will review on an ongoing basis, its sexual discrimination, harassment and misconduct prevention and education programming to ensure students and employees are provided substantive opportunities to learn about sexual discrimination, harassment and misconduct, including primary prevention, bystander intervention, risk reduction, consent, reporting methods, relevant College policies and procedures, retaliation, survivor-centered and trauma-informed response, relevant definitions, and other pertinent topics.

The College, in conjunction with its Rockford Area Equity & Title IX Professionals task force established pursuant to the Campus Security Enhancement Act of 2008 (110 ILCS 12/10), will annually review its prevention and education offerings to identify ways in which to enhance its effectiveness.

Training

The Title IX Coordinator(s), campus law enforcement, campus security, college administrators and supervisors, Dean of Students Office personnel, and anyone else involved in the receipt of reports of, responding to, investigating or adjudicating alleged incidents of sexual discrimination, harassment or other misconduct, or involved in the referral or provision of services to survivors receive annual education and training on primary prevention, bystander intervention, risk reduction, consent, reporting obligations, investigation procedures, confidentiality requirements, relevant College policies and procedures, retaliation, survivor-centered and trauma- informed response, relevant definitions, and other pertinent topics.

In addition to the above training, individuals who investigate or resolve complaints, including through informal resolutions, receive at least 8-10 hours of annual training on issues related to Preventing Sexual Violence in Higher Education Act offenses including sexual violence, domestic violence, dating violence, and stalking; the scope of the College's education program or activity; the Title IX and College definitions of sexual harassment; how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias; and how to conduct the College's Grievance Process outlined in Section VIII, above. Decision-makers in particular receive training on any technology to be used at live hearings and on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant. Investigators in particular

receive training on issues of relevance so as to enable them to create an investigative report that fairly summarizes relevant evidence.

All Confidential Advisors receive 40 hours of training on sexual violence before being designated a Confidential Advisor. Annually thereafter, Confidential Advisors attend a minimum of six (6) hours of ongoing educational training on issues related to sexual violence. Confidential Advisors also receive periodic training on the College administrative process, interim protective measures and accommodations, and the College's Grievance Process pursuant to Section VIII above.

The College, in conjunction with its Rockford Area Equity & Title IX Professionals task force established pursuant to the Campus Security Enhancement Act of 2008 (110 ILCS 12/10), will annually review its training offerings to identify ways in which to enhance its effectiveness.

Any materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.

Sexual and Interpersonal Violence

Sexual Violence:

- refers to physical sexual acts perpetrated against a person's will, or where a person is incapable of giving consent. Consent must be given freely and voluntarily. It must be active and cannot be passive; silence or an absence of resistance, does not imply consent. A person may not give consent if they are unconscious, under the age of 17, incapacitated due to the use of alcohol or drugs, or have an intellectual or other disability. Past consent does not imply future consent, consent can be withdrawn at any time. Coercion, force, or threat of either; invalidates consent. Examples of sexual violence includes; rape, sexual assault, sexual battery, and sexual coercion. All such acts are forms of sexual harassment covered under this policy.

- involves the use of force or threat of force to sexually touch or sexually penetrate the victim's body or forcing the victim to touch or penetrate the offender's body. Threats of death or use of a weapon increases the severity of criminal charges. According to Illinois law, sex crimes can be prosecuted even if the victim knew the attacker; the victim did not fight back; the victim had consensual sex with the attacker previously; or the victim was intoxicated or unconscious.

Rock Valley College does not tolerate interpersonal violence, which includes sexual assault, prohibited sexual contact, stalking, dating violence, and domestic violence in any form.

Rock Valley College ("college") is committed to providing a safe and welcoming campus environment free from discrimination based on sex, which includes sexual assault, sexual exploitation, stalking, sexual harassment, dating violence, and domestic violence (collectively referred to as sexual misconduct). The college prohibits and will not tolerate sexual misconduct because such behavior violates the college's institutional values, adversely impacts the college's community interest, and interferes with the college's mission. The college also prohibits retaliation against any person who, in good faith, reports or discloses a violation of this policy, files a complaint, and/or otherwise participates in an investigation, proceeding, complaint, or hearing under this policy. Once the college becomes aware of an incident of sexual misconduct, the college will promptly and effectively respond in a manner designed to eliminate the misconduct, prevent its recurrence, and address its effects. Whenever a student or employee reports to the institution that they have been the victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the institution will provide the student or employee with an explanation of their rights and options. This information is in the Rock Valley College "Know Your Rights" booklet.

The Lead Title IX Coordinator is responsible for coordinating the college's efforts to comply with and carry out its responsibilities under Title IX of the Education Amendments of 1972 ("Title IX"), which prohibits sex discrimination, including sexual misconduct, in education programs and activities for institutions that receive federal financial assistance, as well as retaliation for the purpose of interfering with any right or privilege protected by Title IX. The Lead Title IX Coordinator oversees the college's response to all reports and complaints of sexual misconduct to monitor outcomes, identify and address any patterns or systemic problems, and to assess their effects on the campus climate. The Lead Title IX Coordinator also evaluates requests for confidentiality by those who report or complain about sexual misconduct in the context of the college's responsibility to provide a safe and welcoming campus environment for all students free from discrimination based on sex. Following a report or complaint of sexual misconduct, the college is required to conduct an adequate, reliable, impartial, equitable, and prompt investigation, including:

1. determining whether the report or complaint alleges conduct that may, upon further investigation, constitute prohibited sexual misconduct;
2. identifying if a formal complaint will be held;
3. appointing an investigative team to conduct that investigation;
4. determining whether reports and complaints are handled properly in a prompt and timely manner;
5. informing all parties regarding the disciplinary process and formal grievance procedures;
6. confirming that all parties have been notified of a decision and the right to, and procedures for, an appeal, if applicable;
7. maintaining information and documentation related to the investigation in a secure manner, consistent with the college's obligations to disclose information as required by law; and
8. monitoring compliance with timeframes set forth in the applicable procedures.

The Lead Title IX Coordinator and can be contacted at (815) 921-1500 or by email at RVC-StudentConduct@RockValleyCollege.edu.

A person should contact the Lead Title IX Coordinator or a Deputy Title IX Coordinator to:

1. seek information or training about rights and available actions to resolve reports or complaints involving potential sex discrimination, including sexual misconduct;
2. file a complaint or make a report of sex discrimination, including sexual misconduct;
3. notify the college of an incident, policy or procedure that may raise potential Title IX concerns;
4. get information about available resources (including confidential resources) and support services relating to sex discrimination, including sexual misconduct; and ask questions about the college's policies and procedures related to sex discrimination, including sexual misconduct.

Domestic Violence and Dating Violence

Involves a person knowingly, without justification, causing bodily harm to any family or household member, or making physical contact of an insulting or provoking nature with them. A family or household member includes spouses, former spouses, parents, children, stepchildren, and other persons related by blood or by present or prior marriage, persons who share or formerly shared a common dwelling, persons who have or allegedly have a child(ren) in common, person who share or allegedly share a blood relationship through a child, persons who have or have had a dating or engagement relationship, persons with disabilities and their personal assistants, and caregivers as defined in Section 12-4.4a of the Illinois Domestic Violence Code.

Stalking

Stalking is committed when a person knowingly engages in a course of conduct directed at a specific person, and they know or should know that their course of conduct would cause a reasonable person to fear for their safety or the safety of a third person, or causes them to suffer from emotional distress. It can

also involve knowingly following a person and/or placing them under surveillance, on at least two separate occasions.

Assistance for Victims of Sexual Violence

You Have Been the Victim of Sexual Assault

Sexual Assault should be reported immediately to the RVC Police Department, and/or Title IX Coordinator, or their designee. The Title IX Coordinator, or their designee, will provide assistance by discussing options available at the college including; assistance with support services, information on college procedures, providing remedies or administrative measures, and providing answers to questions or concerns. The Chief of the Rock Valley College Police Department, or their designee, will complete a campus report and explain to the student their options for pursuing the complaint through the legal system. The Rock Valley College Police Department can also assist with the needed hospital treatment (or other appropriate agency) and investigation of the complaint. It is important to have prompt, thorough medical care after a sexual assault. The primary medical concerns are physical injuries, sexually transmitted diseases, and pregnancy. At the time of the medical examination, testing will also be done to collect evidence that can be used to prosecute the individual who committed the assault. For this reason, sexual assault victims should not bathe or change their clothing after an assault, because it could destroy evidence. Preserved evidence may be helpful in obtaining a protection order against the assailant.

The RVC Police Department will notify college officials and will report the complaint to the Title IX Coordinator, or their designee for determination of the need for campus adjudication to take place regardless of prosecution through the legal system.

Any case of sexual assault referred to the Title IX Coordinator, or their designee, will be investigated. Sanctions for students found responsible of sexual assault may range from disciplinary warning or probation to suspension or expulsion from the college.

Rock Valley College provides referral and counseling assistance for victims of sexual assault through the Title IX Coordinator, or their designee, and/or the RVC Personal and Success Counselor (located on the second floor of the Stenstrom Student Center Main Campus).

A victim may report directly to an RVC Personal and Success Counselor for immediate confidential response to obtain resources, discuss options, and to help navigate the process.

Crisis Centers

Additional sexual assault information and crisis center locations are available at the **Illinois Coalition Against Sexual Assault (ICASA)**: ICASA.org.

You may also contact **Rockford Sexual Assault Counseling, Inc. (RSAC)**: RSAConline.org. RSAC's services are confidential and free, 24 hours a day/7 days a week at (815) 636-9811.

Remedies
RemediesRenewingLives.org/
220 Easton Parkway, Rockford, IL 61108
24-hour Domestic Hotline (815) 962-6102

The National Domestic Violence Hotline
thehotline.org/?utm_source=youtube&utm_medium=organic&utm_campaign=domestic_violence
PO Box 90249 Austin, TX 78709
Phone: 1-800-799-SAFE (7233)

2.1.1 Get Connected. Get Help
Call 211 for help
https://www.211.org/

CONSENT

Consent is informed, freely and actively given, mutually understandable words or actions that indicate a willingness to participate in mutually agreed upon sexual activity. A person can withdraw consent at any time. There is no consent when there is force, threats, intimidation, or duress. A person's lack of verbal or physical resistance does not constitute consent. Consent to past sexual activity with another person does not constitute consent to future sexual activity with that person. Consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another person. A person cannot consent to sexual activity if such person is unable to understand the nature, fact, or extent of the activity or give knowing consent due to circumstances including without limitation the following:

- **A.** the person is incapacitated due to the use or influence of alcohol or drugs;
- **B.** the person is asleep or unconscious;
- **C.** the person is under the legal age to provide consent; or
- **D.** the person has a disability that prevents such person from having the ability or capacity to give consent.

Rock Valley College will provide written notification to students, employees and visitors who have been victims of dating violence, domestic violence, sexual assault and stalking. The written notification booklet is called Putting Victims First, Victims Rights book and is distributed by the Rock Valley College Police Department and the Dean of Students Office.

DATING VIOLENCE

Dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim, and the existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of relationship, the type of the relationship, and the frequency of the interaction between the persons involved in the relationship.

SEXUAL EXPLOITATION

The use of another person's nudity or sexual activity without consent for the purpose of sexual gratification, financial gain, personal benefit, personal advantage, or any other non-legitimate purpose. Sexual exploitation includes, but is not limited to:

- **A.** without the knowledge and consent of all participants, observing, recording, or photographing nudity or sexual activity of one or more persons in a location where there is a reasonable expectation of privacy, allowing another to observe, record, or photograph nudity or sexual activity of one or more persons, or otherwise distributing recordings, photographs, or other images of the nudity or sexual activity of one or more persons;
- **B.** exposing one's genitals without consent of the other person(s); and
- **C.** sending sexually explicit materials to another person without consent of the recipient.

ORDERS OF PROTECTION & NO-CONTACT ORDERS

In Illinois, a victim of domestic violence, dating violence, sexual assault or stalking has rights. Further, the college complies with Illinois law in recognizing orders of protection. Any person who obtains an order of protection from Illinois or any other state should provide a copy to the RVC Police. A complainant may then

meet with the RVC Police to develop a "Safety Action Plan," which is a plan for RVC Police and the victim to reduce risk of harm while on campus or coming and going from campus.

Rock Valley College provides students and employees with written notification about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services available for victims, both within the institution and in the community. They will also be provided with information about options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures. The college will make such accommodations or provide such protective measures if the victim requests them and if they are reasonably available, regardless if the victim chooses to report the crime to campus police or local law enforcement.

This information is available in the "Know Your Rights" booklet published by the college.

CONFIDENTIALITY

The college will attempt to protect the identity of persons who report having been victims of sexual assault, domestic violence, dating violence, or stalking, consistent with its legal obligations to protect the safety of the campus community.

Personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant (for example, publicly available record-keeping for purposes of Clery Act reporting and disclosures will be made without inclusion of identifying information about the victim, as defined in 42 USC 1395 (a) (20).)
Further, the institution will maintain as confidential, any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

The college does not publish the name of crime victims nor house identifiable information regarding victims in the campus police department's Daily Crime Log or online. Victims have the right to require that directory information about them not be disclosed.
To make this request, a student must submit a "Request to Suppress Directory Information" to the Office of the Registrar (815) 921-4250. Students who request suppression of directory information usually do so because of serious, even dangerous, circumstances. It is critical that their privacy be protected in every situation. If a student has elected to suppress directory information, the college will respond to inquiries as follows: "There is no information available for any student by that name."

Police reports in the state of Illinois are public records, and the college Police cannot hold reports of crimes in confidence. However, victim information is redacted in reports requested via the Freedom of Information Act (FOIA). Confidential reports for inclusion in the annual disclosure of crime statistics can be made to other campus security authorities.

INTERIM PROTECTIVE MEASURES AND SANCTIONS

The college may implement protective measures following the report of domestic violence, dating violence, sexual assault and/or stalking, which may include some or all of the following actions: no contact orders, no trespass orders, and changes to class schedules.

RESULTS OF DISCIPLINARY HEARINGS

Rock Valley College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the college against the student

who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, RVC will provide the results of the disciplinary hearing to the victim's next of kin, if so requested. Results of hearings should be released to the victim and the accused on the same day.

HOW TO BE AN ACTIVE BYSTANDER

Bystanders play a critical role in the prevention of sexual and relationship violence. They are individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it. We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list of some ways to be an active bystander. If you or someone else is in immediate danger, dial 911.This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

1. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
2. Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
3. Speak up when someone discusses plans to take sexual advantage of another person.
4. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
5. Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

RISK REDUCTION

With no intent to victim-blame and recognizing that only rapists are responsible for rape, the following are some strategies to reduce one's risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, www.rainn.org):

1. **Be aware of your surroundings.** Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. **Try to avoid isolated areas.** It is more difficult to get help if no one is around.
3. **Walk with purpose.** Even if you don't know where you are going, act like you do.
4. **Trust your instincts.** If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
5. Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
6. **Make sure your cell phone is with you and charged** and that you have cab money.
7. **Don't allow yourself to be isolated** with someone you don't trust or someone you don't know.
8. Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
9. When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
10. **Trust your instincts.** If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately.
11. Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
12. Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
13. Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.

14. If you suspect you or a friend has been drugged, contact law enforcement immediately. Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
15. If you need to get out of an uncomfortable or scary situation here are some things that you can try:
    a. Remember that being in this situation is not your fault. You did not do anything wrong; it is the person who is making you uncomfortable that is to blame.
    b. **Be true to yourself.** Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
    c. **Have a code word** with your friends or family so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
    d. **Lie.** If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
16. **Try to think of an escape route.** How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
17. If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

Student Code of Conduct Policies

The college recognizes each student's procedural right to due process, which includes providing notice setting forth alleged violation(s) of the Student Code of Conduct (hereafter referred to as the "Code"), and a speedy and fair hearing/administrative meeting. An appeals process is available to students that are suspended or expelled from the college. Any member of the college community can initiate accusation of an alleged violation. If a student referred to the Dean of Students for an alleged violation, he or she will receive notice of the alleged violation which will include a request for an administrative meeting with the Dean of Students, or their designee.

Procedural Right to Due Process

Any student facing possible disciplinary action is entitled to the following procedural due process:

- To be notified of the allegations against them
- The right to a speedy and fair hearing/administrative meeting
- To know the nature of the information against them, unless release of the information would endanger the health or safety of victim(s) or witness(es)
- To present information and/or witnesses relevant to the allegation
- To appeal a sanction of suspension or expulsion, if applicable

College Jurisdiction

Jurisdiction is maintained between periods of enrollment for all students. The term "student" includes all persons taking courses at Rock Valley College, either full-time or part-time, in person or online. Persons who withdraw after allegedly violating the Code, who are not officially enrolled for a particular term, but who have a continuing relationship with the college or who have been notified of their acceptance for admission are considered "students."

This Code applies to all college locations including the Main (Mulford) Campus, Samuelson Road Center, RVC Downtown, and all other sites.

Sanctions may be imposed for prohibited conduct which occurs on college premises, at off-campus instructional sites (e.g., experiential coursework, internships, lab, or clinical sites), at college-sponsored extracurricular activities or events when a student serves as a representative of the college, or in the instance of using college technology or property.

The Dean of Students, or their designee, shall determine whether the Code shall be applied to conduct occurring off campus in accordance with the best interests of the college. Sanctions may be imposed for conduct that occurs on- or off-campus which substantially interferes with the college's operation or educational programs or the safety and welfare of the college community. A substantial college interest is defined to include:

- **A.** Any situation where it appears that the student's conduct may present a danger or threat to the health or safety of themselves or others
- **B.** Any situation that significantly impinges upon the rights, property, or achievements of self or others or significantly breaches the peace and/or causes social disorder
- **C.** Any situation that is detrimental to the educational mission and/or interests of the college

The Student Code of Conduct may be applied to behavior conducted online, via email, or another electronic medium. Students should also be aware that online postings such as blogs, web postings, chats, and social networking sites are in the public sphere and are not private.

These postings can subject a student to allegations of conduct violations if evidence of policy violations is posted online. The college does not regularly search for this information, but may take action if and when such information is brought to the attention of college officials.

Records maintained and/or created by a law enforcement unit of an educational institution for purposes of law enforcement are not considered "student records" under the Family Educational Rights and Privacy Act ("FERPA") and may be released to third parties as necessary without violating FERPA. Contact the RVCPD on how to view law enforcement records.

Violations of The Law

1. College discipline may be imposed on students charged with an off-campus violation of federal, state, or local laws even when there is no accusation of any other violation of the Code.

   This action is necessary to provide for the safety and welfare of the college community. Disciplinary action may be taken and sanctions imposed only for grave misconduct, which demonstrates flagrant disregard for the college community.

2. College disciplinary proceedings may be instituted against a student charged with violation of a federal, state, or local law which is also a violation of this Code, that is, if both violations result from the same factual situation, without regard to pending civil litigation in court or criminal arrest and prosecution. Proceedings under this Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

3. When a student is charged by federal, state, or local authorities with a violation of law, the college will not request or agree to special consideration for that individual because of their status as a student. If the alleged offense is also the subject of a proceeding before a judicial body under the Code, however, the college may advise off-campus authorities of the existence of the Code and of how such matters will be handled internally within the college community. The college will cooperate fully with law enforcement and other agencies in the enforcement of law on campus, and in the conditions imposed by criminal courts for the rehabilitation of violators who are also students.

Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives as they consider appropriate.

4. Students accused of crimes may request to take a leave from the college until the criminal charges are resolved. In such situations, the college procedure for voluntary leaves of absence is subject to the following conditions;- The responding investigative student efforts must comply with all campus that will not prejudice their defense in the criminal trial- The responding and/or restrictions - The responding reinstated students must comply with all interim actions imposed during the leave of absence student must agree that, in order to be to active student status, they must first be subject to, and fully cooperate with, the campus conduct process and must comply with all sanctions that are imposed.

Conduct Process Overview

A. Reporting a Code Violation

Any member of the college community may file a Code violation allegation against any student (with the exception of complaints of academic misconduct – faculty have original jurisdiction over these matters). Reports may be sent to the Dean of Students, or their designee. Reports can be made in person or online at: cm.maxient.com/reporting.php?RockValleyCollege.

There is no time limit on reporting violations of the Code; however, the longer someone waits to report an offense, the harder it becomes for college officials to obtain information and witness statements and to make determinations regarding alleged violations. Though anonymous complaints are permitted, doing so may limit the college's ability to investigate and respond to a complaint. Those who are aware of misconduct are encouraged to report it as quickly as possible to the Dean of Students Office, or RVC Police Department.

B. Notice and Response

Within 30 business days of receiving an alleged Code violation, the Dean of Students, or their designee, will notify the responding student of the allegation. The notice shall include:

(1) the alleged Code violation

(2) the opportunity for the student(s) to meet with the Dean of Students, or their designee, for purposes of resolving of the allegation(s)

The student may choose to have an "advisor or support person" accompany them during the meeting (such as a peer, friend, family member, or Rock Valley College employee). The advisor/support person may be present during the administrative meeting, but may not speak for or on behalf of the student.

If the student does not meet with the Dean of Students, or their designee, or chooses not to participate in the process within 10 business days of the notice, the Dean of Students will make a decision without input from the student.

A student against whom a Code violation has been filed and/or disciplinary charges are pending may have a "hold" placed on their academic record until charges are resolved. A hold will prevent the student from requesting an official transcript, registering for classes or withdrawing, dropping courses, etc.

C. Findings/Resolution

Once a determination has been made regarding the violation, there are generally two outcomes for student conduct violations. Responsible or Not Responsible.

D. Sanctions

If a student is found responsible for alleged Code violation, they may be issued sanctions. Sanctions will need to be completed or turned in by the time frame given, before the case will be closed out. If the sanction isn't completed within timeframe given, the student may have additional sanctions assigned and/or may be prevented from participating in various campus events or activities, including registration.

E. Student Conduct Expectations

Rock Valley College considers the behavior described in the following section below as inappropriate for the college community and in opposition to the core values and qualities set forth in this document. These expectations and rules are applied to all students. The college encourages community members to report to college officials all incidents that involve the following actions. Any student found to have committed, or to have attempted to commit, the following misconduct is subject to the sanctions outlined in this document.

F. Abuse of Conduct Process:

1. Failure to obey a notice from a college official to appear for an administrative meeting or hearing as part of the Code process
2. Falsification, distortion, or misrepresentation of information before the Dean of Students, their designee, and/or the Conduct Review Board
3. Disruption or interference with the orderly conduct of Code proceedings
4. Attempting to discourage an individual's proper participation in, or use of the Code system
5. Attempting to influence the impartiality of a member of the *Conduct Review Board* prior to and/or during the course of the Code proceeding
6. Harassment (verbal, written, or physical) and/or intimidation of a member of the *Conduct Review Board* prior to, during, and/or after a Code proceeding
7. Failure to comply with the sanctions(s) imposed under the Code
8. Influencing or attempting to influence another to commit an abuse of the Code system
9. Being an accessory to any person on the college campus who violates this Code

G. Alcohol and Other Substances, or Acts

10. Possession, use, to distribution of alcohol or paraphernalia, except as expressly permitted by law
11. Possession, use, distribution, of illegal drugs and other controlled substances or drug paraphernalia except as expressly permitted by law
12. Under the influence of drugs, or alcohol, or public intoxication
13. Prescription Medications, abuse, misuse, or distribution of prescription of over-the-counter medications
14. Smoking or use of tobacco or electronic smoking devices on any RVC campus property is prohibited as of July 1, 2015. See RVC adoption of Illinois Smoke Free Illinois Act – 410 ILCS 82

H. College Officials and Resources

15. Failure to comply with reasonable directives of college officials or RVC Police Officers during the performance of their duties and/or failure to identify oneself to these persons when requested to do so.
16. Forgery, alteration or misuse of any college document, record, electronic file, form, or instrument of identification or providing false information to a college official, or college business office, on behalf of oneself, or another, to defraud the college or falsify a college record or document.
17. Unauthorized possession, duplication or use of identification badges, and keys to any college premises or unauthorized entry to or use of college premises
18. Personal misrepresentation, defined as representing oneself as another, giving false information to any college official, or alleging to represent the college or any of its recognized organizations without specific prior consent of the respective college official(s)
19. Trademark, unauthorized use (including misuse) of college or organizational names and images

I. Disruptive Behavior

20. Substantial disruption of college operations including obstruction of teaching, learning, research, administration other college activities and/or other authorized non-college activities which occur on campus. Including, its public service functions on- or off-campus
21. Conduct that is lewd or indecent. May include deliberately and publicly exposing one's intimate body parts, public urination, defecations, and public sex acts
22. Leading or inciting others to disrupt scheduled and/or normal activities within any college building or area
23. Rioting, causing, inciting, or participating in any disturbance that presents a clear and present danger to self or others, causes physical harm to others, or damage and/or destruction of property
24. Participation in a campus demonstration which disrupts the normal operations of the college and infringes on the rights of other members of the college community
25. Health and safety-creation of health and safety hazards such as dangerous pranks, or acts, on the college premises

J. Technology

26. Violations of the "RVC Acceptable Use of Information Technology Systems Policy." (Refer to the college website for the entire policy.) The policy can be found at: RockValleyCollege.edu.
27. Unauthorized use of cell phones and other communication devices in all instructional areas, the Estelle M. Black Library, computer labs, and including all labs and classrooms during instructional sessions or while participating in college-sponsored educational programs or activities on- or off-campus

K. Theft and Property

28. Intentional and unauthorized taking of college property or the personal property of another, including goods, services, and other valuables
29. Knowingly taking or maintaining the possessions of stolen property

L. Damage and Destruction

30. Intentional, reckless and/or unauthorized damage to, or destruction of, college property or the personal property of another

31. Unauthorized Entry – misuse of access privileges to college premises or unauthorized entry to or use of buildings, including trespassing, propping or unauthorized use of alarmed doors for entry into or exit from a college building
32. Fire Safety – violation of local, state, federal, or campus fire policies include, but not limited to, intentionally or recklessly causing a fire which damages college or personal property or causes injury. Failure to evacuate a college-controlled building during a fire alarm, or tampering with or improperly engaging a fire alarm or detection/control equipment on college property

M. Threatening or Alarming Conduct

33. Threatening Behaviors – written, physical, or verbal conduct that intimidates or causes a reasonable expectation of injury to the health or safety of any person or damage to any property
34. Intimidation – threats or acts that cause a reasonable fear of harm to another
35. Harm to persons – intentionally or recklessly causing physical harm or endangering the health or safety of any persons
36. Conduct to alarm or disturb another and/or provoke a breach of the peace
37. Initiation of or participation in a hate crime as defined in Illinois Criminal Code 720/ILCS 5/12-7.1
38. Bullying and Cyberbullying – bullying and cyberbullying are repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally, and are not protected by freedom of expression
39. Hazing, defined as an act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition of continued membership in a group or organization. Participation or cooperation by the person(s) being hazed does not excuse the violations. Failing to intervene to prevent and/or failing to discourage or report those acts may also violate this Code
40. Dating violence: Violence or abuse committed by a person who is or has been in a social relationship of a romantic or intimate nature with the survivor.
41. Domestic violence: A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the survivor; or physical abuse, harassment, intimidation of a dependent, interference with personal liberty or willful deprivation of a family or household member
42. Stalking – stalking is a course of conduct directed at a specific person that is unwelcome and would cause a reasonable person to feel fear
43. Sexual misconduct – includes, but is not limited to, sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, and/or sexual exploitation. (See RVC Sexual and Other Harassment Policy on page 5.)
44. Deliberate attempts to use gang representation signing or graffiti-tagging to cause alarm
45. Participating in on-line behavior, or use of electronic technology to harass, threaten or intimidate another member of the college community, delivered by Facebook, email, blogs, web pages, Twitter, text or instant messaging, social networking sites, and any other electronic entries. The college does not regularly seek out this information, but will take action if and when such information is brought to the attention of college officials

N. General Compliance

46. Discrimination – any act or failure to act that is based upon an individual or group's actual or perceived status; sex, gender, race, color, age, creed, national or ethnic origin, physical or

mental disability, veteran status, pregnancy status, religion, sexual orientation, or other protected status, that is sufficiently severe that it limits or denies the ability to participate in or benefit from the college's educational program or activities

47. Harassment – any unwelcome conduct based on actual or perceived status including; sex, gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, sexual orientation, or other protected status. Any unwelcome conduct should be reported to campus officials who will act to remedy and resolve reported incidents on behalf of the victim and community. (See RVC Sexual and Other Harassment Procedures on page 6.)

48. Retaliation – any intentional, adverse action taken against another individual that has, in good faith, reported an alleged Code or college policy violation

49. Collusion – the act or inaction with another or others to violate the Code

50. Trust – the violations of positions of trust within the college community

51. Violation of published other college policies, rules or regulations

52. Bribery is the offering, giving, receiving, or soliciting of anything of value to influence action as an official or in discharge of legal or public duty.

53. Extortion is the attempt to obtain property, services or benefits from another induced by actual or threatened force, violence, fear or coercion, or false pretense.

54. Violation of student life clubs and organizations regulations and policies

55. Violation of local, county, state, or federal law, whether it is on or off campus, when the Dean of Students is notified a definite college interest is involved and/or where the student misconduct distinctly and adversely affects the college's pursuit of its educational mission. Violation of these laws may lead to prosecution by law enforcement agencies in addition to sanctions by the college.

O. Weapons

56. The college prohibits anyone from wearing, transporting, storing, or possessing firearms or other weapons on college property (including college-owned vehicles, personal vehicles and parking lots), at college-sponsored or college-related functions or events, and during times when acting as a representative of the college whether on or off college premises. Individuals who commit such acts may be removed from college premises and/or subject to disciplinary action, criminal penalties, or both. The term "weapon" is defined in accordance with state law and includes any object or substance designed to inflict a wound or cause bodily injury or damage to property. "Weapons" does not include mace or pepper spray type products designed and carried solely for the purpose of self-protection.

i. This does not apply to any certified law enforcement personnel engaged in official duties.

ii. Activities requiring use of the prohibited items may be conducted only with the approval of the Chief of Police, RVC Police Department.

iii. Illinois Concealed Carry license holders cannot legally carry their weapons on campus, but may store their weapon in their vehicle, in a locked container, compartment, or trunk, out of plain view, as provided in the Illinois Concealed Carry Act.

iv. NOTE: Please also see Page 10 regarding "Weapons" Policies.

Conduct Sanctions

One or more of the following sanctions may be imposed upon any student for any single violation of the Code or other college policies, rules or regulations.

A. Temporary Suspension

In certain circumstances, the Dean of Students or RVC Police Department, or their designee, may impose a college temporary suspension prior to an administrative meeting and/or the hearing before a Conduct Review Board.

- **Temporary suspension may be imposed only:**
    i. To ensure the safety and well-being of members of the college community or preservation of college property;
    ii. To ensure the student's own physical or emotional safety and well-being; or
    iii. If the student poses a definite threat of disruption of or interference with the normal operations of college.
- During the temporary suspension, students will be denied access to the campus (including classes) and/or all other college activities or privileges for which the student might otherwise be eligible, as the Dean of Students may determine to be appropriate.
- Students may be allowed make-up privileges if they are found not to have violated the Code. This will be at the discretion of the Dean of Students, Faculty, and the Academic Dean.

B. Warning

An unofficial written notice that the student's conduct was inappropriate for the educational environment and future violations will result in more severe sanctioning.

C. Disciplinary Probation

Work assignments, Community Service, other service to the college or neighboring communities, or other related discretionary assignments (such assignments must have the prior approval of the Dean of Students).

D. Loss of Privileges

Denial of specified privileges for a designated period of time.

E. Restitution

Repayment for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.

F. Withdrawal from Class

Administrative withdrawal with consequent loss of tuition and fees from a class, classes, or program.

G. Limited Access

Administrative restriction to selected parts/locations of campus buildings.

H. Educational programming

Educational programming – required to attend, participate, or present in a program related to the violation. Student may be required to pay for any cost related to participation in the program, may include online programs. Student may be asked to complete a reflection paper as part of the outcome of this sanction.

I. Behavioral Requirement

Student may be required to provide proof of participation or completion of recommendations which includes required activities, but not limited to; seeking academic advising, personal counseling, substance abuse screening, etc.

J. College Suspension

Separation of the student with possible loss of tuition and fees from the college for a designated period of time, after which the student may be eligible to return. Student must meet with Dean of Students prior to registering for courses to discuss Conditions for re-enrollment. Conditions may include ineligibility for specific courses, services, and the restrictions.

K. College Expulsion

A permanent separation from the college with consequent loss of tuition and fees. Due to the severity of this sanction, it may be noted on the student's official college academic transcript.

L. Parental Notification

The college reserves the right to notify the parents/guardians of dependent students regarding any conduct situation, particularly alcohol and other drug violations. The college may also notify parents/guardians of non-dependent students who are under the age of 21 for alcohol and or their drug violations. Parental notification may also be utilized discretionarily by administrators when permitted by FERPA or consent of the student.

M. College Record

A hold may be placed on a student's academic record, denying them access to official transcripts, registration or degree until all of the obligations of the college conduct process and/or assigned sanctions are completed.

Additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the Dean of Students, or their designee.

Sanctions may be imposed upon college groups or organizations found to have violated the Code; such as deactivation, de-recognition, or loss of all privileges including the status as a college-registered organization for a specific period of time, or one or more of the sanctions listed above.

N. Sexual Misconduct Sanctions

Student who have violated the College's prohibition of sexual discrimination, harassment and/or

misconduct are subject to sanctions identified in the comprehensive policy from minimum sanction, up to and including expulsion. Please see the website or contact the Dean of Students Office for the comprehensive policy.

Student Discipline/Conduct Procedure

Conduct procedures are based on fundamental fairness practices and preponderance of evidence. They are not formal legal proceedings and are not subject to the same rules that govern civil or criminal hearings including, but not limited to, the rules of evidence.

A. PRELIMINARY INVESTIGATION AND ADMINISTRATIVE MEETING WITH THE DEAN OF STUDENTS

1. The Dean of Students, or their designee, will conduct a preliminary investigation to determine if the allegation has merit. If the allegation can be disposed of at the preliminary investigation stage, such disposition will be final and there will be no subsequent proceedings.

2. If necessary, the Dean of Students, or their designee, shall meet with the responding student and inform the student of their procedural rights to due process. The Dean, or their designee, may determine the following:

    i. Find student responsible for Code violation(s)
    ii. Issue sanctions for Code violations
    iii. Dismiss the case
    iv. Refer parties to conflict resolution or mediation
    v. Refer case to Behavioral Intervention Team (BIT)
    vi. Refer student to educational programming
    vii. Refer student to RVC Personal and Success Counselor
    viii. Refer the case to the appropriate college administrator, or their designee
    ix. Refer to community resource

3. The Dean of Students, or their designee, will notify the student in writing within **20** business days of the decision.

4. The outcome of the conduct process is part of the education record of the responding student and is protected from release under FERPA, except under certain conditions. As allowed by FERPA, when a student is accused of a policy violation that would constitute a “Crime of Violence” or forcible or nonforcible sex offense, the college will inform the alleged victim/party bringing the complaint in writing of the final results of an administrative meeting regardless of whether the college concludes that a violation was committed. Such release of information may only include the alleged students, responding students name, the violation committed, and the sanctions assigned (if applicable).

5. In cases of sexual misconduct and other offenses covered by Title IX Coordinator, or their designee, only, the rationale for the outcome will also be shared with all parties to the complaint in addition to the finding and sanction(s).

6. In cases where the college determines through the student conduct process that a student violated a policy that would constitute a “Crime of Violence,” the college may also release the above information publicly and/or to a third party.

7. FERPA defines “crimes of violence” to include: Arson, Assault offenses (includes stalking), Burglary, Criminal Homicide (Manslaughter by negligence), Criminal Homicide (Murder and

non-negligent manslaughter), Destruction /damage/vandalism of property, kidnapping/abduction, Robbery, Forcible sex offenses, non-forcible sex offenses.

B. APPEAL PROCESS

1. **Appeal of Sanctions:** The Conduct Review Board or Chief Academic Officer (CAO) will hear cases of appeal for suspension or expulsion sanctions only. The "Conduct Review Board" may consists of a minimum of three (3) individuals and no more than six (6), two (2) faculty members appointed by Academic Affairs, two (2) students appointed by the Director of Student Life, and two (2) Student Development administrators (one of whom will serve as non-voting Chair) appointed by the Chief Academic Officer (CAO) . The Dean of Students, or their designee, shall serve as non-voting Secretary and advisor to the Conduct Review Board. No Conduct Review Board member may sit on the Board during a hearing if that member is a complainant, witness, has a direct or personal interest in the outcome of the hearing, or has previously acted in an advisory capacity to the accused student. The Chair of the Conduct Review Board may establish a hearing format consistent with this Code. In cases involving more than one responding student, the chair of the Conduct Review Board and the Dean of Students, or their designee, will determine if hearings or conferences concerning each student will be conducted jointly or separately.

2. **Appeal Hearing Procedures:** Formal appeal hearings will be conducted by the *Conduct Review Board* or the Chief Academic Officer (CAO) according to the following guidelines:

    i. A written appeal must be received within 10 business days from sanction notice date, sent by the Dean of Students.

    ii. The Dean of Students, or their designee, will determine if the appeal will be referred to the *Conduct Review Board*, or the Chief Academic Officer (CAO).

    iii. The Dean of Students, or their designee, will notify the student of the appeal hearing within 15 days of receipt of appeal request. The notice will include the date, time, location, and type of hearing.

    iv. Decisions made by the *Conduct Review Board* or Chief Academic Officer (CAO), are final.

3. **The Student's Role:**

    i. The student must submit an appeal in writing, within 10 business days of the date of the sanction notice to the Dean of Students.

    ii. The responding student may be accompanied by an advisor. The advisor may attend the hearing with the student to support them. The responding student and advisor may be present during the entire hearing, but neither may be present during deliberations of the *Conduct Review Board*. In no event, may the advisor participate directly by speaking for the student or questioning witnesses or the *Conduct Review Board*. Admission of any other person to a *Conduct Review Board* hearing will be at the discretion of the Chair.

    iii. Both the responding student and the complaining parties may present information, including witnesses and written statements.

4. **The Dean of Students' Role:**

    i. Notify the student by certified mail of the appeal hearing within 15 business days in advance of the hearing. The letter will inform the student of:

        1. The violation(s) and assigned sanction
        2. The time, date, and location of the hearing
        3. If the appeal will be heard by the *Conduct Review Board* or the Chief Academic Officer (CAO).
        4. The Dean of Students, or their designee, shall notify the student via certified mail, return receipt requested within 15 days of the appeal decision by the *Conduct Review Board* or the Chief Academic Officer (CAO).

5. **Chief Academic Officer (CAO) Role:**

    i. Review the written appeal

    ii. Review all documents or information available pertaining to the case

    iii. Meet with the student who originated the appeal

    iv. Arrive at a decision within 10 business days after hearing the appeal

    v. The Chief Academic Officer (CAO) will communicate to student in writing the results of their decision. A copy of this letter will be provided to the Dean of Students Office.

6. **Conduct Review Board Role and Process:**

    i. Hearings will be closed to the public.

    ii. In all cases, information related to the case will be presented and considered whether or not either party is in attendance.

    iii. Quorum for a hearing requires that a minimum of three (3) *Conduct Review Board* members are present for the hearing.

    iv. Pertinent and relevant information may be reviewed without regard to the legal rules of evidence.

    v. The *Conduct Review Board* may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, accused student, and/or other witness during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation via telephone, video-phone, closed-circuit television, video conferencing, CD/DVD, audio tape, written statement, or other means.

    vi. Both the responding student and the complaining parties may present information, including witnesses and written statements. The Chair of the *Conduct Review Board* will determine the format of the hearing, the admissibility of witnesses or written statements, and may elect not to hear such information if deemed redundant or irrelevant.

vii. The Chair of the *Conduct Review Board* retains authority to question witnesses and parties to the alleged violations and will determine the appropriateness of questions posed by the parties.

viii. The Chair of the *Conduct Review Board* may opt to hear the witnesses separately.

ix. There will be a single verbatim record, such as an audio recording, of all hearings before the *Conduct Review Board*. Review of the verbatim record may only occur on college premises and in the presence of the Dean of Students, or their designee. The verbatim record is property of the college.

x. Determination of final sanction shall be made based on the preponderance of evidence.

xi. Decisions by the *Conduct Review Board* shall be by majority vote of the members present for the hearing. A decision reached by the *Conduct Review Board* is final.

xii. *NOTE:* If the sanction decision is overturned by the *Conduct Review Board* or the Chief Academic Officer (CAO), and if coursework has been missed as a direct result of action taken against the student, appropriate accommodations may be made in order to assist the student.

7. Interpretation & Revision

Any question of interpretation regarding the Code may be referred to the Dean of Students, or their designee, for final determination. The Code may be periodically reviewed and amended as necessary under the direction of the Dean of Students, or their designee. See the college website for the most recent version. For more information on the Code, contact the Dean of Students, located in the Stenstrom Student Center, via telephone at (815) 921-4284 or via email: RVC-DeanOfStudents@RockValleyCollege.edu.

Rock Valley College Student Code of Conduct Adopted August 21, 2006; Revisions, June 2010; August 2012; June 2013; July 2014; and August 2015.

Campus Sex Crimes Prevention Act

On October 28, 2002, the Campus Sex Crimes Prevention Act became effective. This is in conjunction with the federal law enacted on October 28, 2000 that provides for the tracking of convicted sex offenders enrolled at or employed by institutions of higher education.

The act amends the "Jacob Wetterling Crimes Against Children Act" and "Sexually Violent Offender Registration Act" to require sex offenders already required to register in a state to provide notice, as required under state law, of each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student. Sex offenders who fail to register their status as a student or employee at an institution of higher education are in violation of the Registration Act and face arrest.

This act also amends the "Jeanne Clery Act" to require institutions of higher education to issue a statement, in addition to other disclosures required under that act, advising the "Campus Community" where law enforcement agency information provided by a state concerning registered sex offenders may be obtained.

The Illinois State Police provides a listing of sex offenders required to register in the state of Illinois. The database is updated daily and can be found at the following website: https://isp.illinois.gov/Sor/Disclaimer.

The RVC Police Department also maintains a "Sex Offender List" that lists all known sex offenders who are students and employees at Rock Valley College. This Sex Offender List is available for viewing on the RVC Police Department on the Main (Mulford) Campus. You may call the RVCPD (815) 921-4357 for more information.

In addition, registered sex offenders are required to meet with the Dean of Students, or their designee, prior to the beginning of each semester they are enrolled.

Lastly, the act amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the act may be construed to prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders; and requires the Secretary of Education to take appropriate steps to notify educational institutions that disclosure of this information is permitted.

Stop Campus Hazing Act

Rock Valley College is committed to maintaining a safe, inclusive, and respectful environment for all students. Hazing is strictly prohibited and is not tolerated under any circumstances, whether on or off campus. All students have the right to participate in student organizations, athletic teams, and college-affiliated activities without the fear of physical or emotional harm.

Definition of Hazing: Hazing, defined as an act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition of continued membership in a group or organization. Participation or cooperation by the person/s being hazed does not excuse the violations. Failing to intervene to prevent and/or failing to discourage or report those acts may also violate this Code.

Examples of hazing include, but are not limited to:

- Physical abuse, such as beating, branding, or forced physical activity.
- Forced or coerced consumption of food, alcohol, drugs, or other substances.
- Acts of humiliation, degradation, intimidation, or mental abuse.
- Sleep deprivation, isolation from peers, or interference with academic obligations.
- Any activity that causes embarrassment, ridicule, or emotional distress.

Consent to hazing is not a defense.

Scope: The Stop Campus Hazing Act applies to all students, student organizations (including clubs, athletic teams, and honor societies), and any individuals acting on behalf of a college-affiliated group. It also applies to any behavior occurring off campus that affects the College community.

Reporting: Anyone who witnesses or suspects hazing is strongly encouraged to report the behavior.

Reports can be made confidentially to:

- The Dean of Students
- RVC PD
- VP of Student Affairs
- Via the College's anonymous reporting system Maxient https://cm.maxient.com/index.php?rvc

Retaliation against anyone who reports hazing in good faith is strictly prohibited and will be subject to disciplinary action.

Disciplinary Actions: Individuals or organizations found responsible for hazing may be subject to:

- Suspension or expulsion from the College
- Revocation of recognition of a student organization or club
- Loss of privileges, including participation in college activities or access to facilities
- Referral to local law enforcement if criminal behavior is involved

Education and Prevention: The College will provide annual training and educational resources to raise awareness about hazing, promote safe group initiation practices, and empower students to intervene in harmful situations. These trainings will be offered through the Dean of Students office.

Compliance with State Law: The administrative procedure of the Stop Campus Hazing Act complies with 720 ILCS 5/12C-50.

Accumulation of Crime Statistics

Crime statistics are gathered throughout the year utilizing campus police dispatch and report records. The Rock Valley College Police Department also contacts several college departments and determines where RVC is holding off-campus classes and activities. The police agencies who have jurisdiction over the off-campus locations are then contacted and any crime statistics concerning crimes committed during RVC classes or activities at these off-campus locations are requested. All crimes occurring at off-campus RVC classes or activities which the "Jeanne Clery Act" requires in the Annual Security Report are included in our annual report. Rock Valley College does not have any officially recognized student organizations with off-campus facilities or housing.

Campus security authorities as defined by the Clery Act are also contacted during the year to report crimes that may have been reported to them but not to campus police. Campus security authorities are defined as campus employees who have significant responsibility for student and campus activities. If the incident is believed to be founded, it is included in the Annual Security Report.

The Annual Security Report is completed prior to October 1st each year and students, staff, and faculty are notified of the reports availability via an email sent to their RVC email account. The report is also available online at: RockValleyCollege.edu.

Confidential and Anonymous Reporting

The RVCPD encourages anyone who is the victim or witness of any crime to promptly report the incident to the police department. Because police reports are public records under state law, RVCPD cannot hold reports of crime in confidence. Victims, witnesses and others can, generally make voluntary anonymous reports for purposes of inclusion in the annual disclosure of crime statistics and crime log, to RVC employees that are designated as campus security authorities. Reports filed anonymously are counted and disclosed in the annual crime statistics for the college.

The college will protect the identity of persons who report having been victims of sexual assault, domestic violence, dating violence, or stalking to the full extent permissible by law. When a complainant does not consent to the disclosure of his or her name or other identifiable information of the alleged perpetrator, the college's ability to respond to the complaint may be limited.

Persons who are designated by the institution as a person, with whom students may speak confidentially, are identified specifically as personal success counselors, while performing their duties as a personal success counselor. These individuals are requested to provide information anonymously for the purpose of notifying campus of emergency situations and for accurate disclosure of crime statistics.

Rock Valley College "Counselors & Confidential Crime Reporting" Protocol

Persons wishing to report criminal offenses for the purpose of inclusion in the annual statistical disclosure should report this information to the RVC Police, the Dean of Students office, or a Campus Security Authority (CSA).

If you are the victim of a crime and do not want to pursue action within Rock Valley College or criminal justice system, you may still want to consider making a confidential report. With your permission, the personal success counselor or a designee can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, we can keep accurate records of the number of incidents involving students, staff and faculty, determine patterns in location, method, or subjects, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics.

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus "Pastoral Counselors" and Campus "Professional Counselors", when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged; if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary, confidential basis, for inclusion into the annual crime statistics. If they wish to remain anonymous and have their reported crimes included in the annual crime statistics, victims and witnesses may report through the RVC counselor acting as a professional counselor or may use the confidential reporting methods listed below.

Reporting Options:

- **Anonymous Reporting:** (815) 921-1500
  Lead Title IX Coordinator
- **Electronic Reporting for All parties** (also has the option of reporting anonymous electronically):
  cm.maxient.com/reporting.php?RockValleyCollege
- **Third Party & Bystander Reporting:** (815) 921-4184
- **Confidential Reporting:** (815) 921-5100
  RVC Personal & Success Counselor

The rulemaking committee defines counselors as:

- **Pastoral Counselor:** An employee of an institution, who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.
- **Professional Counselor:** An employee of an institution, whose official responsibilities include providing psychological counseling to members of the institution's community, and who is functioning within the scope of his or her license or certification.

Programs Offered by Rock Valley College

Wellness Wednesday which are mental health focused seminars offered 6 times a year that students and staff are invited to attend.

Participate in **Take Back the Night** walk. Their mission is to end sexual violence in all forms and to support survivors in their healing journey.

Participate in **Denim Day** where we practice solidarity and support survivors in exposing harmful behaviors and attitudes surrounding sexual violence.

List Rock Valley College CSAs

Rock Valley College CSAs are campus police staff, Student Life Manager, student club advisors, athletic director and coaches, Dean of Students, academic advisors and Human Resources. To make a report to a CSA, the following are the locations where you can make a report. The RVC police department is located in the Support Services Building room 1100. RVC Human Resources is located in the Support Services building room 1200 The Student Life Manager, Dean of Students and academic advisors are located in the Stenstrom Student Center on the 2nd floor. You can also make a report on the website at: RockValleyCollege.edu/Student-Life/file-a-report-or-complaint/index

The athletic director and coaches are located in the Physical Education Center on the 1st floor in the faculty office suite. All incident reports received from CSAs are reviewed by the campus police. The Dean of Students office is consulted if necessary. If an incident reported to a CSA is believed to be founded, and meets the requirements of a Clery Act defined crime, it is included in the Annual Security Report. Reviewed CSA incident reports, founded and unfounded, will be retained in the Clery Act files for that specific reporting period.

The Annual Security Report will be completed prior to October 1st each year and students, staff, and faculty will be notified of the reports availability via a postcard mailed to their residence or by an email notification sent to their campus email address. A notification notice will also be printed in college class catalogs each semester. The Annual Security Report will be available on the Rock Valley College website for online viewing. A copy of the Annual Security Report will be mailed to anyone who requests a paper version of the document.

Definitions of Terms

(Per Jeanne Clery Act 20 U.S.C. § 1092(f) (Section 485(f) of the Higher Education Act of 1965. Its implementing regulations are located in the Code of Federal Regulations at 34 C.F.R. § 668.46.)

Academic Year - is defined as beginning with the fall semester, spring semester, and the two (2) summer sessions.

Administrative Meeting - is defined as a discussion between the Dean of Students, or appointed designee, and the student(s) who committed an alleged code violation, to resolve the matter(s).

Advisor or **Support Person** - is defined as a friend, family member, staff /faculty member of the College, or peer.

Aggravated Assault - An unlawful attack by one person upon another for the purposes of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or means likely to produce death or great bodily harm.

Arson - Willful or malicious burning or attempt to burn with or without intent to defraud a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Burglary - The unlawful entry of a structure to commit a felony or a theft.

Business Day - is defined as any day excluding Saturdays, Sundays, breaks in the academic year, or any holidays recognized by the College.

Campus Security Authority - also referred to CSA

The Code - means Student Code of Conduct.

College - means Rock Valley College.

College Official - includes any person employed by the College performing assigned administrative or professional staff responsibilities.

College Premises, Campus(es), On Campus(es), Non-Campus(es), Off Campus(es), and **all other sites** - includes all land, buildings, facilities and other property in the possession of or owned, used, or controlled by the College (including adjacent streets and sidewalks).

Complainant - means any person who submits a charge alleging that a student violated this Code.

Conduct Review Board - consists of two faculty members appointed by Academic Affairs, two (2) students appointed by the Manager of Student Life, and two (2) administrators (one of whom will serve as non-voting Chair) appointed by the Provost. The Conduct Review Board will only consider an appeal to sanctions of suspension or expulsion imposed by the Dean of Students, or appointed designee.

Dating Violence - Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

Dating violence does not include acts covered under the definition of domestic violence. Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Domestic Violence - A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; a person with whom the victim shares a child in common; a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Drug Law Violations - Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (demerol, methadone); and dangerous non-narcotic drugs (barbiturates, benzedrine).

Faculty Member - includes any person who is either a credit or non-credit, full- or part-time, teacher, coach, or librarian.

Fondling - The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Hate Crime - Any criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Bias categories under the Clery Act involve the victim's actual or perceived: race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, and disability.

Hazing - Hazing, defined as an act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition of continued membership in a group or organization. Participation or cooperation by the person/s being hazed does not excuse the violations. Failing to intervene to prevent and/or failing to discourage or report those acts may also violate this Code.

Incest - Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Larceny - The unlawful taking, carrying, leading, or riding away of property from the possession, or constructive possession, of another person.

Liquor Law Violations - The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

Manslaughter by Negligence - The killing of another person through gross negligence.

Motor Vehicle Theft - The theft of a motor vehicle. Note: A "motor vehicle" is a self-propelled vehicle that runs on the surface of the land and not on rails, and which includes automobiles, buses, recreational vehicles, trucks, motorcycles, motor scooters, trail bikes, mopeds, snowmobiles, and golf carts.

Murder and Non-negligent Manslaughter - The willful (non-negligent) killing of one human being by another.

Rape - The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Responding Student - means any student accused of violating the Code of Conduct.

Robbery - The taking, or attempting to take, anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Sanction - is defined as a penalty or punishment for disobeying a law or rule.

Sexual Assault - An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's UCR program.

Sex Offenses - Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

Stalking - Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress.

For the purpose of this definition:

Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action or interferes with a person's property.

Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Any incident meeting this definition is considered a crime for the purposes of Clery Act Reporting.

Student - includes all persons taking courses at Rock Valley College, either full-time or part-time, in person or online, persons who withdraw after allegedly violating the Code, who are not officially enrolled for a particular term but who have a continuing relationship with the College or who have been notified of their acceptance for admission are considered "students." This Code does apply at all locations of the College.

Statutory Rape - Sexual intercourse with a person who is under the statutory age of consent.

Unfounded Crimes - Before a crime is classified as "unfounded", it is fully investigated by RVC, Police Department officers and investigators and found to be false or baseless, meaning that the crime did not occur or was never attempted. Arrests and Disciplinary Referrals cannot be unfounded.

Weapon Law Violations - The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

Rock Valley College

Crime Statistics

Main Campus

3301 N. Mulford Road, Rockford, IL 61114

Offenses	On-Campus 2023	On-Campus 2024	On-Campus 2025	Non-Campus 2023	Non-Campus 2024	Non-Campus 2025	Public Property 2023	Public Property 2024	Public Property 2025
Murder	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	1	0	1	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	1	0	0	0	0	0	0
Weapon Law Arrests	0	0	0	0	0	0	0	0	0
Liquor Law Referrals	0	0	0	0	0	0	0	0	0
Drug Law Referrals	0	0	0	0	0	0	0	0	0
Weapon Law Referrals	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	1	0	0	0	0	0	0	0
Stalking	0	1	0	0	0	0	0	0	0
Hazing	X	X	0	X	X	0	X	X	0

Notes:

1. RVC does not operate any student residential housing.
2. Some outside police agencies did not respond to or provide information per our request for crime statistics in the Non-Campus and Public Property categories. Some outside police agencies advised us hate crime data was not available.
3. No unfounded crimes 2024, 1 unfounded burglary 2023, 3 unfounded burglaries 2025. No hate crimes 2023, 2025, in 2024 1-Dectruction/Damage/Vandalism of property - National Origin Bias.
4. 2025 is the first year Hazing is a Clery Reportable Offense.

Advanced Technology Center (ATC)

1400 Big Thunder Blvd., Belvidere, IL 61008
Facility began operations in January 2022

Offenses	On-Campus 2023	On-Campus 2024	On-Campus 2025	Non-Campus 2023	Non-Campus 2024	Non-Campus 2025	Public Property 2023	Public Property 2024	Public Property 2025
Murder	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	1	0
Weapon Law Arrests	0	0	0	0	0	0	0	0	0
Liquor Law Referrals	0	0	0	0	0	0	0	0	0
Drug Law Referrals	0	0	0	0	0	0	0	0	0
Weapon Law Referrals	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Hazing	X	X	0	X	X	0	X	X	0

Notes:

1. RVC does not operate any student residential housing.
2. Some outside police agencies did not respond to or provide information per our request for crime statistics in the Non-Campus and Public Property categories. Some outside police agencies advised us hate crime data was not available.
3. No unfounded crimes 2023, 2024, 2025. No hate crimes 2023, 2024, 2025.
4. 2025 is the first year Hazing is a Clery Reportable Offense.

RockValleyCollege

Aviation Career Education Center (ACEC), formerly Falcon Road Center

6045 Cessna Drive, Rockford, IL 61109

Offenses	On-Campus 2023	On-Campus 2024	On-Campus 2025	Non-Campus 2023	Non-Campus 2024	Non-Campus 2025	Public Property 2023	Public Property 2024	Public Property 2025
Murder	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0
Weapon Law Arrests	0	0	0	0	0	0	0	0	0
Liquor Law Referrals	0	0	0	0	0	0	0	0	0
Drug Law Referrals	0	0	0	0	0	0	0	0	0
Weapon Law Referrals	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Hazing	X	X	0	X	X	0	X	X	0

Notes:

1. RVC does not operate any student residential housing.
2. Some outside police agencies did not respond to or provide information per our request for crime statistics in the Non-Campus and Public Property categories. Some outside police agencies advised us hate crime data was not available.
3. No unfounded crimes 2023, 2024, 2025. No hate crimes 2023, 2024, 2025.
4. 2025 is the first year Hazing is a Clery Reportable Offense.

Bell School Road Center (BELL)

3350 Bell School Road, Rockford, IL 61114

Offenses	On-Campus 2023	On-Campus 2024	On-Campus 2025	Non-Campus 2023	Non-Campus 2024	Non-Campus 2025	Public Property 2023	Public Property 2024	Public Property 2025
Murder	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0
Weapon Law Arrests	0	0	0	0	0	0	0	0	0
Liquor Law Referrals	0	0	0	0	0	0	0	0	0
Drug Law Referrals	0	0	0	0	0	0	0	0	0
Weapon Law Referrals	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Hazing	X	X	0	X	X	0	X	X	0

Notes:

1. RVC does not operate any student residential housing.
2. Some outside police agencies did not respond to or provide information per our request for crime statistics in the Non-Campus and Public Property categories. Some outside police agencies advised us hate crime data was not available.
3. No unfounded crimes 2023, 2024, 2025. No hate crimes 2023, 2024, 2025.
4. 2025 is the first year Hazing is a Clery Reportable Offense.

RVC Downtown (RVCD)

99 E. State Street (Register Star Building), Rockford, IL 61104
Facility began operations in July 2016

Offenses	On-Campus 2023	On-Campus 2024	On-Campus 2025	Non-Campus 2023	Non-Campus 2024	Non-Campus 2025	Public Property 2023	Public Property 2024	Public Property 2025
Murder	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	1	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	1	0	0
Weapon Law Arrests	0	0	0	0	0	0	0	0	0
Liquor Law Referrals	0	0	0	0	0	0	0	0	0
Drug Law Referrals	0	0	0	0	0	0	0	0	0
Weapon Law Referrals	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Hazing	X	X	0	X	X	0	X	X	0

Notes:

1. RVC does not operate any student residential housing.
2. Some outside police agencies did not respond to or provide information per our request for crime statistics in the Non-Campus and Public Property categories. Some outside police agencies advised us hate crime data was not available.
3. No unfounded crimes 2023, 2024, 2025. No hate crimes 2023, 2024, 2025.
4. 2025 is the first year Hazing is a Clery Reportable Offense.

Samuelson Road Center (SAML)

4151 Samuelson Road, Rockford, IL 61109
Formerly Stenstrom Center for Career Education (SCCE)

Offenses	On-Campus 2023	On-Campus 2024	On-Campus 2025	Non-Campus 2023	Non-Campus 2024	Non-Campus 2025	Public Property 2023	Public Property 2024	Public Property 2025
Murder	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0
Weapon Law Arrests	0	0	0	0	0	0	0	0	0
Liquor Law Referrals	0	0	0	0	0	0	0	0	0
Drug Law Referrals	0	0	0	0	0	0	0	0	0
Weapon Law Referrals	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Hazing	X	X	0	X	X	0	X	X	0

Notes:

1. RVC does not operate any student residential housing.
2. Some outside police agencies did not respond to or provide information per our request for crime statistics in the Non-Campus and Public Property categories. Some outside police agencies advised us hate crime data was not available.
3. No unfounded crimes 2023, 2024, 2025. No hate crimes 2023, 2024, 2025.
4. 2025 is the first year Hazing is a Clery Reportable Offense.

Workforce Connection

303 N. Main Street (Supply Core Building), Rockford, IL 61101
Facility ended operations in July 2023

Offenses	On-Campus 2023	On-Campus 2024	On-Campus 2025	Non-Campus 2023	Non-Campus 2024	Non-Campus 2025	Public Property 2023	Public Property 2024	Public Property 2025
Murder	0	X	X	0	X	X	0	X	X
Manslaughter by Negligence	0	X	X	0	X	X	0	X	X
Robbery	0	X	X	0	X	X	0	X	X
Aggravated Assault	0	X	X	0	X	X	0	X	X
Motor Vehicle Theft	0	X	X	0	X	X	0	X	X
Arson	0	X	X	0	X	X	0	X	X
Burglary	0	X	X	0	X	X	0	X	X
Rape	0	X	X	0	X	X	0	X	X
Fondling	0	X	X	0	X	X	0	X	X
Incest	0	X	X	0	X	X	0	X	X
Statutory Rape	0	X	X	0	X	X	0	X	X
Liquor Law Arrests	0	X	X	0	X	X	0	X	X
Drug Law Arrests	0	X	X	0	X	X	0	X	X
Weapon Law Arrests	0	X	X	0	X	X	0	X	X
Liquor Law Referrals	0	X	X	0	X	X	0	X	X
Drug Law Referrals	0	X	X	0	X	X	0	X	X
Weapon Law Referrals	0	X	X	0	X	X	0	X	X
Domestic Violence	0	X	X	0	X	X	1	X	X
Dating Violence	0	X	X	0	X	X	0	X	X
Stalking	0	X	X	0	X	X	0	X	X
Hazing	X	X	X	X	X	X	X	X	X

Notes:

1. RVC does not operate any student residential housing.
2. Some outside police agencies did not respond to or provide information per our request for crime statistics in the Non-Campus and Public Property categories. Some outside police agencies advised us hate crime data was not available.
3. No unfounded crimes 2023, 2024, 2025. No hate crimes 2023, 2024, 2025.
4. 2025 is the first year Hazing is a Clery Reportable Offense.

Appendix A: Definitions for the College's Sex-Based Misconduct Procedures

Bystander Intervention: see Section 5 of the Preventing Sexual Violence in Higher Education Act, 110 ILCS 155/5.

Complainant: an individual who is alleged to be the victim of conduct that could constitute sex-based misconduct.

Confidential Advisor: a person who is employed or contracted by the College to provide emergency and ongoing support to student survivors of sexual violence. Confidential Advisors may include persons employed by a community-based sexual assault crisis center with whom the College partners. Individuals designated as "Responsible Employees" in Section VI of these Procedures are not Confidential Advisors.

Consent: knowing and voluntary agreement to engage in sexual activity. Coercion, force, or the threat of either invalidates consent. Consent may not be inferred from silence, passivity, or a lack of verbal or physical resistance. A person's manner of dress does not constitute consent. Past consent to sexual activities does not imply ongoing or future consent. Consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another person. Consent may be withdrawn at any time. A person cannot consent to sexual activity if that person is unable to understand the nature of the activity or give knowing consent due to circumstances, including without limitation the following: 1) the person is incapacitated due to the use or influence of alcohol or drugs; 2) the person is asleep or unconscious; 3) the person is under age; or 4) the person is incapacitated due to a mental disability.

Dating Violence: violence committed by a person: 1) who is or has been in a social relationship of a romantic or intimate nature with the victim; and 2) where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Domestic Violence: includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the State of Illinois, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the State of Illinois.

Education Program or Activity: a location, event, or circumstance over which the College exercised substantial control over both the respondent and the context in which the sex-based misconduct occurs, and also includes any building owned or controlled by a student organization that is officially recognized by the College.

Hate Crime: an act or an attempted act that violates a criminal statute by any person that in any way constitutes an expression of hostility toward the victim because of his or her sex, race, ethnicity, religion, age, disability, national origin, sexual orientation, or gender-related identity, color, marital status, military status or unfavorable military discharge.

Hostile Environment Caused by Sexual Harassment: a sexually harassing hostile environment is created when conduct by an individual is so severe, pervasive or persistent that it denies or limits an individual's ability to participate in or receive the benefits, services or opportunities of the College's educational programs or activities or the individual's employment access, benefits or opportunities. In determining whether a hostile environment has been created, the conduct in question will be considered from both a subjective and an objective perspective of a reasonable person in the alleged victim's position, considering all the circumstances.

Incapacitation: when a person is incapable of giving consent due to the person's age, use of drugs or alcohol, or because an intellectual or other disability which prevents the person from having the capacity to give consent.

Intimidation: to intentionally make another timid or fearful, to compel or deter by or as if by threats. Intimidation is a form of retaliation prohibited by the College's Policy Prohibiting Sex-Based Misconduct and these Procedures.

Preponderance of the Evidence: when considering all the evidence in the case, the decision-maker is persuaded that the allegations are more probably true than not true.

Respondent: an individual who has been reported to be the perpetrator of conduct that could constitute sex-based misconduct.

Responsible Employee: A College employee who has the authority to redress sex-based misconduct, who has the duty to report incidents of such misconduct or other student misconduct, or whom a student could reasonably believe has this authority or duty. Section VI of these Procedures lists categories of employees who are Responsible Employees for the College.

Retaliation: Any form of retaliation, including intimidation, threats, harassment and other adverse action taken or threatened against any complainant or person reporting or filing a complaint alleging sexual discrimination, harassment or misconduct or any person cooperating in the investigation of such allegations (including testifying, assisting or participating in any manner in an investigation) is strictly prohibited and may violate the protections of the State Employees and Officials Ethics Act, the Whistleblower Act, and the Illinois Human Rights Act. Action is generally deemed adverse if it would deter a reasonable person in the same circumstances from opposing practices prohibited by the College's Sex-Based Misconduct Policy and these Procedures. Retaliation may result in disciplinary or other action independent of the sanctions or supportive measures imposed in response to the allegations of sexual discrimination, harassment or misconduct.

Sexual Assault: any type of sexual contact or behavior that occurs by force or coercion, without consent of the recipient of the unwanted sexual activity, or in a familial relationship of a degree that would prohibit marriage. It includes sexual acts against a person who is unable to consent either due to age or lack of capacity or impairment. Examples include forcible sexual intercourse, forcible sodomy, forcible fondling, child molestation, incest, attempted rape, statutory rape and rape. Sexual assault can occur between members of the same or opposite sex. Sexual assault includes any forced act against one's will where sex is the weapon.

Sex-Based Misconduct: Misconduct on the basis of sex, sexual orientation or gender-related identity. Such misconduct includes sex discrimination, sexual harassment, sexual assault, sexual exploitation, dating violence, domestic violence, sexual violence and stalking.

Sexual Exploitation: when a person takes non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited, and that behavior does not meet the definition of sexual assault. Sexual exploitation includes prostituting another person, non-consensual visual or audio recording of sexual activity, non-consensual distribution of photos or other images of an individual's sexual activity or intimate body parts with an intent to embarrass such individual, non-consensual voyeurism, knowingly transmitting HIV or a sexually transmitted disease to another, or exposing one's genitals to another in non-consensual circumstances.

Sexual Harassment: Unwelcome sexual advances, requests for sexual acts or favors, and other verbal, non-verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment, academic advancement, evaluation, or grades;
- Submission to or rejection of such conduct by an individual is used as a basis for employment, academic advancement, evaluation, or grading decisions affecting that individual;
- Such conduct has the purpose or effect of substantially interfering with an individual's employment or educational performance or creating an intimidating, hostile, or offensive employment or educational environment; or
- Such conduct denies or limits an individual's ability to participate in or receive the benefits, services or opportunities of the College's educational programs or activities or the individual's employment access, benefits or opportunities.

Examples of conduct of a sexual nature may include:

- **Verbal:** Specific demands for sexual favors, sexual innuendoes, sexually suggestive comments, jokes of a sexual nature, sexual propositions, or sexual threats, whether spoken or in emails, articles, documents, or other writings.
- **Non-Verbal:** Sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds or gestures, leering, whistling, or obscene gestures.
- **Physical:** Touching, pinching, brushing the body, or any unwelcome or coerced sexual activity, including sexual assault.

Sexual Violence: physical sexual acts attempted or perpetuated against a person's will or where a person is incapable of giving consent (e.g., due to the person's age, use of drugs or alcohol, or because an intellectual or other disability prevents the person from having the capacity to give consent). Sexual violence includes, but is not limited to, rape, sexual assault, sexual battery, sexual abuse and sexual coercion. All such acts of sexual violence are forms of sex discrimination prohibited by Title IX.

Survivor: an individual who has experienced sexual violence, domestic violence, dating violence, or stalking while enrolled, employed, or attending an event at a higher education institution.

Survivor-Centered: See Section 5 of the Preventing Sexual Violence in Higher Education Act, 110 ILCS 155/5.

Stalking: engaging in a course of conduct directed at a specific person that would cause a reasonable person to: 1) fear for his or her safety or the safety or others; or 2) suffer substantial emotional distress.

Threat: any oral or written expression or gesture that could be interpreted by a reasonable person as conveying an intent to cause harm to persons or property.

Trauma-Informed Response: See Section 5 of the Preventing Sexual Violence in Higher Education Act, 110 ILCS 155/5

Rock Valley College

Board Report #XXXX
November 17, 2026

Personnel Report

A. Appointments

No appointments.

B. Departures

No departures.

Howard J. Spearman, Ph.D.
President

DRAFT

ROCK VALLEY COLLEGE 2026 - AT A GLANCE CAMPUS FACILITY EVENTS

Date	Event	Staff	Student	Athletic	Community
November					
11/2/2026	Day of the Dead Celebration - SSC Hub, 10:30am	x	x		
11/2/2026	First Generation Speaker Series - SSC Atrium, 12pm	x	x		
11/2/2026	Committee of the Whole Meeting - DLC HEC, 5:15pm	x			
11/3/2026	Native American Heritage Month Kick-off - SSC Atrium, 12pm	x	x		
11/3/2026	First Tuesday Lecture - SSC Atrium, 5:30pm	x	x		x
11/4/2026	The Ultimate Kart Showdown, PEC 0110, 2pm	x	x		
11/05 - 11/06	Funding Forward Conference - DLC HEC, 8am	x	x		x
11/5/2026	HCCTP Completion Ceremony - SSC Atrium, 1pm	x	x		x
11/06 - 11/07	IDHA Annual Educational Session - SSC Atrium, 8am	x	x		x
11/6/2026	Home Basketball Games - PEC Gym, 5pm & 7pm	x	x	x	x
11/7/2026	Veteran's 5k Run - PKLT 10, 10am	x	x		x
11/7/2026	Home Basketball Games - PEC Gym, 12pm & 2pm	x	x	x	x
11/9/2026	Conversations that Matter - CLI 1238, 2pm	x			
11/3/2026	Financial Aid Applications & Program Update by ISAC, SSC Atrium, 8:30am	x	x		x
11/10/2026	Turntable Tuesday - SSC MCC, 12pm	x	x		
11/10/2026	Native American Beading Workshop - SSC 0102, 1pm	x	x		
11/10/2026	Hennig Welding Company Student Presentation - ATC 1302, 2pm	x	x		x
11/10/2026	eSports Game Day - SSC Atrium, 2:30pm	x	x		
11/11/2026	Senior YMCA of RRV Team Meeting - DLC 1007, 8:30am	x	x		
11/11/2026	Veteran's Day Celebration - SSC Atrium, 12pm	x	x		x
11/12/2026	TRiO Friendsgiving - SSC Atrium, 11am	x	x		x
11/12/2026	Hennig Welding Company Student Presentation - ATC 1302, 2pm	x	x		x
11/13/2026	Multicultural International Showcase - SSC Atrium, 6pm	x	x		x
11/13 - 11/14	RVC Basketball Classic - PEC Gym, 5pm & 7pm & 12pm & 2pm	x	x	x	x
11/14/2026	Art in the Family Showcase - SSC Atrium, 10am				x
11/16/2026	Rock your Moc - SSC Hub, 2pm	x	x		
11/17/2026	Association of Fundraising Professionals Conference -DLC HEC, 10:30am				x
11/17/2026	WEI Information Session - DLC 2202, 11am & 3pm	x			
11/17/2026	eSports Game Day - SSC Atrium, 2:30pm	x	x		
11/18/2026	Wellness Wednesday: Change your Habits - SSC Atrium, 12pm	x	x		
11/19/2026	CABsgiving - SSC Atrium, 11am	x	x		
11/19/2026	Industrial Health and Logistics Expo - DLC HEC, 12pm	x	x		x
11/19/2026	Men's Basketball Game - PEC Gym, PEC Gym, 5pm	x	x	x	x
11/24/2026	eSports Game Day - SSC Atrium, 2:30pm	x	x		
11/24/2026	Women's Basketball Game - PEC Gym, 5pm	x	x	x	x
11/24/2026	Community Orchestra Fall Concert - ERC PAR, 7pm	x	x		x
December					
12/1/2026	RHA Coaching Meeting - DLC HEC, 8am				x
12/1/2026	First Tuesday Lecture - SSC Atrium, 5:30pm	x	x		x
12/3/2026	Growing up Strong Summit - DLC HEC, 8:30am				x
12/4/2026	East High School Downtown West Tour - DLC 1112, 9:30am				x
12/4/2026	Kwanzaa Celebration - SSC Atrium, 11am	x	x		
12/04 - 12/05	Old Towne Band Concert - ERC PAR, 7:30pm	x	x		x
12/8/2026	RVC Fall Play 1984 - ERC PAR, 7:30pm	x	x		x
12/9/2026	WEI Information Session - DLC 2202, 11am & 3pm		x		
12/10/2026	RHA Holiday Party - DLC HEC, 11am				x

ROCK VALLEY COLLEGE 2026 - AT A GLANCE CAMPUS FACILITY EVENTS

Date	Event	Staff	Student	Athletic	Community
December cont.					
12/10/2026	Nursing Pinning Program Ceremony - SSC Atrium, 11am	x	x		x
12/10/2026	Phlebotomy Pinning Ceremony - HSC Lobby, 6pm	x	x		x
12/12/2026	AAUW Holiday Cultural Celebration - DLC HEC, 12pm	x			x
12/18/2026	WEI Completion Ceremony - DLC HEC, 10am	x	x		x
12/18/2026	Employee Winter Celebration - SSC Atrium, 1pm	x			
January					
1/5/2027	New Learner New Student Welcome - DLC 2004, 5:30pm				x
1/7/2027	New Student Welcome - SC Atrium & CLI, 11am	x	x		
1/9/2027	Rumble in the Rock - PEC Gym, 9am	x	x	x	x
1/17/2027	USBA Youth Baseball Camp - PEC Gym, 8am	x	x	x	x
1/19/2027	RVC Fall Play 1984 - ERC PAR, 7:30pm	x	x		x
1/24/2027	USBA Youth Baseball Camp - PEC Gym, 8am	x	x	x	x
1/31/2027	USBA Youth Baseball Camp - PEC Gym, 8am	x	x	x	x
February					
2/1/2027	First Generation Speaker Series - SSC Atrium, 12pm	x	x		x
2/2/2027	First Tuesday Lecture - SSC Atrium, 5:30pm	x	x		x
2/5/2027	Ebony Breakfast - SSC Atrium, 9am	x	x		
2/7/2027	USBA Youth Baseball Camp - PEC Gym, 8am	x	x	x	x
2/10/2027	CAB's Valentine's Day Party - SSC Atrium, 11am	x	x		
2/13/2027	Spring Scholar Success Summit - SSC Atrium, 1pm	x	x		
2/20/2027	ICTM Regional Competition - CLI, ERC, JCSM, SSC, 8am	x	x		x
2/25/2027	Rock Valley College Town Hall - SSC Atirum, 3pm	x	x		x

Informational Only

HUMAN RESOURCES FISCAL YEAR (FY) 2027 QUARTER 1 REPORT (INFORMATIONAL ONLY)

Board of Trustees Committee of the Whole Meeting
November 2, 2026

Dr. Terrica Huntley, Vice President of Human Resources



LAND ACKNOWLEDGEMENT

As an institution physically located in northern Illinois, we at Rock Valley College respectfully acknowledge and recognize our responsibility to the [seven] Indigenous nations who are the original and current caretakers of this land, water, and air.

Learn more at RockValleyCollege.edu.

ABOUT RVC

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

MISSION STATEMENT

Rock Valley College empowers students and community through lifelong learning.

VISION STATEMENT

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

THE FOUR PILLARS

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



EXECUTIVE SUMMARY FOR QUARTERLY HUMAN RESOURCES PERSONNEL REPORT FY2027 (JULY- SEPTEMBER 2026)

- This report provides information on Full-Time employees hired and separated from the College within Quarter 1 of FY2027. This analysis covers July, August, and September.
- This report is aligned with Pillar IV Strategic Goal 3 (*Employ a culturally competent workforce that reflects student and community demographics*).
- The hires report includes the number of employees who moved to a different position, new employees to the College, and the total number of hires.
- The Terms Report includes the number of employees who retired, separated from the College, and the total number of terms.
- The College hired a total of 33 employees during Quarter 1. 17 of the 33 (51.5%) of these employees were already employed with the College and moved from one position to another.
- The College separated from a total of 17 employees. 6 of the 17 (35.3%) employees retired after serving the institution.
- The College will continue to analyze year-over-year trends to determine peak hiring and departure periods to inform staffing needs and support.

QUARTERLY HUMAN RESOURCES HIRES
FY2027 (JULY-SEPTEMBER 2026)

FY2027 Terms	Q1- *Moves	Q1 -New	Q1- Total	Q2 -New	Q3- Total	Q4-Total
ADM	1	1	**2**			
ESP	0	1	**1**			
FAC	3	5	**8**			
FOP	0	0	**0**			
PSA	11	5	**16**			
SSA	2	4	**6**			
Total	17	16	**33**			

* Moves include Promotions (elevation to higher grade) and/or Transfers (moved from one position to another, same grade) as reported in detail in the HR Annual Report.

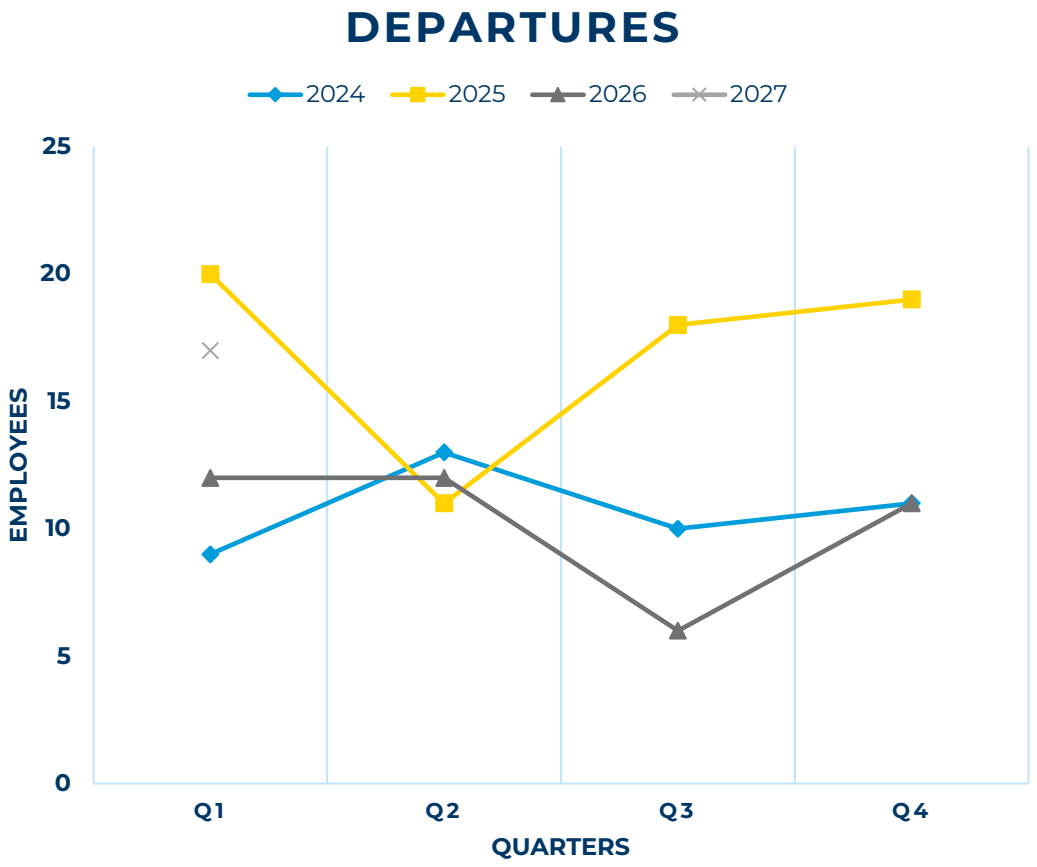
QUARTERLY HUMAN RESOURCES TERMS
FY2027 (JULY-SEPTEMBER 2026)

FY2027 Terms	Q1- Ret	Q1 -*Sep	Q1- Total	Q2 - Total	Q3- Total	Q4-Total
ADM	0	2	**2**			
ESP	0	0	**0**			
FAC	5	1	**6**			
FOP	0	0	**0**			
PSA	0	5	**5**			
SSA	1	3	**4**			
Total	6	11	**17**			

*Separations (Sep.) include Resignations, Terminations and RIF/Layoffs as reported in detail the HR Annual Report

ANNUAL HIRES/DEPARTURES COMPARISON FY2024-FY2027





QUESTIONS?

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