

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

5:15 p.m.
January 24, 2023

On January 6, 2023, Illinois Governor Pritzker issued the thirty-eighth Gubernatorial Disaster Proclamation for all counties in the State of Illinois. Due to the COVID-19 health pandemic, Howard J. Spearman, Ph.D., president of Rock Valley College, has determined that an in-person meeting is not practical, prudent or feasible based on the Disaster Proclamation. Pursuant to Section 7 (e) (4) of the Open Meetings Act (5 ILCS120/7(e) (4), this meeting will be held without the physical presence of a quorum at the meeting location.

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

Access to the Regular Board of Trustees meeting is provided via teleconference online via <https://rockvalleycollege-edu.zoom.us/j/91557356746?pwd=QTA2MkZjV0ZWQ1JSaFc0TUJyRlJEdz09> or by phone at 312-626-6799 using Meeting ID 915 5735 6746; Passcode: 645173. The meeting will include an opportunity for public comment. Members of the public may submit their public comment to RVC-BoardPC@rockvalleycollege.edu by 3:15 p.m. on January 24, 2023. Public comments submitted via email prior to 3:15 p.m. on January 24, 2023 will be announced during the public comment portion of the meeting.

AGENDA

A. Call to Order

B. Roll Call

C. Communications and Petitions (Public Comment)

D. Recognition of Visitors

E. General Presentations

F. Approval of Minutes

1. November 15, 2022 Committee of the Whole Meeting
2. December 13, 2022 Regular Meeting and Truth-in-Taxation Hearing

G. Action Items

1. Approve Claims Sheet (Check Register-December 2022) (BR 8005)
2. Approve Purchase Report
 - a. Purchase Report-A – FY2023 Addendums (BR 8006-A)
 - b. Purchase Report-B – FY2023 Purchases (BR 8006-B)
3. Approve Personnel Report (BR 8007)
4. Approve Career Running Start Intergovernmental Agreement with Rockford Public Schools #205 (BR 8008)
5. Approve Amendment to Faculty Memorandum of Agreement/Dental Hygiene Clinic Coordinator Pilot (BR 8009)
6. Approve Repeal of Board Policy 4:10.180 Communicable Disease-Students (BR 8010)
7. Approve Updated Board Policy 3:10.030 Access to Personnel Files (BR 8011) (Tabled December 13, 2022)

H. Other Business

1. New Business
2. Unfinished Business

I. Updates / Reports

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

J. Adjourn to Closed Session to discuss the following: 1) The appointment, employment, compensation, discipline, performance or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational or educational setting per Section 2 (c) (1); and/or 2) Collective negotiating matters per Section 2 (c) (2); and/or 3) The purchase or lease of real property for the use of the public body per Section 2 (c) (5); and/or 4) Litigation, when an action against, affecting or on behalf of the public body has been filed, probable or imminent per Section 2 (c) (11), all in accordance with the Illinois Open Meetings Act.

K. Reconvene Open Session

L. Date of Board Retreat: January 28, 2023, 8:30 a.m. Meeting to be held virtually via teleconference or in person in the Performing Arts Room (PAR, Room 0214) located in the Educational Resource Center on the main campus when Illinois statute permits.

M. Date of Next Committee of the Whole Meeting: February 14, 2023, 5:15 p.m. Meeting to be held virtually via teleconference or in person in the Performing Arts Room (PAR, Room 0214) located in the Educational Resource Center on the main campus when Illinois statute permits.

N. Date of Next Regular Meeting: February 28, 2023, 5:15 p.m. Meeting to be held virtually via teleconference or in person in the Performing Arts Room (PAR, Room 0214) located in the Educational Resource Center on the main campus when Illinois statute permits.

O. Adjourn

Gloria Cudia, Board Chair

**Rock Valley College
Community College District No. 511
3301 N. Mulford Road, Rockford, IL 61114
Karl J. Jacobs Center for Science and Math (JCSM), Room 2106**

**BOARD OF TRUSTEES COMMITTEE OF THE WHOLE MEETING
5:15 p.m. Tuesday, November 15, 2022
MINUTES**

Call to Order

The Rock Valley College (RVC) Board of Trustees Committee of the Whole meeting was called to order at 5:16 p.m. by Chairperson Jarid Funderburg.

Roll Call

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

Mr. Jarid Funderburg	Ms. Crystal Soltow joined at 6:29 p.m.
Mr. Robert Trojan	Ms. Gloria Cudia
Mr. Paul Gorski	Mr. John Nelson
Ms. Lynn Kearney	Mr. Ryan Russell, Student Trustee

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

Board Member Attendance by Means Other Than Physical Presence

Trustee Trojan made a motion, seconded by Trustee Nelson, to allow Trustee Crystal Soltow to attend the November 15, 2022, Board of Trustees Committee of the Whole meeting by means other than physical presence. The motion was approved by a unanimous roll call vote.

Communications and Petitions

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

Recognition of Visitors

Dr. Spearman recognized Ms. Lindsey Fish from Sikich, LLC.

Review of Minutes

There were no comments on the minutes from the October 11, 2022, Board of Trustees Committee of the Whole meeting.

General Presentations

There were no general presentations.

B. Supplies – (Maintenance Services Plant Operations)			
2.	City of Rockford	Rockford, IL	\$ 35,000.00 (2)* Not to Exceed
C. Contractual Services – (Other Contractual Services: Finance)			
3.	Sikich, LLC	Naperville, IL	\$ 102,650.00 (3)* Not to Exceed
D. Contractual Services – (Maintenance Services: Plant, Operations, and Maintenance: Boiler House)			
4.	Johnson Control Fire Protection	Palatine, IL	\$ 44,000.00 (4)* Not to Exceed
E. Supplies – (Other Capital Outlay: LED Upgrades)			
5.	Steiner Electric	Loves Park, IL	\$ 11,000.00 (5)*
F. Supplies – (Other Capital Outlay: LED Upgrades)			
6.	Lift Works	Rockford, IL	\$ 9,000.00 (6)* Discussion ensued on Purchase Report A, item A, and item D.

Purchase Report B – FY 2023 Purchases:

A. Equipment – (Human Resources: Software)			
1.	Frontline Education	Malvern, PA	\$ 30,357.00 (1)*
B. Grant Expense – (External, Private Donor)			
2.	Northern Illinois University	DeKalb, IL	\$ 24,000.00 (2)*
C. Membership Fees – (Membership and Dues: President’s Office)			
3.	American Association of Community Colleges	Baltimore, MD	\$ 10,833.00 (3)*
D. Instructional Equipment – (Automotive Services)			
4.	TBD (Unknown Used Car Sources)		\$ 70,000.00 (4)* Not to Exceed
E. Software – (Information Technology: TRiO)			
5.	Barnes and Noble Education	Basking Ridge, NJ	\$ 15,108.00 (5)* Not to Exceed
F. Equipment – (Maintenance Services Plant Operations Equipment: Boiler House)			
6.	Master Building Solutions	Madison, WI	\$ 12,000.00 (6)* Not to Exceed
G. Contract Services – Theatre Costume Materials: Starlight Theatre)			
7.	Bennies Dry Cleaning & Laundry Services	Rockford, IL	\$ 13,000.00 (7)* Not to Exceed
H. Supplies – (Instructional Supplies: Computer Numerical Controls/Instructional Supplies General: Business Outreach Programs)			
8.	MSC Industrial Supply Company	Machesney Park, IL	\$ 50,000.00 (8)*
I. HVAC Equipment and Installation – (Capital Expense)			
9.	TBD		\$ X.XX (9)*
J. HVAC Equipment and Installation – (Capital Expense)			
10.	TBD		\$ X.XX(10)* Discussion ensued on Purchase Report B, item I, and item J.

3. Cash and Investment

Ms. Olson presented the Cash and Investment Report through October 31, 2022. Total operating cash and investments are \$79,115,154. Total capital funds are \$18,105,076. Since September 30, 2022, the change in capital funds has been <\$1,554,107>. The difference in the operating cash and investments since September 30, 2022, was \$3,631,473. Ms. Olson stated that the total operating cash and investment funds were 74.87% of the Fiscal Year 2023 operating budget. Discussion ensued.

4. Summary of Fiscal Year 2023 Estimated Revenues by Source

Ms. Olson stated that each year the Chief Financial Officer for RVC is required to certify the upcoming year's estimated revenues by their source. Ms. Olson explained each of the sources and the estimated revenues.

5. 2022 Tax Levy and Certify Compliance

Ms. Olson presented the 2022 Tax Levy and the Certificate of Compliance for the Truth-In-Taxation Hearing. Ms. Olson stated that the RVC Board of Trustees approved the estimated taxes required for the upcoming levy year at the October 24, 2022, Board Meeting. The final 2022 tax levy did not change from the estimated taxes. The total property taxes represent an increase in the amount of taxes extended and/or abated for the upcoming levy year by 12.67%. A Truth-In-Taxation Hearing is required. A Truth-In-Taxation Hearing is being held on December 13, 2022, at 5:15 p.m. A notice was published within 14 days of the Truth-in-Taxation Hearing in accordance with the Truth-In-Taxation law. Discussion ensued.

Operations Discussion: Board Liaison Trustee Kearney

1. 2021 Campus Safety and Security Report (Clery Act Report)

Mr. Thomas Yehl, chief of the RVC Police Department, presented the Clery Act Report. The purpose of the report is 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. 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. Material published in the report also reflects requirements for the State of Illinois Security Enhancement Act. 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. The ASR must include campus crime statistics for the preceding three calendar years and details about improving campus safety. Chief Yehl stated that during the 2021 school year, the College began reopening from COVID, and there were four reportable Clery Crimes for 2021. One subject accounted for three of the reportable crimes, and juveniles accounted for the other crime.

2. Personnel Report

Mr. Jim Handley, vice president of human resources, presented the Personnel Report for November 2022. There are four appointments, two placeholders, and two departures.

3. College Closure December 27, 28, 29, 2022

Mr. Handley presented the College Closure between December 27, 2022, and December 29, 2022. Mr. Handley stated that Christmas Day, December 25, 2022, will be observed on Monday, December 26, 2022, due to the holiday falling on the weekend. New Year's Eve Day, December 31, 2022, will be observed on Friday, December 30, 2022, due to the holiday falling on the weekend. The campus will be open on Tuesday, December 27, 2022; Wednesday, December 28, 2022; and Thursday, December 29, 2022. As stated in Board Policy 2:10.050, the Board of Trustees reserves the right to designate additional days that the College will be closed.

The Administration recommends that the Board of Trustees close Rock Valley College on Tuesday, December 27, 2022; Wednesday, December 28, 2022; and Thursday, December 29, 2022, and designate

those days as additional paid days off for employees scheduled to work. Members of the Fraternal Order of Police (FOP) and Support Staff Association (SSA) who are required to work on any of those days to keep the campus safe and secure will be paid in accordance with their respective collective bargaining agreements, treating compensation for those days as a campus closure day. Discussion ensued.

Trustee Crystal Soltow joined the Board of Trustees Committee of the Whole meeting via telephone at 6:29 p.m.

4. RVC Foundation Memorandum of Understanding (MOU) Update

Ms. Brittany Freiburg, chief development officer, presented the MOU Update between RVC and RVC Foundation. Ms. Freiburg stated that the Rock Valley College Foundation solicits, receives, manages, and dedicates funds and property for the use and benefit of Rock Valley College and to support its educational mission. The Foundation has provided valuable support to Rock Valley College and its students, and Rock Valley College has provided personnel and other administrative support to permit the Foundation to carry out its charitable purposes. Rock Valley College and the Foundation wish to continue this relationship and believe it is in the best interest of both parties to document the respective rights, responsibilities, and obligations of Rock Valley College and the Foundation as stated in the updated Memorandum of Understanding. Both parties shall review the memorandum on a biennial basis. The RVC Foundation will initiate the review in December of each even-numbered year. The review process will be completed by the College and the Foundation by February of the year immediately following. Through the biennial review process, both parties intend that there shall not be a reduction in the in-kind support and/or dollar amount of the College's financial support for the Foundation's operational needs from that specified in Board Report #7894 dated January 25, 2022.

The Administration recommends that the Board of Trustees approves the updated MOU between RVC and the RVC Foundation. Discussion ensued.

5. RVC Foundation Fundraising Agreement - Athletics

Ms. Freiberg presented the Fundraising Agreement between the RVC Foundation and RVC's Athletic Department. Ms. Freiberg stated that the RVC Foundation met with RVC's Athletic Director, Darin Monroe, and RVC's Booster Club President, Duey Hoff, regarding funding opportunities within RVC's Athletic Department. The RVC Foundation believed that the RVC Athletic Department was an opportunity to increase the College's support through strategic and targeted efforts toward donor prospects. The agreement's purpose is to clearly outline the roles and responsibilities of each department playing an active role in the execution of the campaign. The agreement shall remain in effect for the first four years of RVC's transition to Division II of the National Junior College Athletic Association (NJCAA), effective July 27, 2022, and will be jointly reviewed by both parties during the academic year of 2024 – 2025. A fee of 6.0% will be assessed to all individual and organization donor dollars donated to the RVC Athletic department as part of the Foundation's Administration Fee Policy. All fees shall be applied to the unrestricted fund's line item of the RVC Foundation budget to support the ongoing expenses of the RVC Foundation. Discussion ensued.

6. Board Policy 3:10.030 Access to Personnel Files

Mr. Handley presented the Board Policy 3:10.030, Access to Personnel Files. Mr. Handley stated that Board Policy 3:10.030 currently states that employees may examine items in their personnel file with a 24-hour written notice to the Vice President of Human Resources or designee. The Illinois Personnel Records Review Act states that an employer shall provide an employee with an inspection opportunity. The inspection will be within seven working days after the employee makes the request, or if the employer can reasonably show that such a deadline cannot be met, the employer shall have an additional seven days to comply.

The Administration recommends that the Board of Trustees approves a temporary suspension of Board Policy 1:10.080, Amendments and Adoption of Board Policies to waive the requirement of two readings of this board policy revision and that the Board of Trustees approves the amendment to Board Policy 3:10.030 to comply with the Illinois Personnel Records Review Act. Discussion ensued.

7. Board Policy 3:30:150 Bereavement Leave– First Reading

Mr. Handley presented the Board Policy 3:30.150, Bereavement Leave. Mr. Handley stated that RVC has an existing board policy for Bereavement Leave in accordance with the Child Bereavement Leave Act. On June 9, 2022, the Governor of Illinois signed Public Act 102-1050 (SB3120), which amends the Child Bereavement Act, effective January 1, 2023. The newly signed law changes the Act’s title to “Family Bereavement Leave Act.” It expands the requirement to provide leave to additionally include the event of a miscarriage, an unsuccessful round of intrauterine insemination or an assisted reproductive technology procedure, a failed adoption match or adoption that is not finalized because it is contested by another party, a failed surrogacy agreement, a diagnosis that negatively impacts pregnancy or fertility, or a stillbirth. The applicable healthcare provider or adoption or surrogacy organizations will be required to complete a form created by the Illinois Department of Labor, certifying that one of the preceding events has occurred.

The Administration recommends that the Board of Trustees approves a temporary suspension of Board Policy 1:10.080, Amendments and Adoption of Board Policies, waive the requirement of two readings of this board policy revision, and support the revision of Board Policy 3:30.150, Bereavement Leave, to comply with the Family Bereavement Leave Act Effective January 1, 2023. Discussion ensued.

6. Repeal Board Policy 4:10.180 Communicable Disease, Students – First Reading

Mr. Handley presented the Repeal of Board Policy 4:10.180; Communicable Disease, Students. Mr. Handley stated that on August 25, 2009, the Rock Valley College Board of Trustees approved and enacted Board Policy 2:20.080, “Communicable Diseases,” which applies to RVC staff, students, and the community. Policy 2:20.080 was subsequently revised on April 8, 2014. Administrative Procedures for Policy 2:20.080 were implemented on March 12, 2020, and changed on September 1, 2021.

On April 8, 2014, the Board adopted Policy 4:10.180, “Communicable Diseases, Students,” which only applies to College students. Board Policy 4:10.180 was never revised and had no Administrative Procedures. Board Policy 4:10.180 should be repealed because Board Policy 2:20.080 already addresses communicable diseases concerning students, thus making Policy 4:10.180 redundant as to the subject matter. Further, Policy 4:10.180 is outdated and inconsistent with Policy 2:20.080 and its updated Administrative Procedures.

The Administration recommends that the Board of Trustees repeal Board Policy 4:10.180, under Board Policy 1:10.080, through a unanimous vote of all voting Board members. Discussion ensued.

7. RVC College Events Calendar

Mr. Handley presented the RVC on-campus events calendar for October, November, and December 2022. Discussion ensued.

New Business / Unfinished Business

New Business: Dr. Spearman stated that the Board Retreat would take place on January 28, 2023, at 8:30 a.m., via Zoom. Dr. Spearman asked if anyone would not be able to attend. Trustee Soltow stated she could not attend, and Student Trustee Russell was not sure he would be able to attend but would confirm via email.

Unfinished Business: Dr. Spearman asked if any trustees would be attending the governance training on November 30, 2022, through December 2, 2022. None of the trustees indicated that they would attend. Discussion ensued.

Adjourn to Closed Session

At 7:00 p.m., a motion was made by Trustee Trojan, seconded by Trustee Kearney, to adjourn to closed session to discuss: 1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting in accordance with Section 2 (c) (1); and/or 2) Collective negotiating matters per Section 2 (c) (2); and/or 3) The purchase or lease of real property for the use of the public body per Section 2 (c) (5), all in accordance with the Illinois Open Meetings Act. The motion was approved by a unanimous roll call vote.

Reconvene Open Session

At 7:50 p.m., a motion was made by Trustee Nelson, seconded by Trustee Gorski, to adjourn the closed session and reconvene to the open session. The motion was approved by a unanimous roll call vote. No action was taken as a result of the closed session.

Next Regular Board of Trustees Meeting

The next Regular Board of Trustees meeting will be held on December 13, 2022, at 5:15 p.m. virtually via teleconference.

Next Committee of the Whole Meeting

The next Committee of the Whole meeting will be held on January 10, 2023, at 5:15 p.m. virtually via teleconference.

Adjourn

At 7:52 p.m., a motion was made by Trustee Cudia, seconded by Trustee Trojan, to adjourn the meeting. The motion was approved by a unanimous roll call vote.

Submitted by: Tracy L. Luethje

Robert Trojan, Secretary

Gloria Cudia, Chairperson

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

**ROCK VALLEY COLLEGE BOARD OF TRUSTEES REGULAR MEETING
5:15 p.m., December 13, 2022**

MINUTES

On December 8, 2022, Governor Pritzker issued the thirty-seventh Gubernatorial Disaster Proclamation for all counties in the State of Illinois. Due to the COVID-19 health pandemic, Howard J. Spearman, Ph.D., president of Rock Valley College, has determined that an in-person meeting is not practical, prudent or feasible based on the Disaster Proclamation. Pursuant to Section 7 (e) (4) of the Open Meetings Act (5 ILCS120/7(e) (4), this meeting will be held without the physical presence of a quorum at the meeting location.

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

Access to the Regular Board of Trustees meeting is provided via teleconference online via <https://rockvalleycollege-edu.zoom.us/j/93574659638?pwd=VTdxamowRmhOdWJlYTlsS0hUUUtDOT09> or by phone at 312-626-6799 using Meeting ID 935 7465 9638; Passcode: 469682. The meeting will include an opportunity for public comment. Members of the public may submit their public comment to RVC-BoardPC@rockvalleycollege.edu by 3:15 p.m. on December 13, 2022. Public comments will be announced during the public comment portion of the meeting.

Call to Order

The Regular meeting of the Board of Trustees of Community College District No. 511, Winnebago, Boone, DeKalb, McHenry, Ogle, and Stephenson Counties, Illinois, convened remotely via teleconference on Tuesday, December 13, 2022. The meeting was called to order by Vice Chair Ms. Gloria Cudia at 5:15 p.m.

Roll Call

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

Ms. Gloria Cudia
Mr. Paul Gorski

Mr. Bob Trojan
Ms. Lynn Kearney

The following trustees were absent at roll call: Mr. Jarid Funderburg, Student Trustee Ryan Russell, Mr. John Nelson, Ms. Crystal Soltow.

Trustee Nelson arrived at 5:30 p.m. Trustee Soltow arrived at 6:20 p.m.

Also in attendance: Dr. Howard Spearman, President; Mr. Jim Handley, Vice President Human Resources; Ms. Ellen Olson, Vice President Finance/Chief Financial Officer; Ms. Heather Snider, Vice President Institutional Effectiveness and Communications; Dr. Patrick Peyer, Vice President Student Affairs; Mr. Keith Barnes, Vice President Equity and Inclusion; Mr. Rick Jenks, Vice President Operations/Chief Operations Officer; Dr. Hansen Stewart, Vice President Industry Partnerships and Community Engagement; Ms. Jennifer Thompson, Executive Director College Communications; Ms. Ann Kerwitz, Assistant to the President; Ms. Betsy Saucedo, Interim Assistant to the President; Attorney Matthew Gardner, Robbins Schwartz.

Communications and Petitions (Public Comment)

No public comments were received.

Recognition of Visitors

There were no visitors to be recognized.

Recess to Truth-in-Taxation Hearing

TRUTH-IN-TAXATION HEARING

1. Open Hearing
 2. Presentation by Vice President of Finance/Chief Financial Officer – Ms. Ellen Olson
 3. Receive Oral Testimony from the Public, if any
 4. Close Hearing
-

The Truth-in-Taxation Hearing for Rock Valley College was called to order by Vice Chair Gloria Cudia at 5:18 p.m. on Tuesday, December 13, 2022. The Hearing was held remotely via Zoom due to the Disaster Proclamation issued December 8, 2022 by Illinois Governor J.B. Pritzker.

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

Ms. Gloria Cudia
Mr. Bob Trojan

Mr. Paul Gorski
Ms. Lynn Kearney

The following members of the Board of Trustees were absent: Mr. Jarid Funderburg, Mr. John Nelson, Ms. Crystal Soltow; Student Trustee Ryan Russell.

Also in attendance: Dr. Howard Spearman, President; Mr. Jim Handley, Vice President Human Resources; Ms. Ellen Olson, Vice President Finance/Chief Financial Officer; Ms. Heather Snider, Vice President Institutional Effectiveness and Communications; Dr. Patrick Peyer, Vice President Student Affairs; Mr. Keith Barnes, Vice President Equity and Inclusion; Mr. Rick Jenks, Vice President Operations/Chief Operations Officer; Dr. Hansen Stewart, Vice President Industry Partnerships and Community Engagement; Ms. Jennifer Thompson, Executive Director College Communications; Ms. Ann Kerwitz, Assistant to the President; Ms. Betsy Saucedo, Interim Assistant to the President; Attorney Matthew Gardner, Robbins Schwartz.

Vice President / Chief Financial Officer Ms. Ellen Olson explained that the tax levy is one of the three primary sources of funding for Rock Valley College; the other two are Student Tuition and Fees, and the State of Illinois. For Fiscal Year 2023, Rock Valley College has the fourth lowest tuition rate in the state at \$120.00 per credit hour. However, by statute, tuition could be as high as \$189.75 based on the Certification of Chargeback for Fiscal Year 2022.

Olson also confirmed that the tax levy has not changed since reviewed at the October 25, 2022 regular Board meeting, and the Notice required by state statute was published in three newspapers within 14 days of the Truth-in-Taxation Hearing. In addition, notice has been posted since November 28, 2022 on the doors of Building E and the Support Services Building on the main campus.

Olson confirmed that 1) The levy request is based on an assumed six percent increase in Equalized Assessed Value (EAV); 2) The Education (\$16,294,608) and Operations and Maintenance levy (\$2,833,845) is maintaining the same levy rate as in previous years; 3) The tax levy request under Tort is \$1,570,000 for Insurance and Tort/Risk Management, \$430,000 for Social Security. The tax levy request is \$64,000 for the Audit Fund, and \$1,500,000 for Protection, Health and Safety. The Bond and Interest levy request of \$11,495,033 is for the bond and interest payment schedule that has been previously submitted to the District's six counties. The overall tax rate is projected to increase by 0.0289 from 0.4537 to 0.4826. The total levy amount is \$37,187,486.

Vice Chair Cudia noted that anyone who would like to speak at the public hearing and present testimony to the taxing district was to email RVC-BoardPC@rockvalleycollege.edu by 3:15 p.m. on December 13, 2022. Ms. Olson confirmed that the College did not receive any comments from the public.

On a motion by Trustee Trojan, seconded by Trustee Kearney, and unanimous roll call vote, the Truth-in-Taxation Hearing was closed at 5:21 p.m.

Reconvene Open Meeting

At 5:21 p.m., Vice Chair Gloria Cudia announced that the Truth-in-Taxation Hearing was closed and the regular meeting would be reconvened.

General Presentations

There were no general presentations.

Approval of Minutes

A motion was made by Trustee Kearney, seconded by Trustee Gorski, to approve the minutes of the October 11, 2022 Committee of the Whole meeting and the October 25, 2022 Regular meeting. There was no discussion. The motion was approved by unanimous roll call vote.

Action Items

1. BR 7990 – Claims Sheet – October 2022

The Board Report reads in part: It is recommended that the Board of Trustees approves the claims sheets from the Ellucian check register for the period from October 1, 2022 to October 31, 2022. The total is \$1,489,896.31.

A motion was made by Trustee Gorski, seconded by Trustee Kearney, to approve Board Report 7990. There was no discussion. The motion was approved by unanimous roll call vote.

2. BR 7991 – Claims Sheet – November 2022

The Board Report reads in part: It is recommended that the Board of Trustees approves the claims sheets from the Ellucian check register for the period from November 1, 2022 to November 30, 2022. The total is \$1,596,287.10.

A motion was made by Trustee Gorski, seconded by Trustee Kearney, to approve Board Report 7991. There was no discussion. The motion was approved by unanimous roll call vote.

3a. BR 7992-A – Purchase Report-A – FY2023 Amendments

The Board Report reads in part: It is recommended that the Board of Trustees approves the marked items for purchase on Board Report 7992-A, Purchase Report-A.

\$ Not to Exceed	144,375.00	A. OEM Architects, Belvidere, IL
\$ Not to Exceed	35,000.00	B. City of Rockford, Rockford, IL
\$ Not to Exceed	102,650.00	C. Sikich LLC, Naperville, IL
\$ Not to Exceed	44,000.00	D. Johnson Control Fire Protection, Palatine, IL
\$	11,000.00	E. Steiner Electric, Loves Park, IL
\$	9,000.00	F. Lift Works, Rockford, IL

2b. BR 7992-B – Purchase Report-B – FY2023 Purchases

The Board Report reads in part: It is recommended that the Board of Trustees approves the marked items for purchase on Board Report 7992-B, Purchase Report-B.

\$	30,357.00	A. Frontline Education, Malvern, PA
\$	24,000.00	B. Northern Illinois University, DeKalb, IL
\$	10,833.00	C. American Association of Community Colleges, Baltimore, MD
\$	23,870.00	D. Bergstrom Chevrolet, Middleton, WI
	24,591.00	Zimbrick, Middleton, WI
	12,560.24	Hyundai On Perryville, Rockford, IL
\$	15,108.00	E. Barnes & Noble Education, Basking Ridge, NJ
\$ Not to Exceed	12,000.00	F. Master Building Solutions, Madison, WI
\$ Not to Exceed	13,000.00	G. Bennies Dry Cleaning & Laundry Services, Rockford, IL
\$ Not to Exceed	50,000.00	H. MSC Industrial Supply Company, Machesney Park, IL
\$	1,444,900.00	I. Mechanical Inc., DBA Helm Mechanical, Freeport, IL
\$	34,906.00	J. Kunes, Elkhorn, WI
	35,221.00	Kunes, Elkhorn, WI
	34,283.24	Harvard Ford, Harvard, IL
	35,758.24	Gerald Ford, N. Aurora, IL
	35,082.74	Fox Ford Lincoln, Chicago, IL

A motion was made by Trustee Gorski, seconded by Trustee Kearney, to approve both Board Report 7992-A and Board Report 7992-B. There was no discussion. The motion was approved by unanimous roll call vote.

3. BR 7993 – Fiscal Year 2022 Comprehensive Annual Financial Audit Report

The Board Report reads in part: It is recommended that the Board of Trustees accepts the Fiscal Year 2022 Comprehensive Annual Financial Audit Report prepared by the independent auditing firm of Sikich, LLP.

A motion was made by Trustee Trojan, seconded by Trustee Gorski, to approve Board Report 7993. There was no discussion. The motion was approved by unanimous roll call vote.

4. BR 7994 – Summary of Fiscal Year 2023 Estimated Revenues by Source for Community College District No. 511, Winnebago, Boone, DeKalb, McHenry, Stephenson, and Ogle Counties, Illinois (Rock Valley College)

The Board Report reads in part: It is recommended that the Board of Trustees approves the Summary of Fiscal Year 2023 Estimated Revenues by Source for Rock Valley College and requests that Ellen K. Olson, the Treasurer for the College, sign the attached report.

A motion was made by Trustee Trojan, seconded by Trustee Gorski, to approve Board Report 7994. There was no discussion. The motion was approved by unanimous roll call vote.

5. BR 7995 – Levy Year 2022 Estimated Taxes Required and Certificate of Compliance for Truth-in-Taxation Hearing

The Board Report reads in part: It is recommended that the Board of Trustees approves the following estimates for the amount of taxes necessary to be raised by taxation for the year 2022 as follows:

Educational Purposes – Fund 01	\$16,294,608
Operations and Maintenance Purposes – Fund 02	2,833,845
Protection, Health, Life, or Safety – Fund 03	1,500,000
Financial Audit Purposes – Fund 11	64,000
Liability Protection Settlement Fund – Fund 12	
Liability Insurance/Tort & Risk Management	1,570,000
Social Security and Medical Insurance	430,000
Total Tax Levy	\$22,692,453

A motion was made by Trustee Trojan, seconded by Trustee Gorski, to approve Board Report 7995.

Chief Financial Officer Olson confirmed that the College advertised the tax levy appropriately and extensively. Trustees Trojan and Kearney added that they do not recall anyone ever making comments on RVC's tax levy.

The motion was approved by unanimous roll call vote.

At 5:30 p.m., Trustee Nelson joined the meeting.

6. BR 7996 – College Closure – December 27, 28 and 29, 2022

The Board Report reads in part: It is recommended that the Board of Trustees will close Rock Valley College on Tuesday, December 27, 2022; Wednesday, December 28, 2022; and Thursday, December 29, 2022, and designate those days as additional paid days off for employees scheduled to work. Members of the Fraternal Order of Police (FOP) and Support Staff Association (SSA) who are required to work on any of those days to keep the campus safe and secure will be paid in accordance with their respective collective bargaining agreements, treating compensation for those days as a campus closure day.

A motion was made by Trustee Gorski, seconded by Trustee Kearney, to approve Board Report 7996. There was no discussion. The motion was approved by unanimous roll call vote.

7. BR 7997 – Personnel Report

The Board Report reads in part: It is recommended that the Board of Trustees approves the personnel items listed on Board Report 7997.

A motion was made by Trustee Kearney, seconded by Trustee Trojan, to approve Board Report 7997. There was no discussion. The motion was approved by unanimous roll call vote.

8. BR 7998 – Academic Calendar for 2024-2025

The Board Report reads in part: It is recommended that the Board of Trustees approves the Academic Calendar for 2024-2025.

A motion was made by Trustee Trojan, seconded by Trustee Kearney, to approve Board Report 7998. There was no discussion. The motion was approved by unanimous roll call vote.

9. BR 7999 – Memorandum of Understanding Between Rock Valley College and the Rock Valley College Foundation

The Board Report reads in part: It is recommended that the Board of Trustees approves the updated Memorandum of Understanding between Rock Valley College and the Rock Valley College Foundation. **Attorney Reviewed.**

A motion was made by Trustee Trojan, seconded by Trustee Gorski, to approve Board Report 7999. There was no discussion. The motion was approved by unanimous roll call vote.

10. BR 8000 – Fundraising Agreement Between the Rock Valley College Foundation and Rock Valley College's Athletic Department

The Board Report reads in part: It is recommended that the Board of Trustees approves the fundraising agreement between the Rock Valley College Foundation and Rock Valley College's Athletic Department.

A motion was made by Trustee Trojan, seconded by Trustee Nelson, to approve Board Report 8000. There was no discussion. The motion was approved by unanimous roll call vote.

**11. BR 8001 – Board Policy 3:10.030 - Access to Personnel Files (Two Readings Waived)
TABLED to next meeting**

The Board Report reads in part: In accordance with Board Policy 1:10.070 (Board Policies), Section 3 Suspension, it is recommended that the Board of Trustees approves a temporary suspension of Board Policy 1:10.080, Amendments and Adoption of Board Policies, and waives the requirement of two readings of this board policy revision.

It is recommended that the Board of Trustees approves the amendment to Board Policy 3:10.030 to comply with the Illinois Personnel Records Review Act. **Attorney Reviewed.**

A motion was made by Trustee Kearney, seconded by Trustee Trojan, to approve Board Report 8001.

During the discussion period, Trustee Kearney asked Attorney Gardner why the board policy was changed. In response, Attorney Gardner confirmed it had been legally reviewed, although not by him, but the need to allow more time to respond to FOIA requests may have triggered the change. President Spearman added that this revised board policy will bring the College into compliance with current legislation, the Personnel Record Review Act (820 ILCS 40/). Trustee Kearney indicated she will vote no until she sees the administrative procedures, and Trustee Nelson agreed.

Attorney Gardner pointed out that administrative procedures are not incorporated with the board policies and are kept separate so they can be adjusted, if needed. President Spearman added that the Board has not approved administrative procedures in the past, and this is the normal process. Vice President of Human Resources Jim Handley explained that all board policies and administrative procedures are viewable by employees and the public on the RVC web site or on the internal Quarry. He added that the current board policy requirement of a 24-hour written notice is outdated, and the goal of the revised policy is to ensure compliance with current law.

Following discussion, Trustee Nelson made a motion, seconded by Trustee Gorski, to table Board Report 8001 until the next meeting. The motion was approved by unanimous roll call vote.

12. BR 8002 – Board Policy 3:30.150– Bereavement Leave (Two Readings Waived)

The Board Report reads in part: In accordance with Board Policy 1:10.070 (Board Policies), Section 3 Suspension, it is recommended that the Board of Trustees approves a temporary suspension of Board Policy 1:10.080, Amendments and Adoption of Board Policies, and waives the requirement of two readings of this board policy revision.

It is recommended that the Board of Trustees approves the revision of Board Policy 3:30.150 Bereavement Leave to comply with the Family Bereavement Leave Act effective January 1, 2023. **Attorney Reviewed.**

A motion was made by Trustee Kearney, seconded by Trustee Gorski, to approve Board Report 8002. There was no discussion. The motion was approved by unanimous roll call vote.

13. BR 8003 – Repeal of Board Policy 4:10.180 – Communicable Diseases, Students First Reading

The Board Report reads in part: It is recommended that the Board of Trustees approves the repeal of Board Policy 4:10.180 Communicable Diseases, Students.

Vice President Human Resources Jim Handley confirmed that the repeal of this board policy is to eliminate redundancy. Because this is a first reading, no vote is required.

14. BR 8004 – Closed Session Minutes Through October 2022

The Board Report reads in part: At the request of the Board of Trustees, Attorney Joseph Perkoski (in consultation with the Board's chair) has made a review of said closed meeting minutes and recommends the Board of Trustees approves the following.

1. That the minutes of the closed session meetings of March 8, 2022 through October 25, 2022 shall be approved.
2. That the need for confidentiality still exists for the closed meeting minutes for the period of March 8, 2022 through October 25, 2022.
3. That the verbatim recordings shall be maintained pursuant to an existing litigation hold on College records.
4. That minutes identified in this document shall continue to be confidential until further action of the Board of Trustees.
5. That the Board's legal counsel shall, after consulting with the Board's chair, have the ability to review any closed session meeting minutes that the Board previously approved to remain confidential, to respond to any Freedom of Information Act request, litigation discovery requests, or as otherwise required by court order, and to produce any said closed session meeting minutes or parts thereof where the need for confidentiality no longer exists.

A motion was made by Trustee Nelson, seconded by Trustee Kearney, to approve Board Report 8004. There was no discussion. The motion was approved by unanimous roll call vote.

Other Business

1. **New Business**
There was no new business.
2. **Unfinished Business**
There was no unfinished business.

Updates / Reports

1. President's Update

President Spearman expressed his appreciation for Chairman Funderburg, the Board of Trustees, his Leadership Team, and the Golden Eagles family. He also noted the following accomplishments during the past year.

- Opened the Advanced Technology Center (ATC) in Boone County and celebrated a ribbon-cutting event
- Awarded a degree or certificate to approximately 1,600 students in FY2022 and returned Commencement to an in-person ceremony
- Increased the quality of professional development days for employees
- Developed and supported initiatives like DEI Symposiums and Doctoral Dissertation Dialogues
- Hosted Employee Appreciation events and the ATC Open House
- Partnered with AAR and The Workforce Connection to receive a CRJ200 airplane
- Transitioned to Division II Athletics
- Celebrated Men's and Women's Bowling championships
- Celebrated local and regional Theater Recognitions
- Successfully completed our RVCStrong fundraising campaign
- The Board participated in a Diversity, Equity and Inclusion training

2. Leadership

- Dr. Stewart noted that 11 students are enrolled in the second CNC cohort at the ATC and provided an update on employment opportunities for students. He added that RVC has entered into a partnership with SkyWest for an aviation maintenance career pathway for RVC students.
- Dr. Patrick Peyer made several announcements regarding student activities. 1) Nearly 200 students and guests attended the International Showcase held November 18. 2) Members of the bowling teams received their 2022 national championship rings at a ceremony held November 22. 3) Thank you to Robbins Schwartz for sponsoring the Athletics Hall of Fame Induction ceremony held December 2. 4) The first post-COVID Rumble in the Rock basketball tournament will be held January 7, 2023 in the Physical Education Center.
- Vice President Jim Handley commented that nearly 200 employees attended an employee appreciation event held December 1, partially sponsored by Blue Cross Blue Shield. Nearly 24 contestants competed in the ugly sweater contest, including RVC Mascot Arvee. First prize was won by Vonnie Busker, manager of continuing education.
- Vice President Keith Barnes commented that trustees have received a DEI rack card for the 2023 DEI events calendar. The DEI staff will host a Martin Luther King event on January 19, 2023. His team also reached their goal of having 100 employees complete the Intercultural Development Inventory (IDI). The first cohort completion ceremony was held December 5. Mr. Barnes also thanked his staff for their efforts organizing and delivering those events and congratulated Deb Gilster, who received her ADA Coordinator certification.

Trustee Gorski asked if the College offers any specific DEI or ADA courses. Mr. Barnes commented that faculty have this imbedded in curriculum and in many courses,

but he would be interested in possibly offering some to the community. President Spearman confirmed that no formal DEI/ADA courses are offered at the present time.

At 6:20 p.m. Trustee Soltow joined the meeting

- Vice President Heather Snider provided several updates. 1) The Winterim session has exceeded its enrollment goal, spring is at 89% to goal. The year-long enrollment goal is at 91%, and we're trending to meet the annual goal (goal is equal to the budget). Spring classes begin January 14, 2023 for weekend classes and January 17, 2023 for weekday classes. Students have 14 days to adjust their schedule and can register up to the first day of class. 2) The Marketing and Communications team has won a Silver Medallion award for the "Follow Your Dreams" commercial airing on broadcast media. The commercial has also been translated into Spanish and is airing on several Hispanic networks. 3) The Boone County Community Foundation has awarded a \$5,000 grant to the College to support the purchase of a training welder for use in manufacturing summer programs for middle and high school students to be held at the ATC. 4) December 16 is National Ugly Sweater Day, and RVC Facebook will feature the ugly sweaters worn at the employee appreciation event held earlier this month.
- Chief Financial Officer Ellen Olson commented that the regional chapter of the Association of Fundraising Professionals honored the Goellner Family Foundation as its 2022 Outstanding Organization. Ten members of the family, many of whom are RVC alumni, attended the event to receive this coveted award. The Goellner family has donated \$200,000 through the RVCStrong campaign for ATC scholarships.
- Vice President Rick Jenks explained that the pipe issue under the ERC steps has been repaired. Contractors are in the process of re-pouring the steps before it gets too cold.

3. ICCTA Report (Illinois Community College Trustees Association)

Trustee Nelson noted that he will have a report on the ACCT conference in New York City that he attended in October with Jarid Funderburg, Gloria Cudia, and Dr. Spearman. He also reported on the Illinois Community College Trustees Association conference that he attended November 11-12. Topics discussed include: college initiatives for economic development, some colleges are concerned they may have to close or consolidate; the status of Truck Driver Training as a viable program (one of the colleges found their Truck Driver Training graduates do not stay in the industry); trustees must look to the future and determine demand; colleges need to contact manufacturers and get them involved. Nelson indicated that he serves on the ICCTA Finance Committee and noted there may be a dues increase. He also serves on the Diversity Committee and the Legislative Committee, and provided an update on changes in the state legislature.

4. Trustee Comments

- Trustee Trojan thanked Board members for a most cooperative year with each other and the administration. Merry Christmas and Happy New Year to faculty, administration, and employees. He added that he has submitted his petitions to run for election in April.
- Trustee Kearney commented that she read the student trustee report and is amazed and appreciative of the various events held on campus for students. She wished everyone a healthy and happy holiday.
- Trustee Nelson agreed with Trustee Trojan, adding that it's a pleasure to serve on the Board. He added his holiday greetings and that the College has an excellent president and a hard-working staff.

- Trustee Gorski thanked the staff for their hard work and reminded all to get the word out to younger people, as early as middle school, about the mission of RVC, as students receive emotional, financial and social support that will help them overcome hurdles.
- Trustee Soltow commented that she is involved in the Belvidere community and many people have good things to say about the ATC and RVC. She agrees with the need to reach the younger generation and recommends the College hold another open house at the ATC and consider sponsoring middle school trips to visit the ATC.
- Trustee Cudia commented that she agreed with all previous comments and wished everyone Feliz Navidad and a wonderful holiday.

5. Student Trustee Report

Although Student Trustee Russell was not available, the Student Trustee report is part of the meeting packet.

6. RVC Foundation Liaison Report

Trustee Trojan commented that the Foundation Donor and Recipient Luncheon was held November 4 with 199 attendees. The RVCStrong campaign exceeded its goal. The annual faculty/staff giving campaign resulted in 122 contributors compared to 99 last year. The Foundation received 411 scholarship applications and awarded a record-breaking \$450,000 to 252 recipients.

7. Freedom of Information Act (FOIA) Report

The FOIA report was accepted as presented.

Closed Session

At 6:53 p.m., a motion was made by Trustee Trojan, seconded by Trustee Nelson, to adjourn to closed session to discuss 1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees per Section 2 (c) (1); and/or 2) Collective negotiating matters per Section 2 (c) (2); and/or 3) The purchase or lease of real property for the use of the public body per Section 2 (c) (5), all in accordance with the Illinois Open Meetings Act.

The motion was approved by unanimous roll call vote.

Reconvene Open Session

At 8:05 p.m., a motion was made by Trustee Kearney, seconded by Trustee Nelson, to adjourn the closed session and return to open session. The motion was approved by unanimous roll call vote. No action was taken as a result of closed session.

Next Meeting

The next Committee of the Whole meeting will be held Tuesday, January 10, 2023 at 5:15 p.m. The meeting will be held virtually via teleconference or in person in the Performing Arts Room (PAR, Room 0214) located in the Educational Resource Center on the main campus as Illinois statute permits.

The next Regular meeting will be held Tuesday, January 24, 2023 at 5:15 p.m. The meeting will be held virtually via teleconference or in person in the Performing Arts Room (PAR, Room 0214) located in the Educational Resource Center on the main campus as Illinois statute permits.

The Board of Trustees retreat will be held Saturday, January 28, 2023 at 8:30 a.m. The meeting will be held virtually via teleconference or in person in the Performing Arts Room (PAR, Room 0214) located in the Educational Resource Center on the main campus as Illinois statute permits.

Adjournment

At 8:09 p.m., a motion was made by Trustee Kearney, seconded by Trustee Trojan, to adjourn the meeting. The motion was approved by unanimous vote.

Submitted by Ann Kerwitz.

Robert Trojan, Secretary

Gloria Cudia, Vice-Chairperson

Claims Sheet

Recommendation:

It is recommended that the Board of Trustees approves the claims sheets from the Ellucian check register for the period from December 1, 2022 to December 31, 2022.

The total is \$ 2,476,962.90.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Purchase Report-A – FY2023 Amendments

Recommendation: Board approval for items marked with an asterisk

A. Supplies – (Other Capital Outlay: LED Upgrades)

Steiner Electric Loves Park IL

\$12,000.00*(1)

1. This amendment is for electrical fixtures and miscellaneous parts for all campus buildings. This amount includes capital expenses for the exterior lighting project and operational expenses. Operational expenses increased due to additional repairs to exterior lighting on Main Campus buildings and Stenstrom Center for Career Education (SCCE) that were a safety concern. This also includes the new Electric Vehicle (EV) Lab space at SCCE. This coupled with the increased cost of materials has caused the need for additional funds.

Original approved amount	\$20,000.00
1 st amended approval amount	\$11,000.00
2 nd amended approval amount requested	\$12,000.00
Total expenditure	\$43,000.00

Miscellaneous small commodity purchases / individual purchases under \$25,000.00 do not need to be bid pursuant to ILCS 805/33-21.1

FY2023 Capital Expense
Original Board Report BR #7938-F
1st Amended Board Report BR #7992-A

Purchase Report-A – FY2023 Amendments

B. Supplies – (Other Capital Outlay: LED Upgrades)

Lift Works Rockford IL **\$9,800.00*(1)**

1. This amendment is for lift rentals for miscellaneous projects at campus buildings. This amount includes capital expenses for the exterior lighting project and operational expenses. Operational expenses increased due to additional repairs to exterior lighting on Main Campus buildings and Stenstrom Center for Career Education (SCCE) that were a safety concern. This also includes a lift for the new Electric Vehicle (EV) Lab space at SCCE.

Original approved amount	\$20,000.00
1 st amended approval amount	\$9,000.00
2 nd amended approval amount requested	\$9,800.00
Total expenditure	\$38,800.00

Miscellaneous small commodity purchases / individual purchases under \$25,000.00 do not need to be bid pursuant to ILCS 805/33-21.1

FY2023 Capital Expense
Original Board Report BR #7938-F
1st Amended Board Report BR #7992-A

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Purchase Report-B – FY2023 Purchases

Recommendation: Board approval for items marked with an asterisk

A. Squad Car – (Operations & Maintenance Fund – RVC Police, Other Capital Outlay)

Morrow Brothers Ford Greenfield IL

\$44,985.00*(1)

1. This expense is for a 2022 Ford Police Interceptor. The Ford Police Interceptor is a specialty packaged vehicle that includes a suspension, electrical system, and a motor specifically designed for use by police departments. This price includes the factory-installed police equipment package that includes a light bar, spotlight, interior cage, and other police-specific equipment. The purchase was planned for FY2023; however, no vehicles were available. The dealership then notified the College that another police department decided not to take the vehicle they had ordered. The dealership offered it to the College under the current State of Illinois Bid #19-493ISP-ADMIN-B-8018 pricing. This vehicle will be a replacement of one of the older fleet vehicles.

FY23 Budgeted Expense

B. Software – (Maintenance Services Other IT Equipment – IT Administration)

SonicWall Inc. Milpitas CA

\$46,908.00*(2)

2. This expense is for the three-year renewal of the College's current firewall software. This software is used for security and management of traffic through the College's IT network. This three-year agreement will provide an overall cost savings of \$11,163.00.

FY23 Budgeted Expense

C. Supplies – (Instructional Supplies General: Path Grant, Instructional Equipment: Path Grant)

Pocket Nurse Monaca PA

\$20,000.00*(3)

3. In July 2022, the Projects for Assistance in Transition from Homelessness (PATH) Grant from the Illinois Community College Board (ICCB) awarded \$469,542.00 to the College to support healthcare education. These funds are to be used to purchase supplies and equipment. This expense is for a Blanket Order to purchase supplies needed for the new Medical Assistant, Certified Nursing, Nursing, Respiratory Care, Fire Science, and Emergency Medical Technician Programs.

This is exempt from bid under the Misc. small Commodity purchases; Not required to bid as individual (or collective) purchases do not exceed \$25,000 threshold in 110 ILCS 805/3-27.1.

FY23 Grant Expense

Purchase Report-B – FY2023 PurchasesD. Equipment – (Theater Stage Materials: Starlight Theatre)

Full Compass Systems Madison WI	\$12,540.00*(4)
Knight Sound & Lighting Stow OH	\$13,102.00
MainStage Milwaukee WI	\$14,832.00

4. This expense is for four (4) LED spotlights to replace four (4) aging incandescent style spotlights currently in use. The new spotlights are Digital Multiplex (DMX) compatible, enabling them to be programmed into the general light plot and specific cueing for the stage productions. These spotlights were originally ordered from another vendor in the spring of 2022; however, due to supply chain issues, the vendor could not fulfill the order. Currently, Full Compass Systems is the only vendor able to provide the spotlights.

FY23 Foundation Endowment Expense

E. Equipment – (Theater Stage Materials: Starlight Theatre)

Barbizon Lighting Company Chicago IL	\$12,008.00*(5)
Sweetwater Music Instruments & Pro Audio Fort Wayne IN	\$13,196.00
Sound Productions Irving TX	\$13,316.00

5. This expense is for four (4) LED movable fixtures that will be integrated into the theatre's relatively static lighting grid. They will replace the four (4) current broken/failing movable fixtures. These fixtures feature smart optical systems that maximize the output of 14,000 lumens and provide color-mixing while hung. They have 8-slot color wheels and feature an effects engine that includes motorized iris, frost, focus a 5-facet prism, and wide zoom ranging from 4 to 43 degrees.

FY23 Grant Expense

Purchase Report-B – FY2023 Purchases

F. Printing – (Print/Copy Commercial Services: Unrestricted/Non-Chargeback Postage unrestricted)

Meridian Loves Park IL

\$12,008.00*(6)

6. This expense is for the printing and mailing of the RVC Foundation’s annual appeal letters and postage.

FY23 Foundation Expense

G. Commencement Regalia – (Education Fund – Graduation and Commencement, Other Contractual Services)

Jostens Waterford WI

\$17,500.00*(7)

Oak Hall Salem VA

\$17,900.00

7. This expense is for the purchase and rental of graduation regalia, honor cords, and tassels for the 2023 Commencement ceremony. Keepsake gowns are purchased for students to retain. Gowns for trustees, faculty, and other attendees are rented. Pricing is based on an estimated 625 students and 130 faculty.

FY23 Budgeted Expense

Purchase Report-B – FY2023 Purchases

H. Insurance – (Supplemental Life: Insurance, Dental: Insurance, Long Term Disability: Insurance, Excess Life: Insurance)

Guardian El Paso TX

\$300,000.00*(8)

8. Effective January 1, 2023, Guardian became the provider for the College’s Group Dental and Basic Life Insurance as well as the employee optional insurance plans that include Accident, Critical Illness, Vision, Supplemental Life, and Accidental Death and Dismemberment. Employees pay 100% of the optional supplemental insurances; there is no subsidy payment for these insurances paid by the College. The College collects these amounts from the employees and passes them through to the vendor. The amount requested is based on the period from January 1, 2023 through June 30, 2023.

FY23 Budgeted Expense

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Purchase Report-B – FY2023 Purchases

Recommendation: Board approval for items marked with an asterisk

A. Squad Car – (Operations & Maintenance Fund – RVC Police, Other Capital Outlay)

Morrow Brothers Ford Greenfield IL

\$44,985.00*(1)

1. This expense is for a 2022 Ford Police Interceptor. The Ford Police Interceptor is a specialty packaged vehicle that includes a suspension, electrical system, and a motor specifically designed for use by police departments. This price includes the factory-installed police equipment package that includes a light bar, spotlight, interior cage, and other police specific equipment. The purchase was planned for FY2023; however no vehicles were available. The dealership then notified the College that another police department decided not to take the vehicle they had ordered. The dealership offered it to the College under the current State of Illinois Bid #19-493ISP-ADMIN-B-8018 pricing. This vehicle will be a replacement of one of the older fleet vehicles.

FY23 Budgeted Expense

B. Software – (Maintenance Services Other IT Equipment – IT Administration)

SonicWall Inc. Milpitas CA

\$46,908.00*(2)

2. This expense is for the three-year renewal of the College's current firewall software. This software is used for security and management of traffic through the College's IT network. This three-year agreement will provide an overall cost savings of \$11,163.00.

FY23 Budgeted Expense

C. Supplies – (Instructional Supplies General: Path Grant, Instructional Equipment: Path Grant)

Pocket Nurse Monaca PA

\$20,000.00*(3)

3. In July 2022, the Projects for Assistance in Transition from Homelessness (PATH) Grant from the Illinois Community College Board (ICCB) awarded \$469,542.00 to the College to support healthcare education. These funds are to be used to purchase supplies and equipment. This expense is for a Blanket Order to purchase supplies needed for the new Medical Assistant, Certified Nursing, Nursing, Respiratory Care, Fire Science, and Emergency Medical Technician Programs.

This is exempt from bid under the Misc. small Commodity purchases; Not required to bid as individual (or collective) purchases do not exceed \$25,000 threshold in 110 ILCS 805/3-27.1.

FY23 Grant Expense

D. Equipment – (Theater Stage Materials: Starlight Theatre)

Purchase Report-B – FY2023 Purchases

Full Compass Systems Madison WI	\$12,540.00*(4)
Knight Sound & Lighting Stow OH	\$13,102.00
MainStage Milwaukee WI	\$14,832.00

4. This expense is for four (4) LED spotlights to replace four (4) aging incandescent style spotlights currently in use. The new spotlights are Digital Multiplex (DMX) compatible, enabling them to be programmed into the general light plot and specific cueing for the stage productions. These spotlights were originally ordered from another vendor in the spring of 2022; however due to supply chain issues the vendor could not fulfill the order. Currently, Full Compass Systems is the only vendor able to provide the spotlights.

FY23 Foundation Endowment Expense

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Barbizon Lighting Company Chicago IL	\$12,008.00*(5)
Sweetwater Music Instruments & Pro Audio Fort Wayne IN	\$13,196.00
Sound Productions Irving TX	\$13,316.00

5. This expense is for four (4) LED movable fixtures that will be integrated into the theatre's relatively static lighting grid. They will replace the four (4) current broken/failing movable fixtures. These fixtures feature smart optical systems that maximize the output of 14,000 lumens and provide color-mixing while hung. They have 8-slot color wheels and feature an effects engine that includes motorized iris, frost, focus a 5-facet prism, and wide zoom ranging from 4 to 43 degrees.

FY23 Grant Expense

Purchase Report-B – FY2023 PurchasesF. Printing – (Print/Copy Commercial Services: Unrestricted/Non-Chargeback Postage unrestricted)**Meridian Loves Park IL****\$12,008.00*(6)**

6. This expense is for the printing and mailing of the RVC Foundation's annual appeal letters and postage.

FY23 Foundation Expense

G. Commencement Regalia – (Education Fund – Graduation and Commencement, Other Contractual Services)**Jostens Waterford WI****\$17,500.00*(7)**

Oak Hall Salem VA

\$17,900.00

7. This expense is for the purchase and rental of graduation regalia, honor cords, and tassels for the 2023 commencement ceremony. Keepsake gowns are purchased for students to retain. Gowns for trustees, faculty, and other attendees are rented. Pricing is based on an estimated 625 students and 130 faculty.

FY23 Budgeted Expense

H. Insurance – (Supplemental Life: Insurance, Dental: Insurance, Long Term Disability: Insurance, Excess Life: Insurance)**Guardian El Paso TX****\$300,000.00*(8)**

8. Effective January 1, 2023, Guardian became the provider for the College's Group Dental and Basic Life Insurance as well as the employee optional insurance plans that include Accident, Critical Illness, Vision, Supplemental Life, and Accidental Death and Dismemberment. Employees pay 100% of the optional supplemental insurances, there is no subsidy payment for these insurances paid by the College. The College collects these amounts from the employees and passes them through to the vendor. The amount requested is based on the period from January 1, 2023 through June 30, 2023.

FY23 Budgeted Expense

 Howard J. Spearman, Ph.D.
 President

Board Approval: _____
 Secretary, Board of Trustees

Personnel Report

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

A. APPOINTMENTS

Kenosha Holland, Dental Hygiene Faculty – Clinic Coordinator, Full-Time Faculty, Lane I, Step 5, \$63,508 effective August 13, 2022, through August 11, 2023. This is a 12-month position with a minimum workload of 40 hours per week for 43 weeks. (Revised)

B. DEPARTURES

Jasper Allgood, AVM Instructor, Full-Time Faculty, resigned effective December 8, 2022.

Maureen Taylor, Community Education Director, ADM, is retiring effective January 31, 2023.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

**Career Running Start Intergovernmental Agreement (IGA)
Rockford Public School District #205**

Background: Career Running Start is a new program that allows qualified students from Rockford Public School District #205 to attend Rock Valley College for their senior year of high school. Students take dual credit courses that meet the requirements for a high school diploma and a Rock Valley College certificate in Fundamentals of Mechatronics, Certified Manufacturing Associate, Industrial Welder, or 30 credits toward the Aviation Maintenance Program certificate. The Career Running Start program will be administered through the Early College office at Rock Valley College in conjunction with Rockford Public School District #205.

Students selected for Career Running Start need to be academically and socially ready for college. Career Running Start provides an opportunity for students to work toward a more challenging educational environment and excel both in high school and college. The Career Running Start program provides students with additional experiences to develop the independence and confidence needed to succeed beyond high school.

The financial arrangement between Rock Valley College and Rockford Public School District #205 requires the District to calculate the cost equivalent of tuition and fees with the assistance of the College for the courses taken per Career Running Start student and pay the College the cost associated with this tuition and fees calculation, not to exceed \$460,000 during the term of this agreement. There is no cost to the students, as RPS will cover all costs, including books, supplies, and fees. The District's financial assistance helps reduce the overall cost of college for students and their families.

Recommendation: It is recommended that the Rock Valley College Board of Trustees approves the Career Running Start Intergovernmental Agreement with Rockford Public School District #205, effective January 24, 2023, the date both parties approve and fully execute the IGA, and to expire June 30, 2024. The program will apply to classes beginning August 14, 2023.
Attorney Reviewed.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

**INTERGOVERNMENTAL AGREEMENT BETWEEN
BOARD OF EDUCATION OF ROCKFORD PUBLIC SCHOOL DISTRICT NO. 205,
BOONE-WINNEBAGO COUNTIES, ILLINOIS
AND
BOARD OF TRUSTEES OF ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 511,
WINNEBAGO COUNTY, ILLINOIS
FOR CAREER RUNNING START**

This Agreement is made and entered into by and between the Board of Education of Rockford Public School DISTRICT No. 205, Boone-Winnebago Counties, Illinois ("DISTRICT") and the Board of Trustees of Illinois Community COLLEGE DISTRICT No. 511, Winnebago County, Illinois ("COLLEGE") (together, the Parties") in the exercise of their intergovernmental cooperation powers under the Illinois Constitution of 1970, and the Illinois Intergovernmental Cooperation Act and their respective powers under the School Code and the Public Community COLLEGE Act.

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

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

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

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

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

Section 1 Incorporation of Preamble Recitals

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

BOARD APPROVED

DEC 13 2022

Rockford Public Schools

Section 2 Implementation of Career Running Start

DISTRICT and COLLEGE agree to collaborate to implement Career Running Start as a joint program, administered jointly by Rock Valley COLLEGE and Rockford Public Schools, subject to the following terms and conditions.

- A. The Parties intend to establish and offer Career Running Start to provide eligible DISTRICT students with instruction at COLLEGE during their senior year of high school in satisfaction of:
- 1) DISTRICT'S requirements for earning a high school diploma.
 - 2) COLLEGE'S requirements for earning the following:
 - 1 CR – STU-100 Planning for Success, **AND**
 - 16 CR – RVC Fundamentals of Mechatronics Certificate #8710, **OR**
 - 12 CR – TVC Certified Manufacturing Associate Certificate #8840; 3 CR – MET 133 Graphics/Solidworks I, **OR**
 - 16 CR – RVC Industrial Welder Certificate #8290, **OR**
 - 30 CR Completed towards RVC Aviation Maintenance Program Certificate #7201 (76 CR required total)
- B. Any DISTRICT student interested in Career Running Start will meet with a DISTRICT high school counselor to discuss whether they meet the pre-selection criteria set forth in the Career Running Start Program Process Procedures (Appendix A). If an Interested DISTRICT student meets said pre-selection criteria, they will follow the application process set forth in the Career Running Start Procedures to Fulfill Qualifications and Admissions (Appendix B).
- C. This Agreement does not cover those students who are not recruited by and identified by the DISTRICT to participate in the Career Running Start program.
- D. Instruction for DISTRICT students accepted into Career Running Start shall be provided by COLLEGE, which shall charge the DISTRICT the cost equivalent of in-district tuition and fees for courses taken per student per school year, not to exceed \$460,000 during the term of this Agreement. The total number of students permitted to participate in Career Running Start is not expected to exceed 40 enrolled students each year for said instruction. The cap established by this Section may be adjusted as provided In Section 3.N, below.
- E. If a DISTRICT student is not successful academically or is not meeting Career Running Start academic standards at the midterm grading period, COLLEGE will notify the Executive Director of College and Career Readiness (ED of CCR) within one week after the midterm date.
- F. At semester end, COLLEGE will provide the ED of CCR with student transcripts enrolled in Career Running Start.

Section 3 DISTRICT Obligations

DISTRICT will:

- A. DISTRICT will recruit eligible students to participate in Career Running Start, identifying a maximum of approximately 40 eligible students to participate in Career Running Start per school year.
- B. DISTRICT will ensure students who meet the free lunch or breakfast eligibility guidelines pursuant to Section 10-20.13(b) of the Illinois School Code (105 ILCS 5110- 20.13(b)) and who are accepted into Career Running Start are provided equal access to Career Running Start consistent with the requirements of the Illinois School Code.

- C. DISTRICT will be responsible for communicating to the COLLEGE the list of eligible and approved students for the Career Running Start program by the COLLEGE's annual deadline.
- D. DISTRICT will be responsible for communicating to the Career Running Start students and a parent or guardian the enrollment and selection of courses defined as Career Running Start schedules.
- E. DISTRICT will be responsible for communicating to Career Running Start students and their parents or a guardian in regard to resolving disputes within the overall operation of the Career Running Start program, including but not limited to the DISTRICT Career Running Start selection process results and qualifications and expectations of student independence not governed by in loco parentis.
- F. DISTRICT will be responsible for securing COLLEGE placement test scores from students for the selection process (pursuant to Appendix B).
- G. DISTRICT will be responsible for the pre-selection and final selection process (pursuant to Appendix B).
- H. DISTRICT will provide the COLLEGE with one point-of-contact i.e.; ED of CCR to ensure effective and accurate communication.
- I. DISTRICT will provide advising for high school graduation requirements to Career Running Start students.
- J. DISTRICT will provide all personal and academic success counseling services to Career Running Start students.
- K. DISTRICT will provide students who successfully complete Career Running Start with credit towards a high school diploma.
- L. DISTRICT will calculate the cost equivalent of tuition and fees with the assistance of the COLLEGE for the courses taken per Career Running Start student and pay the COLLEGE the cost associated with this tuition and fees calculation. In general, it is estimated that the student enrollment of tuition and fees will not exceed \$460,000 per year, which are reasonable to provide students access to COLLEGE'S courses. Subject to COLLEGE'S availability, the DISTRICT will make final determination on the number of students enrolled in the Career Running Start program and their course selections, and shall make adjustments as needed to cover tuition and fees associated with the program while not exceeding the cap established in this Section. Alternatively, if either Party expects the cap established by this Section to be exceeded, the DISTRICT may agree in writing to increase the cap without adjustments to the number of students enrolled and/or the course selections.
- M. District agrees to work with their Career Running Start students who have an IEP or 504 plan annually. DISTRICT will be responsible for including in the annual transition planning meeting a comprehensive transitional plan for Career Running Start. Rock Valley College Disability Support Services and Early College Department are available to assist with the transition planning.

Section 4 COLLEGE Obligations

COLLEGE will:

- A. COLLEGE will provide technology accounts for Self Service, Eagle, and RVC Mail.
- B. COLLEGE will provide a mandatory orientation, including a review of COLLEGE policies and procedures and a copy of COLLEGE's Student Handbook.
- C. COLLEGE will offer the mandatory STU 100, Planning for Success, course during the summer semester preceding the fall semester Career Running Start enrollment. DISTRICT is responsible for tuition and fees for STU 100, Planning for Success.
- D. COLLEGE will provide final grades for courses within two weeks of the completion of each semester.
- E. COLLEGE will be responsible for administering COLLEGE placement test with and for students (pursuant to Appendix B).
- F. COLLEGE will ensure that any employee or agent of COLLEGE who has direct and regular contact with participating DISTRICT students undergoes a criminal history records check.
- G. COLLEGE will ensure that instructors for Career Running Start courses are properly qualified to teach such courses, consistent with the Dual Credit Quality Act, 110 ILCS 27/16(5) and 110 ILCS 27/20. COLLEGE shall approve any instructors which DISTRICT identifies and recommends for use in the Career Running Start Program. Any DISTRICT-recommended instructors shall be hired and compensated by DISTRICT.
- H. COLLEGE will take appropriate steps to ensure that Career Running Start courses are equivalent in quality and rigor to other courses offered at the COLLEGE for college credit. COLLEGE will ensure that Career Running Start student learning outcomes are the same as other courses taught at COLLEGE. In addition, COLLEGE will annually evaluate course content, delivery, and rigor, consistent with COLLEGE'S review and evaluation policy for on-campus adjunct faculty, in consultation with the DISTRICT'S superintendent.
- I. COLLEGE reserves the right to modify or cancel classes based on instructor availability and/or student interest. COLLEGE will support and implement schedule request changes made by DISTRICT Counselor and commit to ensuring any schedule changes of DISTRICT 205 students are approved by DISTRICT Counselor or DISTRICT Director of Career Readiness before being made. In such circumstances the COLLEGE will notify the DISTRICT counselor of such changes.
- J. COLLEGE will maintain appropriate academic control over the curriculum of all Career Running Start Program courses, consistent with State and/or Federal law and as required or negotiated by the Higher Learning Commission.
- K. COLLEGE will evaluate and document the performance of students who complete dual credit courses, and share such data with DISTRICT. To the extent applicable, the evaluation shall not impact the instructor's performance evaluation under the School Code.
- L. COLLEGE will make publicly available and provide to each student all institutional policies relating to the academic standing of students enrolled in dual credit courses or the transfer of

credit for dual credit courses.

Section 5 Participating DISTRICT Students' Obligations

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

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

Section 6 Shared Obligations and Understandings of the Parties

- A. The DISTRICT and COLLEGE acknowledge and agree that this Agreement solely memorializes implementation of Career Running Start, and that there are no other promises, representations, or agreements between the Parties except as provided in this Agreement.
- B. DISTRICT and COLLEGE agree to comply with all applicable federal and State nondiscrimination and equal opportunity laws, rules and regulations. DISTRICT and COLLEGE shall not engage in unlawful discrimination or harassment against any person based on race, color, ancestry, national origin, religion, pregnancy, sexual orientation, order of protection status, gender identity or expression, age, marital status, disability, genetic information, unfavorable military discharge, veteran status, or sex (including sexual harassment, sexual violence, sexual assault, domestic violence, dating violence and/or stalking), or any other legally protected category. The Parties will coordinate regarding an appropriate response to any report of alleged harassment, including sexual harassment, involving students or employees involved in the Career Running Start Program, taking into consideration the nature of the report, the parties involved and the location and context in which the alleged harassment occurred.
- C. In carrying out its respective obligations under this Agreement, each Party and its employees shall maintain the confidentiality of all personally identifiable information concerning the students enrolled in Career Running Start courses, and shall adhere to all applicable federal, State and local laws, rules and regulations now in effect or later adopted relating to the confidentiality of

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

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

Section 7 Participation in the Career Running Start Program by Students with Disabilities

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

- A. The DISTRICT will identify all eligible students based upon the requirements as set forth in the Career Running Start Pre-Selection Criteria (Appendix A) and DISTRICT Procedures to Fulfill Qualifications and Admissions (Appendix B).
- B. The process is established as follows:
- The DISTRICT will identify students who have a current IEP or 504 Plan on the final and approved DISTRICT Career Running Start list, as referenced in Appendix B.
 - The DISTRICT will ensure that each student with an IEP or 504 Plan and their parent/guardian is informed of the differences in college ADA accommodations versus high school accommodations.
 - The DISTRICT Counselor and COLLEGE Early College department will assist with connecting students to Disability Support Services so that college accommodations can be developed prior to the start of Career Running Start

coursework.

- The DISTRICT will assist in providing students a copy of their current IEP or 504 Plan to provide to the COLLEGE Disability Support Services.
- C. A student with a disability shall have access to the supplementary aids and accommodations included in their individualized education program under Article 14 of the Illinois School Code or Section 504 Plan under the federal Rehabilitation Act of 1973 while the student is accessing a Career Running Start Program course on DISTRICT's high school campus, in accordance with established DISTRICT practices for providing these services.
- D. A student with a disability who accesses a Career Running Start Program course on COLLEGE's campus shall have access to appropriate supplementary aids and/or accommodations for which the student is eligible through COLLEGE's Disability Support Services office. The Parties agree that the COLLEGE'S Disability Support Services office will coordinate with and involve the District in identifying appropriate supplementary aids and/or accommodations for eligible students.
- E. DISTRICT and COLLEGE shall regularly communicate regarding the progress, performance and individual needs of students with disabilities who are enrolled in Career Running Start Program courses.

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

Section 8 Miscellaneous Provisions

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

If to DISTRICT:

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

If to COLLEGE:

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

with a copy to counsel:

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

with a copy to counsel:

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

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

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

- H. **Governing Law.** This Agreement shall be governed by and interpreted according to the laws of the State of Illinois.
- I. **Signature In Counterparts.** This Agreement may be executed in counterparts, each of which

LLH

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

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

Winnebago County, Illinois

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

President

Jude B. Makulec
President

Secretary

Jane Stanford
Secretary

Date

12/19/2022 | 2:26 PM CST
Date

BOARD APPROVED

DEC 13 2022

Rockford Public Schools

**Board of Trustees
Illinois Community COLLEGE
District No. 511**

APPENDIX A

DISTRICT Career Running Start Program Process Procedures

Pre-Selection Criteria for DISTRICT High School Students

1. Meet with the DISTRICT high school counselor regarding the selection process.
2. Must be in their high school junior year to apply for Career Running Start.
3. Have a minimum 2.5 cumulative high school GPA.
4. Be on track for high school graduation by the end of the junior year.
5. Have a positive recommendation from the DISTRICT and school Principal and/or Counselor.
6. Have the permission of a parent or legal guardian.
7. Work with the DISTRICT high school counselor to complete steps outlined In Appendix B.
8. DISTRICT may implement additional pre-selection criteria above and beyond the minimum pre-selection criteria given above.

APPENDIX B

DISTRICT Procedures to Fulfill Qualifications and Admissions

Note: "ED of CCR" refers to Rockford Public Schools Executive Director of College & Career Readiness. "Dean of EC" refers to Rock Valley College's Dean of Early College. "DISTRICT" refers to Rockford Public School DISTRICT 205. "RVC" refers to Rock Valley COLLEGE's Early COLLEGE Office.

1. DISTRICT determines list of students who are qualified.
2. DISTRICT Counselors determine who is interested in applying for the Career Running Start Program.
3. DISTRICT interested students complete an RVC Application for Admission.
4. DISTRICT testing proctors will administer ACCUPLACER testing at DISTRICT campuses, or alternatively schedule a test date at the COLLEGE Testing Center for programs requiring testing. (RVC Application for Admission must be completed no less than 1 week prior to testing.)
5. DISTRICT students will take the RVC Accuplacer placement test in English and/or Math or submit ACT/SAT scores for possible waiver of the placement test for the programs for which this is required. DISTRICT students with disabilities shall be provided reasonable accommodations, consistent with policies of DISTRICT and COLLEGE.
6. DISTRICT students will be allowed one re-test during the Career Running Start Application period for a cost of \$5 per subject re-test. If testing is proctored at the high school, RVC will waive re-test fees.
7. RVC provides ACCUPLACER scores report to ED of CCR.
8. DISTRICT Counselors review and determine if students are ready for COLLEGE coursework as part of the RVC Career Running Start Program based on Accuplacer scores and/or SAT/ACT scores and pre-selection criteria.
9. DISTRICT staff will place student's data into a shared file that is compatible with MS Excel or Google Sheets format, with the RVC Student ID that contains all students who are qualified based on DISTRICT selection criteria.
10. DISTRICT Counselors update shared file with qualified DISTRICT Career Running Start students and alerts ED of CCR that file has been updated.
11. ED of CCR compiles list of all qualified DISTRICT Career Running Start students with RVC Student ID's and submits to COLLEGE.
12. COLLEGE will verify qualified students and send the confirmed report back to ED of CCR to complete the DISTRICT selection process.
13. DISTRICT based on number of slots available (approximately 40), ED of CCR will select students based upon process outlined by DISTRICT.
14. After selection process is conducted, ED of CCR will send final and approved DISTRICT Career Running Start student list to COLLEGE.

15. DISTRICT Counselors notify ALL students of award of placement into DISTRICT Career Running Start program OR placement on DISTRICT waiting list.
16. COLLEGE sends welcome packet to DISTRICT students and request for transcripts to final and approved DISTRICT Career Running Start students.
17. Accepted DISTRICT students return completed welcome packet forms and transcripts to COLLEGE.
18. DISTRICT ED of CCR and or staff manages DISTRICT Career Running Start waiting list.
19. Students and DISTRICT Counselors are responsible for ensuring students will meet RPS 205 graduation requirements.
20. COLLEGE provides schedules to ED of CCR for students enrolled in the DISTRICT Career Running Start program.
21. ED of CCR distributes schedules to DISTRICT counselors.
22. ED of CCR works with DISTRICT students and COLLEGE on any changes to schedules offered to the DISTRICT.
23. COLLEGE provides students access to college advisors to assist with scheduling, as needed
24. When a student scheduling change is requested by the DISTRICT or the DISTRICT student, the student submits the "RVC Schedule Change Form" to DISTRICT Counselor for approval.
25. If approved, DISTRICT Counselor submits the signed "RVC Schedule Change Form" to ED of CCR for processing to the COLLEGE Dean of EC.
26. COLLEGE provides student transcripts to ED of CCR for semester completed by participating students within two weeks of final grades posting.

APPENDIX C

Career Running Start Academic Conduct Policies

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

ADVISING & COMMUNICATION

Career Running Start students are expected to:

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

ATTENDANCE POLICY

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

MAINTAINING ACADEMIC INTEGRITY

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

ACADEMIC EARLY WARNING

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

DISMISSAL FROM PROGRAM

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

- Failure to attend and complete STU 100: Planning for Success in their first summer semester with a grade of "B" or higher. No repeat allowed.
- Earning a "D", "F" or "W" grade in any course taken during the program.
- Demonstration of behavior and/or attitudes that undermine the integrity and privilege of program participation, as deemed by RVC and/or the participating School District.
- Violation of any of the Code of Conduct policies and/or Academic Misconduct policies.

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

Career Running Start

Aviation

RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits
AVM-101	Materials & Processes	3			
AVM-102	Basic Electricity	3			
AVM-103	Math & Physics	2			
AVM-104	Records & Publications	3			
AVM-105	Drawing & Weight Balance	3			
AVM-245	Electrical Systems	3			
AVM-247	Aircraft Metal Structure	6			
AVM-248	Hydraulic & Pneumatic	3			
AVM-249	Fuel Systems	1			
AVM-250	Assembly & Rigging	3			
STU-100	Planning for Success	1			

Manufacturing

RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits
MET-100	Introductory CAD and Print Reading	3			
MET-106	Metrology	3			
MET-110	Manufacturing Processes I	3			
MET-111	CNC Machine Setup/Operation/Programming	3			
MET-133	Graphics/SolidWorks CAD I	3			
STU-100	Planning for Success	1			

Mechatronics

RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits
MEC-100	Mechanical Systems I	1			
MEC-101	Mechanical Systems II	1			
MEC-102	Mechanical Systems III	1			
MEC-110	Electrical Systems I	1			

MEC-111	Electrical Systems II	1
MEC-112	Electrical Systems III	1
MEC-120	Graphics I	1
MEC-121	Graphics II	1
MEC-122	Graphics III	1
MEC-130	Robotics and Animation I	1
MEC-131	Robotics and Animation II	1
MEC-132	Robotics and Animation III	1
MEC-140	Advanced Manufacturing I	1
MEC-141	Advanced Manufacturing II	1
MEC-142	Advanced manufacturing III	1
STU-103	Workplace Ethics	1
STU-100	Planning for Success	1

Welding

RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits
WLD-100	Introduction to Welding	3			
WLD-150	Blueprint Reading for Welders	3			
WLD-153	Arc Welding-Flat and Horizontal	3			
WLD-157	M.I.G. Welding	3			
WLD-158	T.I.G. Welding	3			
STU-100	Planning for Success	1			

**Amendment to Faculty Memorandum of Agreement
Dental Hygiene Clinic Coordinator Pilot**

BACKGROUND:

On June 28, 2022, the Rock Valley College Board of Trustees and the Rock Valley College Faculty Association entered into a Memorandum of Agreement (MOA) to conduct a temporary “pilot” program for a new Dental Hygiene Clinic Coordinator position. The MOA stated that the pilot program would occur between July 1, 2022, and June 30, 2023.

Once the Board and the Faculty Association approved the MOA, a candidate search commenced. As a result of the search, a candidate was selected in July 2022 and approved by the Board to start work on August 13, 2022, the beginning of the Fall 2022 semester, which was after the originally planned start date of the pilot.

Because the intention of the Dental Hygiene Coordinator pilot was to thoroughly evaluate the position over the course of one full year, and because the selected candidate started several weeks after the date referenced in the original MOA, an Amendment to the MOA revising the dates that the pilot will be evaluated has been prepared for consideration by the Board of Trustees. All other terms and conditions of the original MOA remain intact.

RECOMMENDATION:

It is recommended that the Board of Trustees approves the Amendment to the Dental Hygiene Clinic Coordinator Memorandum of Agreement, revising the dates of the pilot to occur between August 13, 2022, and August 11, 2023, in order to fully evaluate the new Dental Hygiene Clinic Coordinator position.
Attorney Reviewed.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

AMENDMENT TO MEMORANDUM OF AGREEMENT

This **AMENDMENT TO MEMORANDUM OF AGREEMENT** ("Amendment") is entered into this ___ day of January 2023, between the **BOARD OF TRUSTEES OF ROCK VALLEY COLLEGE, COMMUNITY COLLEGE DISTRICT NO. 511** (the "College") and the **ROCK VALLEY COLLEGE FACULTY ASSOCIATION LOCAL 6211, IFT-AFT** (the "Association") (collectively, the "Parties").

WHEREAS, the Association is the sole and exclusive bargaining representative for the College's faculty members, librarians, and clinical skills nursing instructors;

WHEREAS, the College and the Association are parties to a collective bargaining agreement with a current term of August 16, 2021 through the last day of the Summer II Session in 2026 (the "CBA");

WHEREAS, on the 28th day of June 2022, the Parties entered into a Memorandum of Agreement (the "MOA") related to the creation of a one-year pilot program to test the addition of a Dental Hygiene Clinic Coordinator position to the Dental Hygiene Program, with the intent of making the position permanent, if the College deems the pilot program to be successful;

WHEREAS, the Parties are entitled to modify the terms of the MOA by written agreement; and

WHEREAS, based on subsequent review of the above-mentioned MOA, the Parties have agreed to amend that MOA, relative to the duration of Dental Hygiene Clinic Coordinator position;

NOW THEREFORE, in consideration of the promises and mutual undertaking and agreements of the Parties hereto, it is hereby agreed by the Parties as follows:

1. Paragraph 2 of the MOA dated June 28, 2022, shall be amended to state as follows:

The Parties agree that the College will fill the Dental Hygiene Clinic Coordinator position, as defined in Attachment A, on a temporary basis to commence employment August 13, 2022, through August 11, 2023, with a minimum workload of 40 hours per week for 43 weeks, in order to allow one full academic year to evaluate the pilot program. The workload will be staggered within the year and during the day to meet the needs of the College and students. The responsible administrator will schedule the Dental Hygiene Clinic Coordinator accordingly.


2. All other terms and conditions of the MOA dated June 28, 2022, shall remain in full force and effect.

IN WITNESS WHEREOF, the Parties have executed this AMENDMENT on the dates set forth below

BOARD OF TRUSTEES OF ROCK VALLEY COLLEGE COMMUNITY COLLEGE DISTRICT NO. 511

ROCK VALLEY COLLEGE FACULTY ASSOCIATION LOCAL 6211, IFT-AFT

By: _____
Chair, Board of Trustees

By:  _____
Union President

Date: _____

Date: 12-12-22

**Repeal of Board Policy 4:10.180
Communicable Diseases, Students
Second Reading**

BACKGROUND:

On August 25, 2009, the Rock Valley College Board of Trustees approved and enacted Board Policy 2:20.080, “Communicable Diseases,” which applies to College staff, students, and the community. Policy 2:20.080 was subsequently revised on April 8, 2014. Administrative Procedures for Policy 2:20.080 were implemented on March 12, 2020, and revised on September 1, 2021.

On April 8, 2014, the Board adopted Policy 4:10.180, “Communicable Diseases, Students,” which only applies to College students. Board Policy 4:10.180 was never revised and had no Administrative Procedures. Board Policy 4:10.180 should be repealed because Board Policy 2:20.080 already addresses communicable diseases concerning students, thus making Policy 4:10.180 redundant as to the subject matter. Further, Policy 4:10.180 is outdated and inconsistent with Policy 2:20.080 and its updated Administrative Procedures.

RECOMMENDATION:

It is recommended that the Board of Trustees repeals Board Policy 4:10.180, pursuant to Board Policy 1:10.080, through a unanimous vote of all voting Board members. **Attorney Reviewed.**

Howard J. Spearman, Ed.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachments: Board Policy 4:10.180 Communicable Diseases, Students
Board Policy 2:20.080 Communicable Diseases

TO BE REPEALED

ROCK VALLEY COLLEGE
BOARD POLICY

4:10.180

COMMUNICABLE DISEASES, STUDENTS

The College places a high priority on the need to prevent the spread of chronic, communicable diseases. The College does not intend to exclude students with a communicable disease if there is no significant risk of transmission.

A student who has a chronic, communicable disease is to inform the Vice President of Student Development of said status. A student with a chronic, communicable disease may attend the College and participate in programs and activities when, through reasonable accommodation, there is no significant risk of transmission of the disease to others. A student with a chronic, communicable disease may be denied admission to or may be dismissed from a particular program or course of study if the disease has a direct effect on the student's ability to perform so as to render the student not qualified for the program or course of study.

The College will respect the right to privacy of any student who has a chronic, communicable disease. The student's medical condition will be disclosed only to the extent necessary to minimize health risks to the student and others. The College will notify only the personnel necessary to assure the student is properly cared for and to detect situations in which the potential for transmission of the disease may increase.

For purposes of this Policy, communicable diseases are those defined by the Centers for Disease Control and the Illinois Department of Public Health. Specific procedures detailing systematic approaches to prevent and control the risks associated with communicable diseases and governing this Policy will be published by the College.

Adopted: April 8, 2014

COMMUNICABLE DISEASES

Rock Valley College places a high priority on the need to prevent the spread of chronic, communicable diseases. The College is committed to educating its staff, students, and the community about protection from and control of communicable diseases, as defined by the Illinois Department of Public Health in the Illinois Control of Communicable Diseases Code, 77 Ill. Admin. Code 690.

The College shall develop consistent procedures for student and employee absence due to a communicable disease as described under Section 690.200 of the Illinois Control of Communicable Diseases Code including the protocol by which the College informs the Winnebago County Health Department of such communicable disease.

[Link to Administrative Procedure for this Policy](#)

Reference: Board Report 6642
Implemented: August 25, 2009
Revised: April 8, 2014

**Board Policy 3:10.030
Access to Personnel Files**

BACKGROUND: Board Policy 3:10.030 currently states that an employee may examine items in his or her personnel file with a 24-hour written notice to the Vice President of Human Resources or designee.

The Illinois Personnel Records Review Act states that an employer shall provide an employee with an inspection opportunity within seven working days after the employee makes the request, or if the employer can reasonably show that such deadline cannot be met, the employer shall have an additional seven days to comply. 820 ILCS 40/2.

RECOMMENDATION: **In accordance with Board Policy 1:10.070 (Board Policies), Section 3 Suspension, it is recommended that the Board of Trustees approves a temporary suspension of Board Policy 1:10.080, Amendments and Adoption of Board Policies, and waive the requirement of two readings of this board policy revision.**

It is recommended that the Board of Trustees approves the amendment to Board Policy 3:10.030 to comply with the Illinois Personnel Records Review Act. **Attorney Reviewed**

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachment: Board Policy 3:10.030

ACCESS TO PERSONNEL FILES

Rock Valley College maintains a personnel file for each employee. The personnel file contains documentation including the employee's job application, resume, records of training, documentation of performance appraisals, salary increases, disciplinary actions, and other employment records. All personnel files are maintained, disseminated, and inspected in accordance with the rules and regulations identified in the Illinois Personnel Records Review Act, 820 ILCS 40 et seq., the Illinois Record Act, 5 ILCS 203 et seq., and other applicable state and federal laws. Records from other colleges and university credits made available to the College will remain the confidential property of the College. All materials maintained in an employee's personnel file shall be available for perusal. Each employee's complete personnel file is accessible on a need-to-know basis through the Office of Human Resources. This Policy will be administered consistent with the College's collective bargaining agreement obligations, where applicable. Further, the College shall adopt administrative procedures to implement this Policy.

[Insert link to administrative procedures]

Reference: BR #6478, BR #8001(TABLED 12/13/22), #8011

Implemented: November 27, 2007

Revised: April 8, 2014; December 13, 2022 (TABLED), January 24, 2023

ACCESS TO PERSONNEL FILES

Rock Valley College maintains a personnel file ~~on for~~ each employee. The personnel file ~~includes contains documentation including such information as~~ the employee's job application, resume, records of training, documentation of performance appraisals, salary increases, disciplinary actions, and other employment records. All personnel files are maintained, disseminated, and inspected ~~consistent in accordance with the rules and regulations identified in with~~ the Illinois Personnel Records Review Act, 820 ILCS 40 et seq., the Illinois Record Act, 5 ILCS 203 et seq., and other applicable state and federal laws. ~~An employee may examine items in his or her own personnel file with a 24 hour written notice to the Vice President of Human Resources or designee.~~ Records from other colleges and university credits made available to ~~RVC the College~~ will remain ~~the~~ confidential ~~and~~ property of the College. All materials ~~added to his or her~~ maintained in an employee's personnel file ~~by RVC personnel~~ shall be available for perusal. ~~He or she may wish to write a statement of explanation in answer to negative materials in his or her file.~~ Each ~~individual's~~ employee's complete personnel file is accessible on a ~~need to know~~ need-to-know basis, through the Office of Human Resources. This Policy will be administered consistent with the College's collective bargaining agreement obligations, where applicable. Further, the College shall adopt administrative procedures to implement this Policy.

[Insert link to administrative procedures]

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Implemented: November 27, 2007
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Rock Valley College Student Trustee Report
Ryan Russell, Student Trustee
Board of Trustee Meeting, January 24, 2023

1. Students who chose to take credits over the 2022 / 2023 Winterim wrapped up their four-week classes on January 4, 2023. Students then started spring classes on January 17th for the spring semester.
2. On January 13 RVC held a Faculty Development Day at the Stenstrom Center. This day was started with the entire faculty getting to hear from a five-student panel on the positives and negatives of life at RVC from the student perspective. This was followed by lectures from various departments and information on the statistics and demographics of the school. The session was closed with ways to engage students and increase participation at all levels.
3. January 14 was a busy day for student athletes. Women's Basketball defeated William Penn (Iowa) 104-38. The Men's basketball team took on Oakton Community College and came away with a huge win of 80-39. This was not only a special day for the basketball teams, as the Women's softball team was celebrated and awarded their rings for winning the eighth straight National Championship during the 2022 season.
4. January 23 started a series of Welcome Week events as students get back on track with their studies. Monday (1/23) started with a Career Closet open house, which allowed students to check out a room filled with fashion ideas and will be fully accessible at no cost. Tuesday (1/24) was filled with creating custom paintings and pizza. Thursday (1/25), on the fourth day of Welcome Week, there will be a Student Life Open House Fair. This fair will give students the ability to see what all can be taken advantage of and the options of getting involved. On Friday (1/26) with the last day of Welcome Week, there will be a leadership training. This training will allow our students to learn how to manage being a leader and creating involvement among the student body.

Rock Valley College Board of Trustees
Freedom of Information Act Report
November 15 – December 15, 2022

Date Received	FOIA#	Requestor	Request	Response Date
11/17/2022	2022-10	Whitney Canterbury, Mennonite College of Nursing, ISU	I am seeking the following FERPA directory information for students who are currently enrolled in your community college. i. Student Name; ii. Student local and permanent address and telephone number; iii. Student e-mail address (college-issued only); iv. Current and past term status (full-time, part-time); v. Classification (freshman, sophomore, undergraduate, graduate, etc.); vi. Expected graduation date; vii. Academic unit; viii. Program major and program code; ix. Dates of attendance; x. The most recent educational agency or institution attended prior to enrollment at your college.	Approved in part Completed 11/28/2022
12/1/2022	2022-11	Elizabeth Cuccias (commercial request)	Final contract with pricing and any amendments (including licensing, costs, implementation services, and ongoing maintenance and support)	Completed 12/21/2022
12/5/2022	2022-12	Staff Sergeant Pedro Borunda	I am requesting both the enrollment and disenrollment of class 2023.	Completed 12/12/2022

12/5/2022	2022-13	Muhannad Aleem (commercial request)	<p>Under the Illinois Freedom of Information Act, 5 ILCS 140, I am requesting an opportunity to inspect or obtain copies of public records that include:</p> <p>The most recent 7 months of actual ComEd utility bills in PDF format for (ALL) Rock Valley College Locations.</p> <p>The direct contact information of the authorized public employee responsible for contact with the ComEd customer account representative. It is preferred to process this request with an authorized employee who has the credentials and authority to log into the ComEd service account.</p> <p>I am also requesting an opportunity to inspect or obtain records that include:</p> <p>The most recent 7 months of Retail Electric Service Supplier bills in PDF format for (ALL) Rock Valley College Locations.</p> <p>Please include a copy of the current "Sole Source Procurement Contract" for the purchase of energy. And the direct contact information of the responsible public employee who has the authority to make decisions regarding the current "Sole Source Procurement Contract" for the purchase of energy.</p>	completed 1/4/2023
12/12/2022	2022-14	Jesus Cardozo	Request for RVCPD report of RV22-000122 and corresponding photos or video	Approved in part completed 12/15/2022

Rock Valley College Board of Trustees
Freedom of Information Act Report
December 15, 2022 – January 15, 2023

Date Received	FOIA#	Requestor	Request	Response Date
12/21/2022	2022-15	Timothy Hatten Faculty Association President	Any phone records, transcriptions of voicemails, text messages, emails, written communication and other correspondence 1) between Dr. Howard Spearman, President of Rock Valley College, and a member or members of the Rock Valley College Board of Trustees (either individual or collective) and 2) between and/or among any members of the Rock Valley College Board of Trustees between the dates of October 25, 2022 and December 20, 2022 that discuss Mayor Tom McNamara, Dr. Mathew Oakes, the invitation and/or presence of any elected officials on the RVC campus or in RVC buildings, and/or the questioning/investigation of any RVC faculty member for inviting and/or hosting an elected official to RVC campus.	Denied completed 1/4/2023
1/3/2023	2023-01	Ana Sanchez, Concordia University	Request for list of December 2022 graduates	completed 1/17/2023
1/13/2023	2023-02	Joe Simpson	<p>I am requesting the following information:</p> <ul style="list-style-type: none"> • On 1/2/2020 the number of active employees FTE and PT. Also, identify the department of each employee. • On 1/2/2020 the number of active employees FTE and PT. Also, identify the department of each employee. • As of 1/13/2023 the number of active employees FTE and PT. Also, identify the department of each employee. • The total personnel only budget determined for CY 1/1/2020. And on 1/13/2023. • The total of annual salaries on record for active employees on 1/1/2020 and 1/13/2023. • The total of annual salaries on record for active employees on 1/1/2020 and 1/13/2023. 	

			<ul style="list-style-type: none"> • The student enrollment as of 1/1/2020. If possible break down by credit and non-credit. • The student enrollment as of 1/1/2023. If possible break down by credit and non-credit. 	
1/13/2023	2023-03	Timothy Hatten Faculty Association President	<p>I hereby request the following documents:</p> <p>Any phone records, transcripts of voicemails, text messages, emails, written communication and other correspondence between the college's FOIA officer (and/or their designee and/or supervisor and/or any other college employee) that requests that the following individuals turn over the documents requested in Dr. Timothy Hatten's FOIA Request to Inspect and/or Copy Records dated December 21, 2022 and denied by the College on January 4, 2023: Jarid Funderburg, Gloria Cardenas Cudia, Bob Trojan, Paul Gorski, Lynn Kearney, John Nelson, and Crystal Soltow.</p>	