

Rock Valley College
Community College District No. 511
3301 N Mulford Road, Rockford, IL 61114
COMMITTEE OF THE WHOLE MEETING
Educational Resource Center, Performing Arts Room, Room 0214
5:15 p.m. Tuesday, August 8, 2023

AGENDA

- A. Call to Order**
- B. Roll Call**
- C. Communications and Petitions (Public Comment)**
- D. Recognition of Visitors**
- E. Review of Minutes:** Committee of the Whole July 11, 2023
- F. General Presentations:**
 - Finalist #1: Architect for New RVC Downtown Site
 - Finalist #2: Architect for New RVC Downtown Site
- G. Teaching, Learning & Communications Discussion: Board Liaison Trustee Simpson**
 - 1. Enrollment Update
 - 2. Strategic Plan Update
 - 3. Early College Renewals
 - Dual and Articulated Credit Memorandum of Understanding (MOU)
 - Harlem Unit School District #122
 - North Boone Community Unit School District #200
 - Running Start Intergovernmental Agreement (IGA)
 - Harlem Unit School District #122
 - North Boone Community Unit School District #200
 - Senior Semester Program
 - North Boone Community Unit School District #200
- H. Finance Discussion: Board Liaison Trustee Trojan**
 - 1. Purchase Reports (A, B, and C)
 - 2. Cash and Investment Report
- I. Operations Discussion: Board Liaison Trustee Kennedy**
 - 1. Personnel Report
 - 2. Stenstrom Student Center Update
 - 3. Change Order Update – ATC Phase II
 - 4. Rock Valley College Events Calendar
- J. Other Business: Unfinished Business/New Business**
- K. Adjourn to Closed Session** to discuss 1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting per Section 2 (c) (1); and/or 2) Collective negotiating matters per Section 2 (c) (2); and/or 3) The purchase or lease of real property for the use of the public body per Section 2 (c) (5); and/or 4) Litigation has been filed, is pending, or probable per Section 2 (c) (11), all in accordance with the Illinois Open Meetings Act.
- L. Reconvene Open Session**
- M. Next Decennial Committee Meeting:** August 22, 2023, at 5:15 p.m.; The meeting will be held in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC) on the main campus.

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Community College District No. 511
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COMMITTEE OF THE WHOLE MEETING
Educational Resource Center, Performing Arts Room, Room 0214
5:15 p.m. Tuesday, August 8, 2023

- N. Next Regular Board of Trustees Meeting:** August 22, 2023, at 5:45 p.m.; The meeting will be held in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC) on the main campus.
- O. Next Committee of the Whole Meeting:** September 12, 2023, at 5:15 p.m.; The meeting will be held in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC) on the main campus.
- P. Next Regular Board of Trustees Meeting:** September 26, 2023, at 5:45 p.m.; The meeting will be held in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC) on the main campus.
- Q. Adjourn**

Gloria Cardenas Cudia, Board Chair

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

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

Call to Order

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

Roll Call

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

Ms. Gloria Cardenas Cudia

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

Ms. Kristen Simpson

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

Mr. Robert Trojan

Mr. Juan Noguera, RVC Student Trustee

Mr. Paul Gorski

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

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

Communications and Petitions

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

Recognition of Visitors

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

Review of Minutes

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

General Presentations

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

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

Teaching, Learning & Communications Discussion: Board Liaison Trustee Simpson

1. Enrollment Update

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

2. Truck Driver Training (TDT) Update

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

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

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

3. Early College Items

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

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

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

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

Purchase Report B - FY 2024 Purchases:

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

2. Cash and Investment

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

Operations Discussion: Board Liaison Trustee Kennedy

1. Personnel Report

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

2. Facilities Master Plan (FMP) Update

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

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

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

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

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

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

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

5. RVC College Events Calendar

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

New Business/Unfinished Business

There was no new or unfinished business.

Adjourn to Closed Session

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

specific individuals who serve as independent contractors in a park, recreational, or educational setting per Section 2 (c) (1); and/or 2) Collective negotiating matters per Section 2 (c) (2); and/or 3) The purchase or lease of real property for the use of the public body per Section 2 (c) (5); and/or 4) Litigation has been filed, is pending or probable per Section 2 (c) (11), all in accordance with the Illinois Open Meetings Act. The motion was approved by a unanimous roll call vote.

Reconvene Open Session

At 7:33 p.m., a motion was made by Trustee Gorski, seconded by Trustee Nelson, to adjourn the closed session and reconvene to the open session. The motion was approved by a unanimous roll call vote. No action was taken as a result of the closed session.

Next Regular Board of Trustees Meeting

The next Regular Board of Trustees Meeting will be held on July 25, 2023, at 5:15 p.m.; The meeting will be held in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC) on the main campus.

Next Committee of the Whole Meeting

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

Next Decennial Committee Meeting

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

Next Regular Board of Trustees Meeting

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

Adjourn

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

Submitted by: Tracy L. Luethje

Robert Trojan, Secretary

Gloria Cardenas Cudia, Chairperson

FY2024 Enrollment Update

Board of Trustees Committee of the Whole – August 8, 2023

Term	Unduplicated Headcount				Credit Hours				Budget	
	FY2023	FY2024	Change	% Change	FY2023	FY2024	Change	% Change	Budget	% to Budget
Summer II	1,936	1,858	-78	-4.03%	8,436	7,922.5	-513.5	-6.09%	9,000	88%
Fall	4,416	4,589	173	3.92%	45,696	47,393	1,697	3.71%	51,100	93%
Subtotal (Summer II + Fall)	6,352	6,447	95	1.50%	54,132	55,315.5	1,183.5	2.19%	60,100	92%
Winterim	--	--	--	--	--	--	--	--	900	--
Spring	--	--	--	--	--	--	--	--	45,000	--
Subtotal (Summer II + Fall + Winterim + Spring)	--	--	--	--	--	--	--	--	106,000	--
Summer I	--	--	--	--	--	--	--	--	4,000	--
Total	--	--	--	--	--	--	--	--	110,000	--

Sources: FY2024 Summer II and Fall Enrollment Tickers (08/01/23)

Important Dates:

- Summer II students were dropped for nonpayment on May 31, 2023. Classes began June 20, 2023 and end August 10, 2023.
- Fall students will be dropped for nonpayment on August 2, 2023.
- Fall classes begin August 19, 2023 (weekend classes) and August 21, 2023 (weekday classes).

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

Background:

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

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

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

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

Recommendation:

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

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

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

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

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

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

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

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

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

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

- College Enrollment Verification ("EVR"), midterm grades, and final grades, which become part of each student's official college record;
- n. Distribute on the first day of class, the instructor course syllabus to each student registered in a Dual Credit course section;
 - o. Ensure that all students enrolled in courses for college credit meet Rock Valley College course prerequisites and placement requirements or are concurrently enrolled in transitional courses, remedial courses, or receiving a mutually agreed upon academic intervention; and
 - p. Provide necessary academic support and guidance to students enrolled in the program.
5. It is further agreed upon by the Parties that Rock Valley College will:
- a. Provide courses from Illinois Community College Board ("ICCB") approved programs;
 - b. Provide the School District with copies of all official college credit master course syllabi which contain course descriptions, prerequisites, learning outcomes, course requirements, and methods of evaluation for courses referenced in Appendix A;
 - c. Follow the Curriculum Development, Feedback and Approval procedure outlined in Appendix B;
 - d. Provide the School District with a list of the currently approved textbooks for dual credit courses being taught at the School District;
 - e. Review the resume and transcripts of any School District Dual Credit Instructor recommended by the School District to teach a dual credit course to ensure compliance with minimum Illinois Community College Board and Higher Learning Commission qualifications to teach dual credit requirements;
 - f. Provide guidance on appropriate placement of students using multiple measures;
 - g. Evaluate and document the performance of students who complete dual credit courses, and share such data with the School District. The evaluation shall not impact the instructor's performance evaluation under the School Code.
 - h. Award appropriate college credit and record student grades on a permanent college transcript which will be maintained by Rock Valley College;
 - i. Award appropriate college credit and record a 'T' grade on students' permanent college transcripts for students who earn a final grade of 'A' or 'B' in an articulated credit course listed in Appendix A and following the procedures outlined in Appendix D;
 - j. Review this MOU annually for accuracy and pricing; and
 - k. Host bi-annual meetings in the fall and spring semesters between the School District and College to discuss dual credit matters and renewal of agreements.

6. School District will provide, at its cost, School District Dual Credit Instructors who are qualified to deliver dual credit instruction in compliance with applicable standards established by the Illinois State Board of Education ("ISBE"), ICCB, and the Higher Learning Commission ("HLC"), and will also provide, at its cost, appropriate academic support to participating students to ensure delivery of quality instruction.
7. School District will provide associated instructional costs such as instructional materials and supplies, as needed.
8. Rock Valley College will charge a per-student enrollment fee of \$50.00 for each dual credit course for the 2023-2024 academic year and will waive associated student fees. The per-student enrollment fee shall not apply to students who enroll in dual credit courses for high school credit only pursuant to Section 14 of this Agreement.
9. By Rock Valley College waiving associated student fees, the participating student will not be eligible for utilization of Rock Valley College student organizations and select student support services.
10. If the School District cannot provide instructional coverage and Rock Valley College is capable, at the School District's cost, a separate agreement will need to be drafted to outline the expenses associated with Rock Valley College's instructional delivery of the dual credit course at the School District campuses.
11. Recommended modifications to this Agreement will be mutually agreed upon by the Parties and shall be in writing. Such modifications will not jeopardize credit for the students currently enrolled in courses covered under this Agreement.
12. For classes desired to be offered as part of a pathway but that do not have a qualified dual credit teacher or enough qualifying students enrolled, the College will determine if those courses can be offered as articulated credit and how district students will earn that credit, as referenced in Appendixes A and D.
13. The Parties will work collaboratively and utilize the following processes to ensure that individual students with disabilities have access to Dual Credit at High School courses, provided that they are able to meet the criteria for entry into such courses:
 - a. The School District will ensure that all of its students have access to dual credit course offering information prior to course selection.
 - b. Once dual credit course rosters are finalized, the School District will indicate on the shared Google Sheet which dual credit students have an IEP or 504 plan and document the provided accommodations within the established School District practices for record keeping of these services.
 - c. A student with a disability shall have access to the supplementary aids and accommodations included in their individualized education program under Article 14 of the Illinois School Code or Section 504 Plan under the federal Rehabilitation Act of 1973 while the student is accessing a dual credit course on the School District's campus, in accordance with established School District practices for providing these services.
 - d. The School District and RVC shall regularly communicate regarding the progress, performance and individual needs of students with disabilities who are enrolled in Dual Credit at High School courses.

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

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

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

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

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

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

Rock Valley College President Date

[Signature]
Vice President

Evelyn Meeks 7/17/23
Board of Education Date

Rock Valley College Board of Trustees Date

Appendix A Dual Credit Courses

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

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

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

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

Appendix B Curriculum Development, Feedback, and Approval

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

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

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

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

Appendix D Articulated Credit Policy & Procedures

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

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

Background:

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

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

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

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

Recommendation:

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

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

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

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

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

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

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

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

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

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

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

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

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

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

- a. Provide courses from Illinois Community College Board ("ICCB") approved programs;
- b. Provide the School District with copies of all official college credit master course syllabi which contain course descriptions, prerequisites, learning outcomes, course requirements, and methods of evaluation for courses referenced in Appendix A;
- c. Follow the Curriculum Development, Feedback and Approval procedure outlined in Appendix B;
- d. Provide the School District with a list of the currently approved textbooks for dual credit courses being taught at the School District;
- e. Review the resume and transcripts of any School District Dual Credit Instructor recommended by the School District to teach a dual credit course to ensure compliance with minimum Illinois Community College Board and Higher Learning Commission qualifications to teach dual credit requirements;
- f. Provide guidance on appropriate placement of students using multiple measures;
- g. Evaluate and document the performance of students who complete dual credit courses, and share such data with the School District. The evaluation shall not impact the instructor's performance evaluation under the School Code.
- h. Award appropriate college credit and record student grades on a permanent college transcript which will be maintained by Rock Valley College;
- i. Award appropriate college credit and record a 'T' grade on students' permanent college transcripts for students who earn a final grade of 'A' or 'B' in an articulated credit course listed in Appendix A and following the procedures outlined in Appendix D;
- j. Review this MOU annually for accuracy and pricing; and
- k. Host bi-annual meetings in the fall and spring semesters between the School District and College to discuss dual credit matters and renewal of agreements.

6. School District will provide, at its cost, School District Dual Credit Instructors who are qualified to deliver dual credit instruction in compliance with applicable standards established by the Illinois State Board of Education ("ISBE"), ICCB, and the Higher Learning Commission ("HLC"), and will also provide, at its cost, appropriate academic support to participating students to ensure delivery of quality instruction.
7. School District will provide associated instructional costs such as instructional materials and supplies, as needed.
8. Rock Valley College will charge a per-student enrollment fee of \$50.00 for each dual credit course for the 2023-2024 academic year and will waive associated student fees. The per-student enrollment fee shall not apply to students who enroll in dual credit courses for high school credit only pursuant to Section 14 of this Agreement.
9. By Rock Valley College waiving associated student fees, the participating student will not be eligible for utilization of Rock Valley College student organizations and select student support services.
10. If the School District cannot provide instructional coverage and Rock Valley College is capable, at the School District's cost, a separate agreement will need to be drafted to outline the expenses associated with Rock Valley College's instructional delivery of the dual credit course at the School District campuses.
11. Recommended modifications to this Agreement will be mutually agreed upon by the Parties and shall be in writing. Such modifications will not jeopardize credit for the students currently enrolled in courses covered under this Agreement.
12. For classes desired to be offered as part of a pathway but that do not have a qualified dual credit teacher or enough qualifying students enrolled, the College will determine if those courses can be offered as articulated credit and how district students will earn that credit, as referenced in Appendixes A and D.
13. The Parties will work collaboratively and utilize the following processes to ensure that individual students with disabilities have access to Dual Credit at High School courses, provided that they are able to meet the criteria for entry into such courses:
 - a. The School District will ensure that all of its students have access to dual credit course offering information prior to course selection.
 - b. Once dual credit course rosters are finalized, the School District will indicate on the shared Google Sheet which dual credit students have an IEP or 504 plan and document the provided accommodations within the established School District practices for record keeping of these services.
 - c. A student with a disability shall have access to the supplementary aids and accommodations included in their individualized education program under Article 14 of the Illinois School Code or Section 504 Plan under the federal Rehabilitation Act of 1973 while the student is accessing a dual credit course on the School District's campus, in accordance with established School District practices for providing these services.
 - d. The School District and RVC shall regularly communicate regarding the progress, performance and individual needs of students with disabilities who are enrolled in Dual Credit at High School courses.

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

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

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

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

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

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

Rock Valley College President Date

Ed Marshall 7/19/23
Board of Education Date

Rock Valley College Board of Trustees Date

Appendix A
Dual Credit Courses

The following Rock Valley College courses will be offered at North Boone Community Unit School District as dual credit effective during this Agreement:

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

Appendix B

Curriculum Development, Feedback, and Approval

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

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

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

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

Appendix D Articulated Credit Policy & Procedures

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

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

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

Students selected for Running Start need to be academically and socially ready for college. Running Start allows students to work toward a more challenging educational environment and excel both in high school and college; at the same time, they may continue to participate in sports and activities at their high schools as their schedule allows. The Running Start program provides students additional experiences to develop the independence, study skills, and confidence needed to succeed beyond high school and into college.

The financial arrangement between Rock Valley College and Harlem Consolidated School District #122 requires the District to calculate the cost equivalent of tuition and fees with the assistance of the College for the courses taken per Running Start student and pay the College the cost associated with this tuition and fees calculation. Participating students will then be financially responsible for paying the remaining balance of tuition and fees and covering the costs for repeated courses, textbooks, and course supplies. The District's financial assistance helps reduce college costs for students and their families.

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

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

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

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

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

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

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

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

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

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

Section 1 Incorporation of Preamble Recitals

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

Section 2 Implementation of Running Start

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

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

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

Section 3 DISTRICT Obligations

DISTRICT will:

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

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

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

Section 4 COLLEGE Obligations

COLLEGE will provide participating DISTRICT students with:

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

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

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

Section 5 Participating DISTRICT Students' Obligations

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

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

Section 6 Shared Obligations and Understandings of the Parties

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

against the other party or against third parties.

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

Section 7 Participation in Running Start Program by Students with Disabilities

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

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

supplementary aids and/or accommodations for eligible students.

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

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

Section 8 Miscellaneous Provisions

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

If to DISTRICT:

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

with a copy to counsel;

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

If to COLLEGE:

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

with a copy to counsel;

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

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

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

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

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

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

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

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



President

President



Secretary

Secretary

7-17-23

Date

Date

APPENDIX A
DISTRICT Running Start Program Process Procedures

Pre-Selection Criteria for DISTRICT High School Students

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

APPENDIX B

DISTRICT Procedures to Fulfill Qualifications and Admissions

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

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

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

APPENDIX C

Running Start Student Academic Conduct Policies

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

ADVISING & COMMUNICATION

Running Start students are expected to:

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

ATTENDANCE POLICY

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

MAINTAINING ACADEMIC INTEGRITY

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

ACADEMIC EARLY WARNING

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

ACADEMIC PROBATION & INDIVIDUAL ACADEMIC RECOVERY PLAN (IARP)

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

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

DISMISSAL FROM PROGRAM

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

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

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

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

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

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

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

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

Business

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

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

Communications

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

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

Computers and Information Systems

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

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

Engineering and Technology

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

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

Humanities / Fine Arts

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

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

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

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

Life Sciences

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

Mathematics

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

Physical Sciences

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

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

Social Sciences

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

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

STU Student Development

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

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

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

Background:

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

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

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

Recommendation:

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

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

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

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

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

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

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

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

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

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

Section 1 Incorporation of Preamble Recitals

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

Section 2 Implementation of Senior Semester

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

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

Section 3 DISTRICT Obligations

DISTRICT will:

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

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

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

Section 4 COLLEGE Obligations

COLLEGE will:

- A. COLLEGE will provide technology accounts for Online Services, Eagle, and RVC Mail.

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

Section 5 Participating DISTRICT Students' Obligations

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

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

Section 6 Shared Obligations and Understandings of the Parties

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

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

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

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

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

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

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

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

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

Section 8 Miscellaneous Provisions

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

If to DISTRICT:

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

with a copy to counsel;

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

If to COLLEGE:

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

with a copy to counsel:

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

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

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

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

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

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

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

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

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

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



President

President



Secretary

Secretary

7-18-23

Date

Date

APPENDIX A

DISTRICT Senior Semester Program Process Procedures

Pre-Selection Criteria for DISTRICT High School Students

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

APPENDIX B

DISTRICT Procedures to Fulfill Qualifications and Admissions

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

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

Semester program OR placement on DISTRICT waiting list.

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

APPENDIX C

Senior Semester Academic Conduct Policies

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

ADVISING & COMMUNICATION

Senior Semester students are expected to:

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

ATTENDANCE POLICY

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

MAINTAINING ACADEMIC INTEGRITY

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

ACADEMIC EARLY WARNING

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

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

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

DISMISSAL FROM PROGRAM

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

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

Purchase Report-A - FY2023 Amendments

Recommendation: Board approval for items marked with an asterisk

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

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

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

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

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

Howard J. Spearman, Ph.D.
 President

Board Approval: _____
 Secretary, Board of Trustees

Purchase Report-B - FY2024 Amendments

Recommendation: Board approval for items marked with an asterisk

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

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

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

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

FY2024 Budgeted Expense
Original Board Report BR #8049-E

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Purchase Report-C - FY2024 Purchases

Recommendation: Board approval for items marked with an asterisk

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

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

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

FY2024 Budgeted Expense

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

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

FY2024 Budgeted Expense

Purchase Report-C - FY2024 Purchases

C. Software – (Administrative Software – Information Technology)

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

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

FY2024 Budgeted Expense

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

TBD **TBD** **\$TBD*(4)**

4. On July 12, 2023, Rock Valley College received six responses to the Request for Qualifications #23-17 Architect for RVC Downtown Campus. A selection committee of eleven members was assembled from volunteers requested by the Cabinet. The committee reviewed the responses, and each member independently scored the answers. The scores were compiled, and the top four firms were short-listed. Each short-listed firm was asked to give a brief presentation and respond to questions from the committee. After the interviews, the committee again scored the firms and identified two finalists who will give presentations to the Board during the Committee of the Whole. A final recommendation will be brought to the Board on August 22, 2023.

FY2024 Budgeted Expense

Purchase Report-C - FY2024 Purchases

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

TBD	New York, NY	\$25,000.00*(5) Not to exceed
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5. This expense is for Production A of the summer 2024 season of Starlight Theatre. The four shows of the season are still being determined. The contract agreements will cover the licensing, royalties, materials, and fees for all performances. One of the following licensors in New York will be sourced for the production:

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

FY2024 Budgeted Expense

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

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

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

FY2024 Budgeted Expense

Purchase Report-C - FY2024 Purchases

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

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

Music Theatre International
Concord Theatricals
Theatrical Rights Worldwide
Broadway Licensing

FY2024 Budgeted Expense

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

TBD	New York, NY	\$25,000.00*(8) Not to exceed
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8. This expense is for Production D of the summer 2024 season of Starlight Theatre. The four shows of the season are still being determined. The contract agreements will cover the licensing, royalties, materials, and fees for all performances. One of the following licensors in New York will be sourced for the production:

Music Theatre International
Concord Theatricals
Theatrical Rights Worldwide
Broadway Licensing

FY2024 Budgeted Expense

Purchase Report-C - FY2024 Purchases

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

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

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

FY2024 Capital Expense

Howard J. Spearman, Ph.D.
President

Board Approval:

Secretary, Board of Trustees

ROCK VALLEY COLLEGE
Cash and Investment Report
July 31, 2023

Month End Balance

Operating Cash Accounts

Illinois Bank & Trust	7,507,997
PMA Operating Cash	10,443,800
Petty Cash	3,274
ISDLAF*	18,830,482

Total Operating Cash: 36,785,553

Operating Investments Accounts

PMA Operating	364,148
ISDLAF*	3,127,896
CD's and CDARS	32,032,531
Treasuries	9,794,691
ISDLAF Term Series	-
FHLB Discount Notes	-

Total Operating Investments: 45,319,266

Total Operating Cash & Investments: 82,104,819

Total Operating Cash and Investments on June 30, 2023	<u>83,887,036</u>
Total Operating Cash and Investments on July 31, 2023	<u>82,104,819</u>
Total Operating Cash and Investments on July 31, 2022	<u>73,227,608</u>
% of Operating Budget	76.49%
Change in Operating Cash and Investments since June 30, 2023	(1,782,217)

*Illinois School District Liquid Asset Fund

Month End Balance

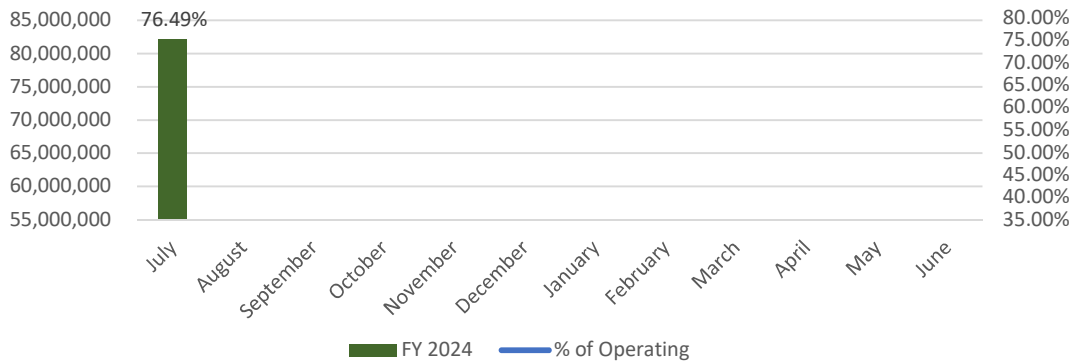
Capital Funds

Debt Service	6,119,062
Life Safety	2,704,259
CDB Escrow	4,263,830
Building Funds	4,137,549
ATC Capital	768,501

Total Capital Funds: 17,993,199

Total Capital Funds on June 30, 2023	<u>16,942,490</u>
Total Capital Funds on July 31, 2023	<u>17,993,199</u>
Change in Capital Funds since June 30, 2023	1,050,709

Operating Cash Balance and % Coverage of FY'24 Operating Budget



Month / Year	Cash & Investments	Capital	Total
July 2023	82,104,819	17,993,199	100,098,019
July 2022	73,227,608	19,835,297	93,062,906
June 2023	83,887,036	16,942,490	100,829,526
June 2022	72,894,073	20,046,781	92,940,854
May 2023	76,503,790	13,085,170	89,588,960
May 2022	67,022,029	14,717,680	81,739,710
April 2023	75,375,546	11,330,563	86,706,108
April 2022	64,250,129	13,129,795	77,379,925
March 2023	76,720,650	11,325,913	88,046,563
March 2022	63,583,011	13,360,996	76,944,007
February 2023	73,535,274	11,506,241	85,041,515
February 2022	67,637,051	13,516,541	81,153,592
January 2023	76,505,959	11,467,053	87,973,012
January 2022	68,827,552	13,507,358	82,334,910
December 2022	76,593,409	17,140,956	93,734,364
December 2021	69,848,911	13,496,844	83,345,754
November 2022	76,181,482	18,315,921	94,497,403
November 2021	71,696,104	23,491,608	95,187,713
October 2022	79,115,154	18,105,076	97,220,230
October 2021	70,928,131	23,288,062	94,216,193
September 2022	75,483,681	19,659,183	95,142,864
September 2021	66,373,319	26,989,336	93,362,655
August 2022	72,609,823	20,355,497	92,965,321
August 2021	67,229,922	24,163,878	91,393,799
July 2022	73,227,608	19,835,297	93,062,906
July 2021	64,988,026	22,955,921	87,943,946

Personnel Report

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

A. Appointments

_____, Executive Director of Financial Aid, Full-time, ADM, Grade R,
\$ _____, effective _____, 2023.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

**Rock Valley College
Committee of the Whole Meeting
August 8, 2023**

Stenstrom Student Center Update

On July 25, 2023, the Rock Valley College Board of Trustees approved the sale of the Stenstrom Center for Career Education. During discussion, trustees asked about plans to transfer the Stenstrom name to another building.

Attached is Board Report #7600 dated March 26, 2019, titled "Naming Recognition Agreement Between Rock Valley College and Robert W. Stenstrom." The fully executed Naming Recognition Agreement between Rock Valley College and Robert W. Stenstrom is attached thereto.

Dr. Howard Spearman has met recently with Robert W. Stenstrom, and planning has begun to transfer the Stenstrom name to the current Student Center.

**Naming Recognition Agreement Between
Rock Valley College and Robert W. Stenstrom**

Background:

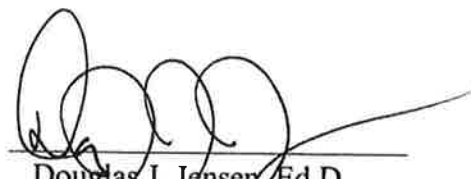
In 2001, Rock Valley College (RVC) reached an agreement with Robert W. Stenstrom, as documented in the Memorandum of Agreement between Rock Valley College and Robert W. Stenstrom and Robert R. Stenstrom Inc., to name the Samuelson Road location the Stenstrom Center or Stenstrom Center for Career Education based on the charitable contributions of Robert W. Stenstrom and the Stenstrom family.

In the 2001 Memorandum of Agreement, Rock Valley College agreed the Stenstrom name would be affixed to the building or displayed upon signage clearly associated with the building in a prominent manner visible to the public, in a size, design, and location mutually agreeable to Stenstrom and RVC. The agreement also stated that the name will be maintained in perpetuity.

In keeping with the agreement to maintain the Stenstrom name in perpetuity, the 2019 Naming Recognition Agreement between Rock Valley College and Robert W. Stenstrom states that upon a decision to terminate ownership of the Samuelson Road location or the decision to cease substantially all programs at Samuelson, RVC will relocate the Stenstrom Center name to the Student Center building at RVC's Main Campus, 3301 North Mulford Road, Rockford, Illinois, and will name as follows: the Stenstrom Student Center.

Recommendation:

It is recommended that the Rock Valley College Board of Trustees approve the Naming Recognition Agreement between Rock Valley College and Robert W. Stenstrom as presented. Attorney Reviewed.



Douglas J. Jensen, Ed.D.
President

Board Approval:



Secretary, Board of Trustees

NAMING RECOGNITION AGREEMENT

between

ROCK VALLEY COLLEGE

and

ROBERT W. STENSTROM

ROCK VALLEY COLLEGE (RVC) and ROBERT W. STENSTROM (Stenstrom) have reached agreement for the recognition by RVC of outstanding and significant past charitable contributions and in-kind support from Stenstrom (and/or family members and related entities) to RVC and Rock Valley College Foundation, and wish to reduce their agreement to writing.

1. Upon the decision of RVC to terminate its ownership of the Samuelson Road location or upon the decision to cease substantially all programs at Samuelson, RVC will relocate the Stenstrom Center name to the Student Center building at RVC's Main Campus, 3301 North Mulford Road, Rockford, Illinois, and will name as follows: the Stenstrom Student Center. The name will be affixed to the building or displayed upon signage clearly associated with the building in a prominent manner visible to the public, in a size, design, and location mutually agreeable to Stenstrom and RVC. Once approved by RVC and Stenstrom, the signage will not be materially altered without the mutual agreement of Stenstrom (or those individuals acting on his behalf pursuant to paragraph 4 below) and RVC.

2. If the uses to which the present Student Center is devoted are substantially relocated to another building, or if the Student Center is closed, significantly renovated or modified, destroyed or severely damaged, or transferred or conveyed by RVC (any of which events, or other events of a substantially similar nature, shall be a "significant change"), then Stenstrom will have the right, for no additional consideration, to have another available and equivalent RVC facility named after Stenstrom. In such event, Stenstrom (or those individuals acting on his behalf pursuant to paragraph 4 below) and RVC will negotiate in good faith to indentify and reach agreement on the alternate facility. If there is a significant change with respect to any alternate facility, then Stenstrom (or those individuals acting on his behalf pursuant to paragraph 4 below) and RVC will negotiate in good faith to identify and reach agreement on another alternate facility.

3. In connection with any RVC-initiated publicity regarding the Student Center building and in written or graphic references or portrayals (for example, in brochures, and on maps), RVC will refer to the Student Center building as either the "Stenstrom Center" or the "Stenstrom Student Center". Stenstrom acknowledges that in certain instances (class schedules, for example) it may be necessary to utilize an abbreviation of the building name due to space limitations.

4. This Agreement shall be enforceable by (or where consent or agreement is required, such consent or agreement shall be obtained from) Stenstrom. In the event of Stenstrom's death or incapacity, this Agreement shall be enforceable by (or where consent or agreement is required, such consent or agreement shall be obtained from) Stenstrom's spouse, Janet Stenstrom, or after Stenstrom and his spouse have both died, by their adult descendants.

5. Stenstrom, Stenstrom Companies, Ltd. (f/k/a Robert R. Stenstrom, Inc.) (Company), and RVC acknowledge that they were parties to a Memorandum of Agreement executed by them in 2001, pursuant to which the principal building at RVC's Samuelson Road Center was named "the Stenstrom Center" (the 2001 Agreement). When the 2001 Agreement was entered into, the parties intended that the building name be maintained in perpetuity.

6. By the execution of this Agreement, Corporation and RVC each on its own behalf represents that all necessary corporate authority for the execution hereof has been obtained. This Agreement will be effective as of the last date set forth below.

7. This Agreement and the rights and benefits hereunder may not be assigned by either party without the prior written consent of the other party, which consent shall be in the sole and absolute discretion of the non-assigning party.

[The remainder of this page is left intentionally blank]

8. This Agreement constitutes the entire agreement of the parties with regard to the matters referred to herein, and supersedes all prior oral and written agreement, if any, of the parties in respect hereto. This Agreement may not be modified or amended except by written agreement executed by Stenstrom (or those individuals acting on his behalf pursuant to paragraph 4 above) and RVC.

STENSTROM COMPANIES, LTD.

ROCK VALLEY COLLEGE

By: Robert W. Stenstrom
Robert W. Stenstrom, President

Dated: 5/13/19

By: Jayme Fleaming
Its: Chancellor

Dated: 3/26/19

Robert W. Stenstrom
Robert W. Stenstrom, Individually

Dated: 5/13/19

This instrument prepared by:
ATTORNEY PHILIP R. FRANKFORT
HOLMSTROMKENNEDYPC
800 N. Church St., P.O. Box 589
Rockford, IL 61105-0589
Telephone (815) 962-7071

Before



After



IMAGE
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ROCKFORD
 BELVIDERE
 PH: 282-4141
 FAX: 282-4157

8/2/2023

SCALE

Notes:

Stenstrom Student Center

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Before



After



IMAGE
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ROCKFORD
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SCALE

8/2/2023

Notes:

Stenstrom Student Center

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ATC Phase Two Change Order Status Report

Committee of the Whole Meeting: August 8, 2023

*Denotes updated information from the last CotW meeting.

Change Order Number	Description	Date Received	Amount Requested	Amount Approved	Status	Date Approved	Company Name	Contingency Running Total
								\$200,000.00
1	Removal of the fire extinguisher cabinet. RVC had an existing cabinet that could be used.	5/26/2023	\$285.00	\$285.00	Approved	6/1/2023	Larson and Larson	\$200,285.00
2	Testing contract for parking lot base and asphalt pouring.	6/1/2023	\$(19,220.00)	\$(19,220.00)	Approved	6/2/2023	GEOCON	\$181,065.00
3	Addition of 12-inch steel bollards in front of electrical equipment in the parking lot. (Required by fire department \$4,450.00). Additional electrical outlets are needed for four additional electrical outlets for TDT and moving one horn strobe for the fire alarm.	6/1/2023	\$(8,742.00)	\$(8,742.00)	Approved	6/14/2023	Larson and Larson	\$172,323.00
4	Additional temporary climate and humidity control in the CNC lab space to reduce rust forming on equipment	6/1/2023	\$(6,605.05)	\$(6,605.05)	Approved	7/10/2023	Larson and Larson	\$165,717.95
5	The fire department requires roof hose bib backflow preventers	6/1/2023	\$(3,124.00)	\$ 0	Rejected	N/A	Larson and Larson	\$165,717.95
6	Parking lot repair, raise islands	6/12/2023	\$(19,370.00)	\$(19,370.00)	Approved	6/14/2023	Larson and Larson	\$146,347.95
*7	North parking lot core out of a soft spot in the gravel	7/14/2023	\$(2,666.66)	\$(2,666.66)	Approved	7/27/2023	Larson and Larson	\$143,681.29
*8	Sign bollards for handicapped parking. RVC needs to add a concrete base for posts to prevent potential bending in the wind.	7/14/2023	\$(4,550.00)	\$(4,550.00)	Pending		Larson and Larson	\$139,131.29

ROCK VALLEY COLLEGE 2023 - AT A GLANCE CAMPUS FACILITY EVENTS

(These are in-person scheduled events)

Date	Event	Staff	Student	Athletic	Community
August					
8/1/2023	Raymond James Buy Out Event - BST, 7pm	x	x		x
08/02 - 08/06	Cinderella Showing - BST Stage, 8pm	x	x		x
8/3/2023	CLR Annual Meeting - BST Stage, 10am	x	x		x
8/7/2023	RVC Aspire Event - SC Atrium, 8am	x	x		x
8/8/2023	Stars of Starlight Celebration - BST, 7pm	x	x		x
8/9/2023	Stinky Cheese Man Preview Showing - BST Stage, 8pm	x	x		x
08/10 - 08/12	Stinky Cheese Man Showing - BST Stage, 11am & 2pm	x	x		x
8/12/2023	Volleyball Game - PEC Gym, 1pm	x	x	x	x
8/16/2023	New Student Welcome Event - SC Atrium, 10am	x	x		x
8/17/2023	International Student Orientation - SC 1222, 8am	x	x		x
8/19/2023	Annual Rockford Police K9 Unit Fundraiser - PKLT 10, 1pm	x	x		x
8/25/2023	Student Life Drive-In Movie Night - PKLT 2, 6pm	x	x		x
8/28 - 08/31	Fall Welcome Week - SC Atrium, 11am	x	x		x
8/30/2023	RVC Majors Fair - SC Atrium, 2pm	x	x		x
September					
9/5/2023	Professional Development Day - PEC Gym, 8am	x			x
9/6/2023	ISS Open Mic Lunch - SC Atrium, 12pm	x	x		x
9/8/2023	Volleyball Game - PEC Gym, 3pm & 7pm	x	x	x	x
9/8/2023	High School Counselor's Breakfast - SC Atrium, 7:30am	x			x
9/9/2023	WEI Completion Ceremony - SC Atrium, 10am	x	x		x
9/11/2023	WEI Career Fair - SC Atrium, 3pm	x	x		x
9/11/2023	1st Generation Speaker Series - SC Atrium, 12pm	x	x		x
9/13/2023	Wellness Wednesday - SC Atrium, 12pm	x	x		x
9/16/2023	Rockford Promise Raise the Roof - BST, 5pm	x	x		x
9/23/2023	Lifescape Senior Expo - PEC Gym, 9am	x	x		x
9/23/2023	Out of the Darkness Walk - BST, 10am	x	x		x
9/24/2023	RVC Foundation & Athletics Tailgate Party - PKLT 10, 11am	x	x		x
09/25 - 09/28	Homecoming Week - SC Atrium, 10am	x	x		x
9/29/2023	Volleyball Game - PEC Gym, 3pm	x	x	x	x
9/29/2023	Homecoming Dance - SC Atrium, 7pm	x	x		x
9/29/2023	Fall DEI Symposium - SC Atrium, 11am	x	x		x
9/30/2023	Members Alliance Community Funfest - PKLT 10, 12pm	x	x		x
9/30/2023	Volleyball Game - PEC Gym, TBD	x	x	x	x
October					
10/4/2023	Volleyball Game - PEC Gym, 6pm	x	x	x	x
10/4/2023	Phlebotomy Fall Pinning Ceremony - SC Atrium, 6pm	x	x		x
10/4/2023	IACAC College Fair Night - PEC Gym, 6pm	x	x		x
10/6/2023	Minority Male Leadership Conference - SC Atrium, 8am	x	x		x
10/7/2023	Strides Against Breast Cancer Walk - PKLT 10, 8am	x	x		x
10/9/2023	PICU Transfer Day - SC Atrium, 10am	x	x		x
10/10 - 10/12	Midterm Mania Week - SC 1306, 11am	x	x		x
10/11/2023	Wellness Wednesday - SC Atrium, 12pm	x	x		x
10/12/2023	Volleyball Game - PEC Gym, 6pm	x	x	x	x
10/15/2023	Make a Wish Walk - PKLT 10, 9am	x	x		x
10/16/2023	1st Generation Speaker Series - SC Atrium, 12pm	x	x		x
10/20/2023	Volleyball Game - PEC Gym, 2pm & 6pm	x	x	x	x
10/27/2023	Halloween Trunk or Treat - PKLT 2, 6pm	x	x		x