

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

**June 25, 2024, 5:15 p.m.**

**Livestreaming Link:** [https://www.youtube.com/channel/UCwa3Fs6l4pWAR\\_4iDZPTNZA](https://www.youtube.com/channel/UCwa3Fs6l4pWAR_4iDZPTNZA)

**PUBLIC BUDGET HEARING**

- 1. Call to Order**
- 2. Open Public Hearing**
- 3. Presentation of FY 2025 Budget - Ms. Ellen Olson, Vice President of Finance**
- 4. Public Testimony**
- 5. Close Public Hearing**

**REGULAR BOARD MEETING**

**AGENDA**

- A. Call to Order**
- B. Roll Call**
- C. Board Member Attendance by Means Other than Physical Presence**
- D. Communications and Petitions (Public Comment)**
- E. Recognition of Visitors**
- F. General Presentations**
- G. Approval of Minutes**
  1. May 14, 2024 Committee of the Whole Meeting
  2. May 28, 2024 Regular Board Meeting
- H. Action Items**
  1. Approve Claims Sheet (Check Register-May 2024) (BR 8155)
  2. Approve Purchase Reports
    - a. Purchase Report-A – FY2025 Purchases (BR 8156-A)
    - b. Purchase Report-B – FY2025 Site Rentals (BR 8156-B)
    - c. Purchase Report-C – FY2025 Licensing/Software Renewals (BR 8156-C)
    - d. Purchase Report-D – FY2025 Blanket Purchase Orders (BR 8156-D)
    - e. Purchase Report-E – FY2024 Purchases (8156-E)
  3. Approve FY2025 Final Budget (BR 8157)
  4. Approve Certificate Attesting to the FY2025 Budget (BR 8158)
  5. Approve FY2025 Compensation Adjustment for Non-Represented Employees (BR 8159)
  6. Approve Dual and Articulated Credit Memorandum of Understanding- Pecatonica CUSD #321 (BR 8160)
  7. Approve Dual and Articulated Credit Memorandum of Understanding- Rockford Christian School (BR 8161)
  8. Approve Dual and Articulated Credit Memorandum of Understanding- South Beloit CUSD #320 (BR 8162)
  9. Approve Running Start Intergovernmental Agreement- Pecatonica CUSD #321 (BR 8163)
  10. Approve Running Start Intergovernmental Agreement- South Beloit CUSD #320 (BR 8164)

11. Adoption of Policies of the Board (BR 8165)

12. Approve Personnel Report (BR 8166)

**I. Other Business**

1. New Business

2. Unfinished Business

**J. Updates / Reports**

1. President's Update

2. Leadership Team Updates

3. ICCTA Report

4. Trustee Comments

5. Student Trustee Report

6. RVC Foundation Liaison Report

7. Freedom of Information Act (FOIA) Report

**K. Date of Next Committee of the Whole Meeting:** July 09, 2024, 5:15 p.m. The meeting will be held in the Performing Arts Room (PAR, Room 0214) located in the Educational Resource Center (ERC) on the main campus.

**L. Date of Next Regular Meeting:** July 23, 2024, 5:15 p.m. The meeting will be held in the Performing Arts Room (PAR, Room 0214) located in the Educational Resource Center (ERC) on the main campus.

**M. Adjourn**

Robert Trojan, Board Chair



# Public Budget Hearing

## Fiscal Year 2025

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June 25, 2024

Rock Valley College, Community College District 511  
 3301 North Mulford Road, Rockford, IL 61114  
 FY25 Budget ALL FUNDS

Beginning Fund Balance July 1, 2024																								
	\$	35,734,073	\$	-	\$	40,887,906	\$	566,943	\$	4,804,327	\$	748,119	\$	1,079,150	\$	49,552	\$	2,949,586	\$	(13,910,545)	\$	946,528	\$	73,855,639
	Fund 01	Fund 02	Fund 03	Fund 04	Fund 05 & 18	Fund 06	Fund 10	Fund 11	Fund 12	Fund 19	Fund 20	Total of Budget	Percent											
	Education Fund	Operations & Maintenance Fund	Operations & Maint-Restricted	Bond & Interest Fund	Auxiliary Enterprises	Restricted Purpose Fund	Trust & Agency Fund	Audit Fund	Liability, Protection, & Settlement	OPEB Fund	SURS Penalty Fund													
<b>Revenues</b>																								
Local Government	18,299,315	3,475,141	1,500,000	11,788,447				64,000	2,000,000			37,126,903	33%											
State Government	10,724,050	808,175				4,361,032				120,000		16,013,257	14%											
Federal Government						9,565,123						9,565,123	8%											
Student Tuition & Fees	15,540,072	3,348,859	330,000		2,509,385		260,950					21,989,266	19%											
Sales & Service Fees	80,000				1,734,788		16,500					1,831,288	2%											
Facilities Revenue		793,630										793,630	1%											
Investment Revenue	2,061,540	133,470	100,000	100,750								2,395,760	2%											
Gifts, Grants & Bequests	378,762				4,350		1,000					384,112	0%											
Other Revenue	130,900	249,700			8,717,664	267,300	417,768		60,000			9,843,332	9%											
SURS on Behalf	10,745,403	1,014,897			1,007,621	1,173,728	1,505		56,847			14,000,001	12%											
	57,960,042	9,823,872	1,930,000	11,889,197	13,973,808	15,367,183	697,723	64,000	2,116,847	120,000	-	113,942,672	100%											
Less Nonoperating Items																								
<b>Adjusted Revenue</b>	<b>57,960,042</b>	<b>9,823,872</b>	<b>1,930,000</b>	<b>11,889,197</b>	<b>13,973,808</b>	<b>15,367,183</b>	<b>697,723</b>	<b>64,000</b>	<b>2,116,847</b>	<b>120,000</b>	<b>-</b>	<b>113,942,672</b>												
<b>Expenditures</b>																								
Salaries	28,550,788	2,696,604			2,677,272	3,118,622	4,000		151,043			37,198,329	29%											
Employee Benefits	6,178,244	558,288			8,674,334	876,985			414,862	240,000		16,942,713	13%											
Contractual Services	3,504,169	2,127,418	595,325	1,350	846,502	147,221	90,530	60,000	431,330			7,803,844	6%											
General Materials & Supplies	2,536,101	692,993	365,510		631,473	375,896	125,816		1,500			4,729,289	4%											
Travel & Conference Meeting Exp	551,536	7,345	7,000		285,855	161,766	231,049		1,500			1,246,051	1%											
Fixed Charges	590,731	259,510		12,141,700	8,600	68,039	985		637,000			13,706,565	11%											
Utilities	8,017	2,409,086			0	6,422						2,423,525	2%											
Capital Outlay	46,200	57,731	17,302,800			310,000						17,716,731	14%											
Other Expenditures	1,063,936				1,118,610	9,762,101	223,792				250,000	12,418,439	10%											
SURS on Behalf	10,745,403	1,014,897			1,007,621	1,173,728	1,505		56,847			14,000,001	11%											
	53,775,124	9,823,872	18,270,635	12,143,050	15,250,267	16,000,780	677,677	60,000	1,694,082	240,000	250,000	128,185,487	100%											
Contingency																								
	4,184,918											4,184,918												
Less Nonoperating Items																								
<b>Adjusted Expenditures</b>	<b>57,960,042</b>	<b>9,823,872</b>	<b>18,270,635</b>	<b>12,143,050</b>	<b>15,250,267</b>	<b>16,000,780</b>	<b>677,677</b>	<b>60,000</b>	<b>1,694,082</b>	<b>240,000</b>	<b>250,000</b>	<b>132,370,405</b>												
Transfer In (Out)																								
Net by Fund	-	0	(16,340,635)	(253,853)	(1,276,459)	(633,597)	20,046	4,000	422,765	(120,000)	(250,000)	(18,427,733)												
Estimated Fund Balance June 30 2025	<b>35,734,073</b>	<b>0</b>	<b>24,547,271</b>	<b>313,090</b>	<b>3,527,868</b>	<b>114,522</b>	<b>1,099,196</b>	<b>53,552</b>	<b>3,372,351</b>	<b>(14,030,545)</b>	<b>696,528</b>	<b>55,427,906</b>												
<b>By Function</b>	<b>Education Fund</b>	<b>Operations &amp; Maintenance Fund</b>	<b>Operations &amp; Maint-Restricted</b>	<b>Bond &amp; Interest Fund</b>	<b>Auxiliary Enterprises</b>	<b>Restricted Purpose Fund</b>	<b>Trust &amp; Agency Fund</b>	<b>Audit Fund</b>	<b>Liability, Protection, &amp; Settlement</b>	<b>OPEB Fund</b>	<b>SURS Penalty Fund</b>	<b>Total of Budget</b>	<b>Percent</b>											
Other	-	-	-	-	-	-	-	-	-	-	-	-	0%											
Instruction	25,364,599	-	-	-	215,308	1,327,317	-	-	-	-	-	26,907,224	21%											
Academic Support	4,809,126	-	-	-	1,500	1,700	-	-	-	-	-	4,812,326	4%											
Student Services	6,778,027	-	-	-	43,419	722,555	263,174	-	-	-	-	7,807,175	6%											
Public Service/Continuing Education	1,473,507	-	-	-	3,882,582	4,516,038	1,250	-	-	-	-	9,873,377	8%											
Auxiliary Services	-	-	-	-	1,752,326	-	231,100	-	-	-	-	1,983,426	2%											
Operation and Maintenance	148,553	9,439,139	17,582,800	-	-	-	985	-	592,082	-	-	27,763,559	22%											
Institutional Support	15,201,312	384,733	687,835	12,143,050	9,355,132	-	168	60,000	1,102,000	240,000	250,000	39,424,230	31%											
Scholarships, Grants, Waivers	-	-	-	-	-	9,433,170	181,000	-	-	-	-	9,614,170	8%											
	53,775,124	9,823,872	18,270,635	12,143,050	15,250,267	16,000,780	677,677	60,000	1,694,082	240,000	250,000	128,185,487	100%											

**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, May 14, 2024**  
**MINUTES**

**Call to Order**

The Rock Valley College (RVC) Board of Trustees Committee of the Whole meeting convened on Tuesday, May 14, 2024, in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC). Chairperson Robert Trojan called the meeting to order at 5:15 p.m.

**Roll Call**

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

Ms. Gloria Cardenas Cudia	Mr. Paul Gorski
Mr. Richard Kennedy	Mr. Robert Trojan
Ms. Kristen Simpson	Mr. Juan Nogueta, RVC Student Trustee
Mr. John Nelson; joined at 5:21 p.m.	

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

Also present: Dr. Howard J. Spearman, President; Mr. Keith Barnes, Vice President of Equity and Inclusion; Dr. Patrick Peyer, Vice President of Student Affairs; Ms. Heather Snider, Vice President of Institutional Effectiveness and Communications; Dr. Hansen Stewart, Vice President of Career and Technical Education and Workforce Development; Mr. Rick Jenks, Vice President of Operations; Dr. Amanda Smith, Vice President of Academic Affairs; Ms. Ellen Olson, Vice President of Finance; Ms. Ann Kerwitz, Assistant to the President; Ms. Betsabe Saucedo, Assistant to the President; Ms. Tracy Luethje, Executive Assistant to the Vice President of Operations; Attorney Christopher Gorman, Robbins Schwartz.

**Board Member Attendance by Means Other Than Physical Presence**

Trustee Kennedy made a motion, seconded by Trustee Cardenas Cudia, to allow Trustee Crystal Soltow to participate in the meeting via teleconference. The motion was approved by a unanimous roll call vote. Trustee Soltow entered the meeting via telephone at 5:16 p.m.

**Communications and Petitions**

There were no communications and petitions to recognize.

**Recognition of Visitors**

Dr. Patrick Peyer, vice president of student affairs, introduced Mr. Nico Mikos. Mr. Mikos is the Student Trustee-Elect for 2024-2025.

**Review of Minutes**

There were no comments on the minutes from the April 9, 2024, Board of Trustees Committee of the Whole meeting.

**General Presentations**

**1. Student Voter Registration**

Dr. Howard Spearman, president of Rock Valley College, introduced Ms. Jasmine Nathan, president of the Student Government Association, and Mr. Juan Nogueta, Student Trustee, who presented the Civic

Engagement Program. Ms. Nathan stated that the Student Government Association has partnered with the League of Women Voters to help students register for voter registration. Mr. Nogueta explained that the Student Government Association wanted to do more, so the association is developing a program to encourage student civic engagement every year. The Civic Engagement Program will be developed throughout the summer of 2024 and piloted in the fall of 2024 through the “All In” Campus Democracy Challenge. The All In Campus Democracy Challenge provides institutions of higher education and their students with guidance and resources to promote nonpartisan voter registration and voting. Ms. Nathan stated that All In will allow RVC to understand and collect student voting habits and data from the National Study of Learning, Voting, and Engagement (NSLVE). Ms. Nathan said the campus-wide initiative will be collaboratively led by a committee of students, staff, and faculty through signature events, in-classroom activities, and marketing. Ms. Nathan and Mr. Nogueta finished with a timeline of events from May 2024 through November 2024.

Trustee Nelson inquired if the Board of Trustees needed to take any action on the program. Ms. Nathan stated the presentation was for informational purposes for the Board of Trustees. Discussion ensued.

## **2. Downtown West Campus Update**

The Downtown West Campus Update was presented by Mr. Richard Jenks, vice president of operations, and Mr. Greg Klader, vice president for pre-construction with Ringland-Johnson Construction. Mr. Jenks reminded the Board of Trustees that at the Board of Trustees Committee of the Whole meeting on April 9, 2024, information was shared that the new Downtown West campus has two construction options: a single-building design or a two-building design. Mr. Kader explained that the design team had preliminary cost estimates for moving the utilities and the price difference between the one-building and two-building designs. Mr. Klader added that the one-building design and the utilities' move would also push the construction back at least 12 months.

Based on the costs and the potential length of time it will take to vacate the utilities from South Rockton Avenue, the administration and the design team recommend the two-building design, which would involve vacating vehicular traffic on South Rockton Avenue but leave an easement for the utilities and bury existing utilities on South Rockton Avenue between Green Street and Chestnut Street. The administration will update the Board of Trustees at the July 9, 2024, Committee of the Whole meeting or have a special meeting. 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 the College is at 89% to goal for Summer II and 55% to goal for Fall. In Summer II and Fall, the College is 57% to goal and 56% to the stretch goal.

#### **2. Intergovernmental Cooperation Agreement (IGA): 2024-2025 IDOT Highway Construction Careers Training**

Dr. Stewart presented the IGA Highway Construction Careers Training Program (HCCTP) presentation. Dr. Stewart stated that the IGA is between the Illinois Department of Transportation and RVC. Under the Agreement, the College shall administer the HCCTP, teaching highway construction industry “trade and life” skills to selected trainees who reflect the characteristics of the under-represented population of the Federal Highway Administration On-the-Job Training (OJR) Program. The program takes place at ten community colleges in Illinois, including college-approved work-site locations.

Dr. Stewart briefly discussed the number of students who have/are participating in the HCCTP program and what the program goals are under the HCCTP guidelines. Discussion ensued.

### 3. The Impact of Artificial Intelligence on Teaching and Learning

Dr. Hansen Stewart, vice president of career and technical education and workforce development, and Dr. Amanda Smith, vice president of academic affairs, presented The Impact of Artificial Intelligence (AI) on Teaching and Learning presentation. Dr. Smith stated that AI is advancing quickly and is having a greater influence on higher education. Dr. Smith stated that utilizing AI has advantages and potential risks. Dr. Smith gave examples of generative AI applications in higher education, such as chatbots for student support, AI-generated educational content, and automated essay grading. Dr. Smith gave examples of the positive benefits of AI and how RVC has implemented Generative AI at RVC.

Dr. Stewart discussed the potential risks of using Generative AI and gave several examples, such as data security, plagiarism, and academic misconduct. Discussion ensued.

### 4. Quarterly FY2024 Strategic Plan Update

Ms. Heather Snider, vice president of institutional effectiveness and communications, presented the Quarterly FY2024 Strategic Plan Update. She explained that she would focus on Pillar II, Exceptional Educational Opportunities. Ms. Snider stated that goal one is to ensure high-quality and relevant certificate, degree, and co-curricular programs. Goal two is to improve student readiness, academic success, and sense of belonging. Ms. Snider gave two examples of successes that RVC has accomplished, such as new and revised programs and courses and student worker learning outcomes. Another successful example that Ms. Snider gave was the creation and evaluation of best practices for student success, such as the Caring Campus Initiative, Higher Learning Commission (HLC) Assessment Academy, and Fix Your Content workshops. Ms. Snider gave several examples of new courses and programs offered at RVC, along with co-curricular programs like Student Worker Learning Outcomes.

### 5. Downtown West: Adult Learning Programs

Dr. Smith presented the Downtown West: Adult Learning Programs presentation. Dr. Smith explained that adults aged 25 and older living in the tri-county region have lower educational attainment than both the state and nationally. She stated that adult learners between the ages of 25 and 49 are projected to grow by 18% from 2022 – 2028. Dr. Smith stated that for both of those reasons, the College will prioritize serving adult learners at the Downtown West campus. RVC will focus on three programs, Adult Education, Refugee and Immigrant Services, and Early Childhood Education. Dr. Smith gave the enrollment numbers for all three programs from FY2020 through FY2024 for Adult Education, FY2021 through FY2024 (FY2024 is an anticipated enrollment) for Refugee and Immigrant Services, and FY2021 through FY2024 for Early Childhood Education. Discussion ensued.

## Finance Discussion: Board Liaison Trustee Trojan

### 1. Purchase Report

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

#### *Purchase Report A – FY2024 Amendments:*

- |  |                               |               |                    |
|--|-------------------------------|---------------|--------------------|
| A. Cell Phones – (Cell Phone Chargeback – Business Services)             |                               |               |                    |
| 1.   | Verizon Wireless              | St. Louis, MO | \$ 1,000.00 (1)*   |
| B. Car Rental Services – (Participant Travel – Athletics)                |                               |               |                    |
| 2.   | Enterprise Rent-A-Car Midwest | Rockford, IL  | \$ 5,000.00 (2)*   |
| C. Software – (Marketing – Website Services Software Support)            |                               |               |                    |
| 3.   | Modern Campus                 | Camarillo, CA | \$ 2,000.00 (3)*   |
| D. Contractual Services – (Other Contractual Services – Purchasing Card) |                               |               |                    |
| 4.   | American Express              | Carson, CA    | \$ 100,000.00 (4)* |

E. Architect and Engineer – (Other Contractual Services – ATC Phase 2)			
5.	Ollmann Ernest Martin Architects	Belvidere, IL	\$ 2,366.12 (5)*

Discussion ensued on Purchase Report A, Item C from Trustees Nelson and Gorski.

***Purchase Report B – FY2024 Purchases:***

A. Camera System and Software – (Capital PHS Funds – RVC Police Department)			
1.	Axon Enterprises, Inc.	Scottsdale, AZ	\$ 159,641.69 (1)*
	Utility Associates, Inc.	Decatur, GA	\$ 167,600.00

Discussion ensued on Purchase Report B, Item A from Trustee Gorski.

***Purchase Report C – FY2025 Purchases:***

A. Printing & Mailing – (Print/Copy Commercial Services – CCE and Continuing Education)			
1.	KK Stevens	Astoria, IL	\$ 80,604.65 (1)*
			Not to Exceed
	Worlds Printing and Specialists Co.	Chicago, IL	\$ 107,764.80
	Indiana Printing & Publishing	Indiana, PA	\$ 109,342.20
B. Travel Expenses – (Participant Travel – TRiO and Upward Bound)			
2.	Gerber Tours	Mineola, NY	\$ 43,000.00 (2)*
			Not to Exceed
C. Production Contract – (Other Contractual Services – Starlight Theatre)			
3.	TBD	New York, NY	\$ 25,000.00 (3)*
			Not to Exceed
D. Production Contract – (Other contractual Services – Starlight Theatre)			
4.	TBD	New York, NY	\$ 25,000.00 (4)*
			Not to Exceed
E. Production Contract – (Other Contractual Services – Starlight Theatre)			
5.	TBD	New York, NY	\$ 25,000.00 (5)*
			Not to Exceed
F. Production Contract – (Other Contractual Services – Starlight Theatre)			
6.	TBD	New York, NY	\$ 25,000.00 (6)*
			Not to Exceed
G. Production Contract – (Other Contractual Services – Starlight Theatre)			
7.	TBD	New York, NY	\$ 12,000.00 (7)*
			Not to Exceed
H. Maintenance Software Fees – (Education Fund – IT Administration Maintenance Services Software Support)			
8.	Ellucian	Malvern, PA	\$ (8)*



Fiscal Year 2025	Yearly Fee	\$1,262,791.00
Fiscal Year 2026	Yearly Fee	\$1,284,279.00
Fiscal Year 2027	Yearly Fee	\$ 691,060.00
Fiscal Year 2028	Yearly Fee	\$ 725,613.00
Fiscal Year 2029	Yearly Fee	\$ 761,893.00

Discussion ensued on Purchase Report C, Items B, and H from Trustees Nelson, Gorski, and Trojan.

## 2. Third Quarter Purchase Order Report FY2024

Ms. Olson presented the Third Quarter Purchase Order Report for FY2024 for purchases between \$10,000 - \$25,000. Ms. Olson stated there were three blanket purchase orders, three blanket purchase order amendments, five new purchase orders, and no purchase order amendments.

## 3. Cash and Investment Report

Ms. Olson presented the Cash and Investment Report through April 30, 2024. Total operating cash is \$39,050,008. Total operating cash and investments are \$86,332,941. Total capital funds are \$12,124,823. Since March 31, 2024, the change in capital funds is <\$19,193>. The operating cash and investments change since March 31, 2024, is <\$503,147>. Ms. Olson stated that the total operating cash and investment funds were 80.43% of the FY2024 operating budget.

## 4. Third Quarter Vital Signs FY2024

Ms. Olson presented the Third Quarter Vital Signs for FY2024. Ms. Olson stated that as of March 31, 2024, Fund 01 Operating Fund Revenues were \$37,616,634. Fund 02 Operating Fund Revenue was \$25,169,836. The total Operating Revenue Funds were 42,786,470. RVC was running 80.36% of its budget.

Ms. Olson explained that Fund 01's Operating Expenses were \$27,326,063.68, Fund 02's Operating Expenses were \$4,169,835.58, and the total operating expenses were \$32,495,899. RVC is running at 64.72% of the FY2024 budget. All figures above are as of March 31, 2024, and exclude SURS on behalf.

Ms. Olson discussed payroll and healthcare costs, explaining that while healthcare costs are down, she anticipates they will steadily increase due to physician, hospital, and medical care costs. Discussion ensued.

## 5. Bonding Overview

Ms. Olson presented the Bonding Overview presentation. Ms. Olson explained with the Classroom II (CLII) remodel, Health Sciences Center (HSC) third-floor build-out, adding a second elevator, and the Downtown West construction, it is anticipated that RVC will need to finance approximately \$69,070,083. Ms. Olson discussed the estimated cash outflow projection, the downtown project financing considerations, a suggested timeline for the Series 2024 Working Cash Bonds, and a preliminary timeline for the Debt Certificates-to-Funding Bonds issued in 2025. Ms. Olson stated that RVC would be going to the Board of Trustees for a new or amended Board Resolution to increase reimbursement for capital expenditures for the Downtown West project and a possible Board Resolution for reimbursement of the amount potentially required to fund the required CDB Escrow Trust Account prior to Working Fund Bonds issuance. Discussion ensued.

## Operations Discussion: Board Liaison Trustee Kennedy

### 1. Personnel Report

Mr. Jenks, vice president of operations, presented the Personnel Report. Mr. Jenks stated that there were no appointments and two departures. Ms. Krista Benassi, a Biology Professor, is resigning effective August 6, 2024, and Ms. Elizabeth Pearl Kinney, a Chemistry Professor, is resigning effective May 19, 2024. Discussion ensued.

## **2. Quarterly Human Resources Personnel Report for FY2024**

Mr. Jenks presented the quarterly Human Resources Personnel Report for FY2024. Mr. Jenks stated that the number of new hires for the first quarter of FY2024 was 12, the second quarter was 17, and the third quarter was 16. Departures for the first quarter of FY2024 were nine, the second quarter was 13, and the third quarter was 10. Mr. Jenks said that RVC is averaging approximately 12% turnover annually. Discussion ensued

## **3. Equity Plan Update**

Mr. Keith Barnes, vice president of equity and inclusion, presented the RVC Equity Plan Revision Update. Mr. Barnes stated that in June 2022, Governor Pritzker signed into law House Bill (HB) 5464, an amendment to the Illinois Board of Higher Education (IBHE) Act that requires all public institutions of higher education in Illinois to develop and submit to the IBHE an equity plan and practices to increase the access, retention, completion, and student loan repayment rates of minorities, rural students, adult students, women, and individuals with disabilities who are traditional underrepresented in education programs and activities. Mr. Barnes stated the first official Equity Plan submission will be due on May 31, 2024, to the Illinois Community College Board (ICCB). RVC convened a second round of forums with key RVC stakeholders in the spring of 2024 to revise the current Equity Plan the College adopted in February 2023. Mr. Barnes discussed some of the recommendations that RVC received from the ICCB for revisions to RVC's Equity Plan.

## **4. Classroom Building II (CLII) Update**

Mr. Jenks gave a verbal update regarding the CLII update. Mr. Jenks stated after RVC received direction from the Board on the CLII project that includes the Blackbox Theatre, RVC was able to then submit an architect scope of work to the Capital Development Board (CDB). CDB has advised that they have received that scope of work, and they are working with RVC to finalize the plans. CDB is anticipating that RVC will have its trust fund in place by September 2024. Mr. Jenks stated that CDB has told RVC that RVC has to spend \$85,425 on Art in Architecture. Mr. Jenks said that instead of \$17,000,000 towards the CLII remodel, CDB is giving RVC \$17,085,000. The \$85,000 is from the state, so RVC will need to add \$425 to its cost. Discussion ensued.

## **5. Change Order Update**

Mr. Jenks presented the Change Order Update for the power shed construction. Mr. Jenks stated that RVC has multiple projects going this summer, including the power shed upgrade, which is a power building located by Building E. Mr. Jenks stated that part of the power shed feeds power to Building F and Building E. During the course of the investigations for construction, there were code issues in Building F that needed to be addressed by a qualified electrician, and the electrician was able to determine a pathway to rectify those violations. The cost is an additional \$3,164. The contingency for the power shed is at \$27,366.

Mr. Jenks stated that because numerous projects are underway on the RVC Campus, he would bring change orders associated with each project so the Board can see what changes are being made and answer any questions they may have.

## **6. Rock Valley College Events Calendar**

Mr. Jenks presented the RVC on-campus events calendar for May 2024 and highlighted several events.

### **New Business/Unfinished Business**

#### **Unfinished Business:**

Dr. Spearman reminded the Trustees to respond as to what Completion Ceremonies they will be attending.

He stated he spoke to the Trustees at a previous meeting about the Higher Learning Commission (HLC) and whether or not they would alter their schedule to meet with Trustees on October 15 rather than October 14.

Dr. Spearman stated that HLC said they were comfortable with RVC maintaining the October 14-15, 2024 date. Dr. Spearman asked the Board of Trustees to save the date for 8:00 a.m. on October 15, 2024 to meet with the HLC site visit team.

Dr. Spearman reminded the Board of Trustees to follow up on Ms. Kerwitz's email about who would be attending the Illinois Community College Trustees Association (ICCTA) awards banquet.

Trustee Trojan stated that there were still outstanding board policy changes on which Trustees Nelson and Gorski were going to make their recommendations from the April 23, 2024, Regular Board Meeting, Trustee Trojan has not received those recommendations. Trustee Trojan asked that Trustees Nelson and Gorski get the information in as soon as possible. Trustee Trojan would like it done before the 90-day timeline is up. Discussion ensued.

**New Business:**

There was no new business to discuss.

**Adjourn to Closed Session**

At 7:25 p.m., Trustee Kennedy made a motion, seconded by Trustee Cardenas Cudia, 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) Litigation has been filed, is pending, or probable per Section 2 (c) (11), all in accordance with the Illinois Open Meetings Act.

**Reconvene Open Session**

At 8:02 p.m., a motion was made by Trustee Nelson, seconded by Trustee Cardenas Cudia, 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 May 28, 2024, 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 June 11, 2024, 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.

**Adjourn**

At 8:03 p.m., a motion was made by Trustee Cardenas Cudia, seconded by Trustee Nelson, to adjourn the meeting. The motion was approved by a unanimous roll call vote.

Submitted by: Tracy L. Luethje

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Richard Kennedy, Secretary

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Robert Trojan, Chairperson

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

**ROCK VALLEY COLLEGE BOARD OF TRUSTEES REGULAR MEETING  
5:15 p.m., May 28, 2024**

**MINUTES**

**Call to Order**

The Regular meeting of the Board of Trustees of Community College District No. 511, Winnebago, Boone, DeKalb, McHenry, Ogle, and Stephenson Counties, Illinois, convened in Room 0214 (Performing Arts Room) in the Educational Resource Center (ERC) on Tuesday, May 28, 2024. The meeting was called to order by Board Chair Robert Trojan at 5:15 p.m.

**Roll Call**

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

Mr. Robert Trojan	Ms. Gloria Cudia
Mr. John Nelson	Ms. Kristen Simpson
Mr. Paul Gorski	Mr. Richard Kennedy
Student Trustee Juan Nogueta	

The following trustee was absent at roll call: Ms. Crystal Soltow

Also in attendance: Dr. Howard Spearman, President; Dr. Amanda Smith, Vice President of Academic Affairs/Chief Academic Officer; Ms. Ellen Olson, Vice President of Finance/Chief Financial Officer; Dr. Hansen Stewart, Vice President of Career Technical Education and Workforce Development; Mr. Keith Barnes, Vice President of Equity and Inclusion; Mr. Patrick Peyer, Vice President of Student Affairs; Mr. Rick Jenks, Vice President of Operations/Chief Operations Officer; Ms. Ann Kerwitz, Assistant to the President; Ms. Betsy Saucedo, Assistant to the President; Attorney Matthew Gardner, Robbins Schwartz.

**Board Member Attendance by Means Other than Physical Presence**

Trustee Kennedy made a motion, seconded by Trustee Gorski, to allow Trustee Soltow to participate in the meeting via teleconference. The motion was approved by unanimous roll call vote. Trustee Soltow entered the meeting via telephone at 5:27 p.m.

**Communications and Petitions (Public Comment)**

There were no communications or petitions.

**Recognition of Visitors**

President Spearman recognized Mr. Juan Nogueta for his service as the College's 2023-2024 student trustee. Mr. Nogueta thanked the Board of Trustees, Cabinet members, his family, and the instructors of the Fire Science Program for their support during his term.

Attorney Gardner administered the oath of office to Mr. Nico Mikos who is the 2024-2025 student trustee. Mr. Mikos took his seat and joined the meeting.

**General Presentations**

There were no general presentations.

**Approval of Minutes**

A motion was made by Trustee Nelson, seconded by Trustee Cudia, to approve the minutes of the April 09, 2024 Committee of the Whole meeting and the April 23, 2024 Regular and Reorganization meetings. There was no discussion. The motion was approved by unanimous roll call vote.

**Action Items**

**1. BR 8151 - Claims Sheet - April 2024**

The Board Report reads in part: It is recommended that the Board of Trustees approves the claims sheets from the Ellucian check register for the period from April 1, 2024 to April 30, 2024. The total is \$2,124,836.97.

A motion was made by Trustee Cudia, seconded by Trustee Gorski, to approve Board Report 8151. There was no discussion. The motion was approved by majority roll call vote. Trustees Simpson, Cudia, Kennedy, Gorski, and Trojan voted yes. Trustee Nelson voted no. Student Trustee Mikos voted yes (advisory).

**2a. BR 8152-A - Purchase Report-A - FY2024 Amendments**

The Board Report reads in part: It is recommended that the Board of Trustees approves the marked items for purchase on Board Report 8152-A, Purchase Report-A.

\$ 1,000.00	A. Verizon Wireless, St. Louis, MO
\$ 5,000.00	B. Enterprise Rent-A-Car Midwest, Rockford, IL
\$ 2,000.00	C. Modern Campus, Camarillo, CA
\$ 100,000.00	D. American Express, Carson, CA
\$ 2,366.12	E. Ollmann Ernest Martin Architects, Belvidere, IL

A motion was made by Trustee Gorski, seconded by Trustee Cudia, to approve Board Report 8152-A. There was no discussion. The motion was approved by unanimous roll call vote.

**2b. BR 8152-B - Purchase Report-B - FY2024 Purchases**

The Board Report reads in part: It is recommended that the Board of Trustees approves the marked item for purchase on Board Report 8152-B, Purchase Report-B.

\$ 159,641.69	A. Axon Enterprises, Inc., Scottsdale, AZ
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A motion was made by Trustee Cudia, seconded by Trustee Gorski, to approve Board Report 8152-B. Trustee Nelson explained that the action items had been discussed during the May Committee of the Whole meeting. The motion was approved by unanimous roll call vote.

Trustee Soltow entered the meeting via telephone at 5:27 p.m.

**2c. BR 8152-C - Purchase Report-C - FY2025 Purchases**

The Board Report reads in part: It is recommended that the Board of Trustees approves the marked items for purchase on Board Report 8152-C, Purchase Report-C.

\$ 80,604.65 - Not to Exceed	A. KK Stevens, Astoria, IL
\$ 43,000.00 - Not to Exceed	B. Gerber Tours, Mineola, NY
\$ 25,000.00 - Not to Exceed	C. TBD, New York, NY
\$ 25,000.00 - Not to Exceed	D. TBD, New York, NY
\$ 25,000.00 - Not to Exceed	E. TBD, New York, NY
\$ 25,000.00 - Not to Exceed	F. TBD, New York, NY
\$ 12,000.00 - Not to Exceed	G. TBD, New York, NY
\$ 1,262,791.00 - Fiscal Year 2025	H. Ellucian, Malvern, PA
\$ 1,284,279.00 - Fiscal Year 2026	
\$ 691,060.00 - Fiscal Year 2027	
\$ 725,613.00 - Fiscal Year 2028	
\$ 761,893.00 - Fiscal Year 2029	

A motion was made by Trustee Gorski, seconded by Trustee Cudia, to approve Board Report 8152-C. There was no discussion. The motion was approved by unanimous roll call vote.

**3. BR 8153 - Intergovernmental Cooperation Agreement: 2024-2025 Illinois Department of Transportation (IDOT) Highway Construction Careers Training Program**

The Board Report reads in part: It is recommended that the Board of Trustees approves an Intergovernmental Cooperation Agreement between the Illinois Department of Transportation and Rock Valley College at a not-to-exceed amount of \$390,419 for Rock Valley College to administer the 2024-2025 IDOT Highway Construction Careers Training Program.

A motion was made by Trustee Gorski, seconded by Trustee Nelson, to approve Board Report 8153. There was no discussion. The motion was approved by unanimous roll call vote.

**4. BR 8154 - Personnel Report**

The Board Report reads in part: It is recommended that the Board of Trustees approves the personnel items listed on Board Report 8154.

A motion was made by Trustee Gorski, seconded by Trustee Kennedy, to approve Board Report 8154. Discussion ensued. The Trustees' questions and comments included:

- Mr. Gorski asked when the Interim Vice President of Human Resources and Interim Dean of Students positions would be reposted. Dr. Spearman explained that these positions will not be reposted for the time being. Dr. Spearman also stated that after two failed search committee attempts to fill the Vice President of Human Resources position, he decided to appoint a person to the position. Trustee Gorski will be voting no due to what he considers a violation of the College's hiring policy.
- Mr. Nelson will be voting no due to what he considers an inappropriate hiring practice.
- Ms. Cudia asked if the College conducts exit interviews to find out the reasoning behind an employee leaving the College. Dr. Spearman explained that the College does conduct exit interviews.

- Mr. Trojan explained that under RVC Board Policy 1:10.010, Section 4. Board Duties and Responsibilities, it states that the Board of Trustees will hire and work with the President. It does not state that the Board of Trustees approves personnel below the President. RVC Board Policy 3:10.090 Personnel Reports also states that Human Resources shall prepare and provide a Personnel Report at each regular monthly Board meeting via a Board Report. The policy does not state that the Board approves any personnel. Therefore, going forward he is recommending that the language of the personnel report be changed from approving to acknowledging the personnel listed on the report.
- Mr. Nelson stated that the Board of Trustees should approve the personnel listed on the report.
- Ms. Soltow stated that it is up to the Board of Trustees to trust President Spearman when he makes personnel decisions.
- Dr. Spearman explained that he appointed Vice President and Chief Academic Officer (CAO) Dr. Amanda Smith and Vice President and Chief Financial Officer (CFO) Ellen Olson.
- Ms. Simpson stated that she is concerned about the high cost of attorney fees due to the Interim Human Resources Vice President not having Human Resources experience.
- Mr. Kennedy stated that it is better to have the president appoint someone as the Interim Human Resources Vice President instead of leaving the position vacant.

The motion was approved by majority roll call vote. Trustees Cudia, Kennedy, Soltow, and Trojan voted yes. Trustee Simpson passed and then voted yes. Trustees Gorski and Nelson voted no. Student Trustee Mikos voted yes (advisor).

#### Other Business

##### 1. **New Business**

There was no new business.

##### 2. **Unfinished Business**

Mr. Trojan would like to update the language on the Personnel Report to state that the Board of Trustees acknowledges instead of approves the personnel listed on the report. Mr. Trojan would also like the RVC Board Policy Manual suggested revisions from Trustees Nelson and Gorski to be submitted to the College Attorney as soon as possible.

Attorney Gardner stated that RVC Board Policy 3:20.010, Job Posting and Hiring states that the Board shall approve the personnel report at each regular Board meeting via a Board Report. Updating the language on the personnel report will be brought up at a future Committee of the Whole meeting.

#### Updates / Reports

##### 1. **President's Update**

President Spearman provided an update on various activities and events.

- The spring semester concluded with 15 completion ceremonies, including two commencements. Dr. Spearman thanked all of the RVC departments who worked hard on organizing the ceremonies.
- Dr. Spearman attended a Rockford Promise celebration. RVC has approximately 40 Promise Scholars for the spring semester and 24 Promise Scholars for the fall semester. Rylee Antczak, billing and sponsorship coordinator, received a Rockford Promise award for her outstanding work with the students.
- Legislators are still working on passing the budget which includes a 2% increase for the system and \$30 million in additional funds for workforce programs.

- Dr. Spearman will attend Studer Education’s Destination High Performance Conference in Florida on Tuesday, June 4-5, 2024, where he will be presenting on Workforce Development.
- Dr. Spearman will attend Rockford University’s Business Summit on Thursday, June 13, 2024, and will be a panelist discussing Education and Industry.
- The Illinois Community College Trustees Association (ICCTA) Awards Banquet is on Friday, June 7, 2024.

## 2. Leadership

- Vice President Dr. Patrick Peyer gave an update regarding the numbers for the completion ceremonies and the commencement ceremonies. 98 students participated in the Certificate Ceremony and 612 students earned a certificate. 278 students participated in the 2:00 p.m. Commencement Ceremony and 311 participated in the 6:00 p.m. Commencement Ceremony. In total, there were 1,007 degrees earned. Dr. Peyer also gave an athletics update. He congratulated the Men’s Baseball team for finishing second in the regional tournament, finishing with an overall record of 42-15. He also congratulated the Women’s Softball team for their Region 4 championship and their second trip to the Division II national tournament. The team placed seventh and finished with an overall record of 34-15. Lastly, Dr. Peyer gave an enrollment update. For Summer II, the College is at 95% to goal which is 4.2% above this time last year. For Fall, the College is at 61% to goal and 59% to the stretch goal which is 7.5% above this time last year.
- Vice President Dr. Hansen Stewart invited the Board of Trustees to the Highway Construction Careers Training Program (HCCTP) completion ceremony. The ceremony will be held at 3:00 p.m. in the Performing Arts Room (PAR) of the Educational Resource Center (ERC) on Thursday, June 6, 2024. Dr. Stewart also stated that the College was awarded \$400,000 from the Illinois Community College Board (ICCB) for the Trade School Grant Part II.
- Vice President Rick Jenks explained that there are multiple construction projects on the main campus this summer. The Marketing and Operations Departments are working together to keep everyone informed.
- Vice President Dr. Amanda Smith informed the Board of Trustees that the Refugee and Immigrant Services will be moving from 303 North Main Street to RVC Downtown at 99 East State Street for consolidation purposes.
- Vice President Ellen Olson announced that the Finance Department received the Government Finance Officers Associate Certificate of Achievement for Financial Reporting for the 17<sup>th</sup> consecutive year. Ms. Olson also stated that the FY2024 preliminary audit has started. The Board of Trustees can expect to receive the Statement of Auditing Standards (SAS99) toward the end of June. There will also be two reimbursement resolutions brought to the July Committee of the Whole. Lastly, the \$1.5 million for the Advanced Technology Center (ATC) tuition waivers has been fully distributed to students.

## 3. ICCTA Report (Illinois Community College Trustees Association)

Mr. Nelson explained that the next ICCTA meeting is scheduled for June 7-8, 2024.



**4. Trustee Comments**

- Trustee Gorski would like the College to follow the RVC Board Policy 3:20.010 Job Posting and Hiring to fill all vacant positions.
- Trustee Cudia thanked everyone for doing a great job organizing the completion and commencement ceremonies.
- Trustee Simpson thanked Mr. Juan Noguera for his work as the 2023-2024 student trustee.
- Trustee Nelson stated that while the Board of Trustees may have different points of view, they will work together to reach outcomes that are beneficial for the College.
- Trustee Trojan was moved by the student stories shared during the completion and commencement ceremonies.

**5. RVC Foundation Liaison Report**

Trustee Trojan reported that the RVC Foundation received 547 scholarship applications and has awarded \$526,000. In September, there will be a last chance to apply for scholarships. There is \$125,000 left in scholarships to be awarded. Lastly, mailers will be sent to the community to raise donations for the student emergency fund.

**6. Freedom of Information Act (FOIA) Report**

The FOIA report was accepted as presented.

**Adjourn to Closed Session**

A closed session was not held.

**Next Meeting**

The next Committee of the Whole Meeting will be held Tuesday, June 11, 2024 at 5:15 p.m. The meeting will be held in the Performing Arts Room (PAR, Room 0214) located in the Educational Resource Center (ERC) on the main campus.

The next Regular meeting will be held Tuesday, June 25, 2024 at 5:15 p.m. The meeting will be held in the Performing Arts Room (PAR, Room 0214) located in the Educational Resource Center (ERC) on the main campus.

**Adjournment**

At 6:08 p.m., a motion was made by Trustee Nelson, seconded by Trustee Cudia, to adjourn the meeting. The motion was approved by unanimous roll call vote.

Submitted by Betsy Saucedo

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Richard Kennedy, Secretary

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Robert Trojan, Board Chair

**Claims Sheet**

**Recommendation:**

It is recommended that the Board of Trustees approves the claims sheets from the Ellucian check register for the period from May 1, 2024 to May 31, 2024.

The total is \$2,225,179.18.

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Howard J. Spearman, Ph.D.  
President

Board Approval: \_\_\_\_\_  
Secretary, Board of Trustees

**Purchase Report-A – FY2025 Purchases**

Recommendation: Board approval for items marked with an asterisk.

A. Training Services – (Instructional Reserve – Faculty Development)

<b>Institute for Evidence-Based Change (IEBC)</b>	<b>Rockford, IL</b>	<b>\$35,000.00*(1)</b> <b>Not to Exceed</b>
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1. This is the second installment for *Caring Campus*, the training module for faculty. The first payment was approved on Board Report #8138-B in March 2024. This program will be used to cultivate a caring campus environment through intentional behaviors by faculty and staff. The program aims to increase student retention and success by improving their sense of connectedness to the College. The program began in March 2024 and will continue through February 2025. This module aligns with RVC’s Strategic Pillar III, Exceptional Training Opportunities. This is a Not to Exceed.

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

FY2025 Budgeted Expense

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

<b>Burwood Group Inc</b>	<b>Chicago, IL</b>	<b>\$40,860.48*(2)</b> <b>Not to Exceed</b>
CDW-G	Chicago, IL	\$ 59,905.59
Entre Computer Solutions	Machesney Park, IL	\$ 72,046.76
Howard Technology Solutions	Ellisville, MS	\$ 74,513.00

2. This expense is for Aruba Central, a cloud-based network management platform developed by HPE Aruba Networking. It offers unified management for wired, wireless, and SD-WAN networks and will provide a single dashboard to monitor and control network infrastructure across various campus environments. This is a Not to Exceed.

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

FY2025 Budgeted Expense

C. Publication – (College & Program Advertising – Marketing and Communications)

<b>Progress Printing Company</b>	<b>Lynchburg, VA</b>	<b>\$46,400.00*(3)</b> <b>Not to Exceed</b>
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**Purchase Report-A – FY2025 Purchases**

Aradius Group	Omaha, NE	\$ 49,464.54
Meridian	Loves Park, IL	\$ 56,203.00
MOTR GRAFX LLC	Wheeling, IL	\$ 80,594.00
Jamali Kop Kat Printing	Bellwood, IL	\$ 490,614.98

3. This expense is for printing and mailing the third edition of RVC Magazine. Bid #24-16 Printing and Mailing of RVC Magazine was opened on June 7, 2024. The amount being requested includes a 10% contingency for additional prints and unexpected proofing costs. The magazine will be delivered to all households between July 26 and August 2, 2024, including PO boxes and rural routes in Community College District 511. The magazine is intended to impact Fall 2024 enrollment. This is a not to exceed.

FY2025 Budgeted Expense

**D. Lawn Care Services – (Operations & Maintenance – Grounds Maintenance)**

<b>RYCO Landscaping</b>	<b>Lake in the Hills, IL</b>	<b>\$18,835.00*(4)</b>
		<b>Not to Exceed</b>
Crimson Valley Landscaping	Rockford, IL	\$ 32,167.00
JJ Paris Inc	Rockford, IL	\$ 39,863.00
Balanced Environments Inc	Old Mill Creek, IL	\$ 41,532.60

4. This expense is for lawn care services at each campus location, excluding the main campus. Bid #24-15 Lawn Care Services was opened on May 29, 2024, and after careful review of the submittals the committee determined RYCO Landscaping to be the lowest responsible bidder. This award will be for a one-year contract beginning July 1, 2024, with four (4) optional one-year extensions.

FY2025 Budgeted Expense

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Howard J. Spearman, Ph.D.  
President

Board Approval: \_\_\_\_\_  
Secretary, Board of Trustees

**Purchase Report-A – FY2025 Purchases**

Recommendation: Board approval for items marked with an asterisk.

A. Training Services – (Instructional Reserve – Faculty Development)

<b>Institute for Evidence-Based Change (IEBC)</b>	<b>Rockford, IL</b>	<b>\$35,000.00*(1)</b> Not to Exceed
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1. This is the second installment for *Caring Campus*, the training module for faculty. The first payment was approved on Board Report #8138-B in March 2024. This program will be used to cultivate a caring campus environment through intentional behaviors by faculty and staff. The program aims to increase student retention and success by improving their sense of connectedness to the College. The program began in March 2024 and will continue through February 2025. This module aligns with RVC’s Strategic Pillar III, Exceptional Training Opportunities. This is a Not to Exceed.

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

FY2025 Budgeted Expense

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

<b>Burwood Group Inc</b>	<b>Chicago, IL</b>	<b>\$40,860.48*(2)</b> Not to Exceed
CDW-G	Chicago, IL	\$59,905.59
Entre Computer Solutions	Machesney Park, IL	\$72,046.76
Howard Technology Solutions	Ellisville, MS	\$74,513.00

2. This expense is for Aruba Central, a cloud-based network management platform developed by HPE Aruba Networking. It offers unified management for wired, wireless, and SD-WAN networks and will provide a single dashboard to monitor and control network infrastructure across various campus environments. This is a Not to Exceed.

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

FY2025 Budgeted Expense

Purchase Report-A – FY2025 Purchases

C. Publication – (College & Program Advertising – Marketing and Communications)

<del>TBD</del> <u>Progress Printing Company</u>		<del>TBD</del> <u>Lynchburg, VA</u>
<del>TBD</del> <u>\$46,400.00*(3)</u>		
		<u>Not to Exceed</u>
Aradius Group	Omaha, NE	\$ 49,464.54
Meridian	Loves Park, IL	\$ 56,203.00
MOTR GRAFX LLC	Wheeling, IL	\$ 80,594.00
Jamali Kop Kat Printing	Bellwood, IL	\$490,614.98

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3. This expense is for printing and mailing the third edition of RVC Magazine. Bid #24-16 Printing and Mailing of RVC Magazine is ~~scheduled to be~~ was opened on June 7, 2024. The amount being requested includes a 10% contingency for additional prints and unexpected proofing costs. The magazine will be delivered to all households between July 26 and August 2, 2024, including PO boxes and rural routes in Community College District 511. ~~This is being brought to the June Board as a To Be Determined to ensure the bid award is in time.~~ The magazine is intended to impact Fall 2024 enrollment. This is a not to exceed.

FY2025 Budgeted Expense

D. Lawn Care Services – (Operations & Maintenance – Grounds Maintenance)

<u>RYCO Landscaping</u>	<u>Lake in the Hills, IL</u>	<u>\$18,835.00*(4)</u>
		<u>Not to Exceed</u>
Crimson Valley Landscaping	Rockford, IL	\$ 32,167.00
JJ Paris Inc	Rockford, IL	\$ 39,863.00
Balanced Environments Inc	Old Mill Creek, IL	\$ 41,532.60

4. This expense is for lawn care services at each campus location, excluding the main campus. Bid #24-15 Lawn Care Services was opened on May 29, 2024, and after careful review of the submittals the committee determined RYCO Landscaping to be the lowest responsible bidder. This award will be for a one-year contract beginning July 1, 2024, with four (4) optional one-year extensions.

~~TBD~~ TBD ~~TBD~~ TBD\*(4)

~~4. This expense is for lawn care services at each campus location, excluding the main campus. Bid #24-15 Lawn Care Services is scheduled to be opened on May 29, 2024. The current contract ends June 30, 2024. Submittals are being reviewed. This is being brought to the June Board as a To Be Determined to ensure the bid is awarded in time for the start of the new fiscal year.~~

FY2025 Budgeted Expense

**Purchase Report-A – FY2025 Purchases**

\_\_\_\_\_  
Howard J. Spearman, Ph.D.  
President

Board Approval: \_\_\_\_\_  
Secretary, Board of Trustees





**Purchase Report-C – FY2025 Software Licensing Renewals**

Recommendation: Board approval for items marked with an asterisk.

A. Software – (Institutional Research & Planning – Instructional Software Support)

**Ad Astra** **Overland Park, KS** **\$100,000.00\*(1)**

1. Annual software subscription/maintenance for the SaaS Platinum Analytics Software and the Strategic Scheduling CheckUp service agreement. This will be the fifth (5) year of a five-year contract.

FY2025 Budgeted Expense

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

**Alliance Technology Group** **Hanover, MD** **\$55,000.00\*(2)**

2. This expense is for the maintenance renewal of all the Unitrends backup/recovery software for the UniTrends IT servers.

FY2025 Budgeted Expense

C. Software – (Plant Operations and Maintenance – Administrative Software)

**Brightly Software Inc** **Cary, NC** **\$30,000.00\*(3)**

3. This is the renewal of the Brightly software program used for inventorying assets and entering and tracking work-order tickets submitted to Facilities, Plant Operations, and Maintenance.

FY2025 Budgeted Expense

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

**Carahsoft** **Reston, VA** **\$79,000.00\*(4)**  
Not to Exceed

4. This expense is for the software renewal related to the Customer Relationship Management (CRM) project. This includes additional licenses needed for other departments at the College to acquire additional licenses to access the software. This expense utilizes funds previously set aside for the Ellucian modules Advise and Recruit, which have been canceled and replaced by the Carahsoft software. This will be the fourth (4) year of a five-year agreement.

FY2025 Budgeted Expense

**Purchase Report-C – FY2025 Software Licensing Renewals**

E. Hardware Support – (IT Administration – Maintenance Services Software Support)

**CDW-G Chicago, IL \$32,000.00\*(5)**

5. Annual licensing for Simplivity Hosts for VMware.

FY2025 Budgeted Expense

F. Software – (Education Fund – Administrative and Instructional Software)

**CDW-G Chicago, IL \$35,000.00\*(6)**

6. This is the annual renewal of Adobe licensing for various departments. These licenses include Adobe Pro DC, Creative Cloud, Creative Cloud for Enterprise, Photoshop CC, and Captivate.

FY2025 Budgeted and Grant Expense

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

**CDW-G Chicago, IL \$65,000.00\*(7)**

7. Annual licensing of the Barracuda Energize Spam Firewall and Email Security Gateway for Cloud services, email archive system. Includes annual Barracuda spam filter updates and instance replacements.

FY2025 Budgeted Expense

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

**CDW-G Chicago, IL \$110,000.00\*(8)**

8. Annual licensing for Microsoft software. Applications include Office 365, Exchange, SQL server, and Viso-Pro. This enterprise licensing allows installation on all necessary staff computers, with Office installed on all college computers.

FY2025 Budgeted Expense

**Purchase Report-C – FY2025 Software Licensing Renewals**

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

**Entrinsik Inc** **Raleigh, NC** **\$30,770.00\*(9)**

9. This expense is the annual maintenance fee for Informer 5 and Dashboard. This software is a report writer that integrates with Ellucian Colleague and is used throughout the College to create reports.

FY2025 Budgeted Expense

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

**GHA Technologies** **Scottsdale, AZ** **\$54,000.00\*(10)**

10. This expense is for the Sonicwall Firewall. This will be the second (2) year of a three-year agreement.

FY2025 Budgeted Expense

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

**Hyland LLC** **Lenexa, KS** **\$83,000.00\*(11)**

11. This expense is the annual maintenance fee for the Perceptive Content (Image Now) document imaging system and professional services related to the Cloud migration.

FY2025 Budgeted Expense

L. Software – (Academy for Teaching and Learning Excellence (ATLE) – Instructional Software)

**Instructure Inc** **Salt Lake City, UT** **\$135,092.70\*(12)**

12. Annual software subscription and maintenance for the Canvas Cloud subscription services. Canvas is the Learning Management System (LMS) that provides online courses and instructional support. This is the second year of a five-year contract.

FY2025 Budgeted Expense

**Purchase Report-C – FY2025 Software Licensing Renewals**

M. Software – (Marketing – Website Services Software and Support)

**Modern Campus** **Camarillo, CA** **\$45,000.00\*(13)**

13. This expense is for the subscription and support for the website content management system, interactive virtual tour and maps, analytics tool, and accessibility checker.

FY2025 Budgeted Expense

N. Software – (IT Administration – Administrative Software)

**Prey Inc** **San Francisco, CA** **\$25,000.00\*(14)**

14. This renewal is for Prey Security Software, a cross-platform, open-source tool designed for tracking and protecting electronic devices against theft. The software provides various features to help administrators locate and recover lost or stolen devices. Information Technology uses this software to recover devices in the laptop loan program.

FY2025 Budgeted Expense

O. Software – (Financial Services – Administrative Software)

**Prophix Software Inc.** **Ontario, Canada** **\$74,500.00\*(15)**

15. This is for the annual renewal of the Prophix budgetary software user licenses. Licenses include three (3) Administrator licenses and 50+ standard user licenses. Prophix integrates with Ellucian’s Colleague to improve users’ budgeting and financial reporting capabilities. This is year three (3) of a three-year contract.

FY2025 Budgeted Expense

P. Tutoring Software and Service – (Tutoring Center – Instructional Software)

**Upswing International** **Austin, TX** **\$25,000.00\*(16)**  
Not to Exceed

16. This expense is to renew the subscription to a student services platform and hours for online tutoring services that provide a virtual assistant. The virtual assistant is available 24 hours / seven days a week to all Rock Valley College students. The cost is \$25.00 per hour, and the hours never expire.

FY2025 Budgeted Expense

**Purchase Report-C – FY2025 Software Licensing Renewals**

Q. Software – (Institutional Research & Planning – Administrative Software)

**Watermark Insights LLC**

**Austin, TX**

**\$100,793.62\*(17)**

17. Annual site license renewal for the Course Evaluations & Surveys, Outcomes Assessment Projects, Planning & Self-Study, and Curriculum Strategy tools.

FY2025 Budgeted Expense

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Howard J. Spearman, Ph.D.  
President

Board Approval: \_\_\_\_\_  
Secretary, Board of Trustees

Purchase Report D FY25 Blanket Purchase Orders						
<i>As in the past, Purchase Orders and Blanket Purchase Orders are being issued to various vendors that we believe are not subject to the IL Public Community College Act, 110 ILCS 805/3-27.1 Bid requirements (i.e., Postage, Contractual Services, Supplies, etc.)</i>						
Blanket PO's for the Period of 7/1/24 through 6/30/25						
VENDOR	CITY	ST	DESCRIPTION	FY24	FY25	Comments
<u>Health Care Service Corporation</u>	Chicago	IL	Premiums for PPO insurance, Stop loss insurance.	\$ 7,700,000.00	\$ 8,250,000.00	Exception A.
<u>Constellation New Energy Gas/Electric</u>	Chicago	IL	Gas and electric service.	\$ 2,000,000.00	\$ 2,000,000.00	Exception L. Consortium pricing and rate increases.
<u>IL Community College Risk Management Consortium (ICCRMC)</u>	Northbrook	IL	Premiums for property and casualty, worker's compensation, malpractice, and athletic insurance paid from Operations, Tort, and Auxiliary Funds.	\$ 1,100,000.00	\$ 1,210,000.00	Exception L. Projected insurance premiums.
<u>American Express</u>	Chicago	IL	P-Card program.	\$ 900,000.00	\$ 1,000,000.00	Pass through for miscellaneous small commodities purchased in accordance with the College's P-card policies. Individual purchases are less than \$25,000 and therefore do not need to be bid pursuant to 110 ILCS 805/3-27.1.
<u>EBM/Morgan Building Maintenance</u>	Elk Grove Village	IL	Custodial services.	\$ 920,000.00	\$ 940,000.00	First one-year extension of a five-year contract.
<u>Guardian</u>	Dallas	TX	Premiums for supplemental life insurance, group life insurance, dental and long term disability insurance.	\$ 600,000.00	\$ 650,000.00	Exception A. Projected pricing from multiple insurance carriers.
<u>OPN Architects</u>	Madison	WI	For design and engineering planning for approved capital projects.	\$ 600,000.00	\$ 610,000.00	This is the third year of their contract. RFQ #22-04 Architect of Record.
<u>Robbins, Schwartz, Nicholas, Lifton, Taylor</u>	Chicago	IL	Legal services, as needed.	\$ 600,000.00	\$ 600,000.00	Exception A

<b><u>OSF Healthcare</u></b>	Peoria	IL	On-site wellness clinic management fees, consumables, and monthly lab fees.	\$ 210,000.00	\$ 220,000.00	Exception A. Contract addendums state contract continues until parties agree to end it.
<b><u>Bodycraft Wellness &amp; Massage</u></b>	Rockford	IL	Instruction of personal wellness Continuing Education classes.	\$ 210,000.00	\$ 215,000.00	Exception A. Revenue received to offset the expenses of classes.
<b><u>Marco Technologies Inc with Great American Financial Services Corp.</u></b>	Rockford	IL	Copier lease and click charges for all RVC copiers. Includes Print Services' production equipment and managed print services for HP printers	\$ 50,000.00	\$ 185,000.00	RFP #23-10. Second year of five year contract will begin mid-FY25.
<b><u>Townsquare Media Rockford LLC / Ignite</u></b>	Cincinnati	OH	Targeted digital marketing for enrollment and college initiatives.	\$ 150,000.00	\$ 175,000.00	Exception A and L.
<b><u>NICOR Gas</u></b>	Pecatonica	IL	Natural gas supply for satellite campus locations.	\$ 170,000.00	\$ 170,000.00	Exception L.
<b><u>Javon Bea Hospital - Rockton</u></b>	Rockford	IL	Instruction and consumable class materials and supplies for the Continuing Education Fire Science, Emergency Medical Services and Emergency Medical Technician classes.	\$ 160,000.00	\$ 170,000.00	Exception A and L.
<b><u>State Universities Retirement System (SURS)</u></b>	Springfield	IL	Penalty expenses.	\$ 150,000.00	\$ 150,000.00	Exception L.
<b><u>Huron Consulting Services LLC (AKA: Studer Education)</u></b>	Chicago	IL	Contractual services to provide leadership and organizational development training and services to the College Leadership team.	\$ 135,000.00	\$ 135,000.00	Exception A
<b><u>Northern Illinois University</u></b>	DeKalb	IL	RVC Foundation pass-through account for engineering scholarship awards through the Foundation's Engineering Our Future Campaign.	\$ 133,000.00	\$ 133,000.00	This is a pass-through expense.

<b><u>Condensed Curriculum Intl</u></b>	Fairfield	NJ	Instruction of Health Care Continuing Education classes.	\$ 200,000.00	\$ 125,000.00	Exception A.
<b><u>Sikich LLC</u></b>	Naperville	IL	Audit Services for the College and the Foundation.	\$ 105,000.00	\$ 115,000.00	First year of a five year contract per Bid #23-24 Audit Services
<b><u>EBSCO Subscription Services</u></b>	Birmingham	AL	Magazines and journals for the Library.	\$ 110,000.00	\$ 110,000.00	Exception L.
<b><u>Helm Service</u></b>	Rockford	IL	Service contract for parts, supplies, and repairs for the heating, ventilation, and air conditioning systems.	\$ 110,000.00	\$ 110,000.00	Miscellaneous small commodity purchases or individual purchases that are under \$25,000. They do not need to be bid pursuant to ILCS 805/3-21.1.
<b><u>Van Galder Bus Company</u></b>	Janesville	WI	Transportation for Athletic teams	\$ 117,073.00	\$ 110,000.00	Bid #23-08 Charter Bus Services for Athletics. Second of a three-year contract with two possible one-year extensions.
<b><u>BSN Sports</u></b>	Dallas	TX	Athletic uniforms and sports equipment for the RVC sports teams.	\$ 100,000.00	\$ 100,000.00	Bid #21-07. This is the fourth year of a five-year agreement.
<b><u>City of Rockford</u></b>	Rockford	IL	Water service for the main campus and satellite campuses.	\$ 95,000.00	\$ 95,000.00	Exception K and L.
<b><u>Commonwealth Edison</u></b>	Chicago	IL	Electric and energy supply bills for the Advanced Technology Center.	\$ 95,000.00	\$ 95,000.00	Exception L.
<b><u>CIT Trucks, LLC</u></b>	Normal	IL	Lease of two Truck Driver Training trucks	\$ 55,000.00	\$ 93,000.00	Lease contract was awarded per BR8058-B in July 2023, when Bid #23-12 resulted in a no-bid.
<b><u>Helm Service</u></b>	Rockford	IL	Electrical parts, repairs, and service.	\$ 90,000.00	\$ 90,000.00	Miscellaneous small commodity purchases or individual purchases are under \$25,000. This does not need to be bid pursuant to ILCS 805/3-21.1.
<b><u>Postmaster</u></b>	Rockford	IL	Postage for United States Postal Service Bulk mail.	\$ 80,000.00	\$ 90,000.00	Exception K.
<b><u>Schneider Electric</u></b>	Homewood	IL	Security systems hardware and software support.	\$ 90,000.00	\$ 86,000.00	Exception F.



<b><u>Office Pro</u></b>	Beloit	WI	Office supplies.	\$ 80,000.00	\$ 80,000.00	Miscellaneous small commodity purchases or individual purchases that are under \$25,000. They do not need to be bid pursuant to ILCS 805/3-21.1.
<b><u>Pitney Bowes Reserve Account</u></b>	Pittsburgh	PA	Postage meter funds.	\$ 80,000.00	\$ 80,000.00	Exception K. Postage stamps must be purchased through this vendor in order to be compatible with the postage meter.
<b><u>Rocket Industrial</u></b>	Rockford	IL	Supplies, parts, and repairs for custodial.	\$ 80,000.00	\$ 80,000.00	Miscellaneous small commodity purchases or individual purchases that are under \$25,000. This does not need to be bid pursuant to ILCS 805/3-21.1.
<b><u>Smith Oil</u></b>	Rockford	IL	Gas for fleet and maintenance vehicles.	\$ 80,000.00	\$ 80,000.00	Miscellaneous small commodity purchases for College use or individual purchases that are under \$25,000. Purchases do not need to be bid pursuant to ILCS 805/3-21.1.
<b><u>IL Dept. of Employment Security (IDES)</u></b>	Rockford	IL	Unemployment insurance premiums. Paid from Tort Fund.	\$ 75,000.00	\$ 75,000.00	Exception 30 ILCS 525/2. Joint Purchasing Act.
<b><u>Lamar Companies</u></b>	Rockford	IL	Billboard advertising to promote enrollment and other college initiatives	\$ 75,000.00	\$ 75,000.00	Exception A and L.
<b><u>National Safety Council</u></b>	Itasca	IL	Course materials for Traffic Safety classes.	\$ 75,000.00	\$ 75,000.00	Exception L.
<b><u>U.S. Department of Homeland Security</u></b>	Laguna Nigel	CA	Reimbursements of application fees to eligible participants applying for the Deferred Action for Childhood Arrivals citizenship initiative against the Illinois Coalition for Immigrant and Refugee Rights Grant.	\$ 75,000.00	\$ 75,000.00	Exception L.
<b><u>Gallagher</u></b>	Rolling Meadows	IL	Insurance broker.	\$ 65,000.00	\$ 68,000.00	Agreement auto-renews unless parties agree to terminate. Per Bid #22-13.

<b><u>Marsh LLC</u></b>	Chicago	IL	Insurance premiums for treasurer bonds, airport liability, aircraft hull & liability. Paid from Operations and Tort Funds.	\$ 66,000.00	\$ 66,000.00	Exception under the Illinois Joint Purchasing Act, 30ILCS 525/1, et seq.
<b><u>Khione Management Services LLC</u></b>	Cicero	IL	Snow removal for the College satellite locations.	\$ 125,000.00	\$ 65,000.00	The end of the second one-year renewal of two one-year renewal options. Snow & Ice Removal will be going out to bid in FY25.
<b><u>Barnes &amp; Noble</u></b>	Rockford	IL	Electronic textbooks and course materials for the Nursing programs. Materials are sourced through the campus bookstore contract. Course fees cover the entire cost of these materials.	\$ 58,000.00	\$ 60,000.00	Exception F. Miscellaneous small commodity purchases or individual purchases under \$25,000. The purchases do not need to be bid pursuant to ILCS 805/3-21.1.
<b><u>CDW-G</u></b>	Seattle	WA	Servers, virtual desktop infrastructure, and network resources hosted in the Azure subscription.	\$ 50,000.00	\$ 60,000.00	Exception F. RVC expanded the existing Azure platform and replaced Amazon Web Service. This is an existing platform. This is pursuant to ILCS 805/3-21.1.
<b><u>Disney Advertising</u></b>	Chicago	IL	Streaming ads on Hulu, ESPN Plus, and Disney Plus.	\$ 40,000.00	\$ 60,000.00	Exception A and L.
<b><u>Elsevier/HESI</u></b>	St Louis	MO	Registered Nurse comprehensive assessment and review of programs and the SIMChart software used with the medication computer system by the students. These are all pass-through items that are covered by course fees.	\$ 58,000.00	\$ 58,000.00	Exception A
<b><u>Johnson Controls Fire Protection LP</u></b>	Palatine	IL	Fire alarm testing and repairs.	\$ 56,000.00	\$ 56,000.00	Exception L.
<b><u>Johnson Controls Inc.</u></b>	Rockford	IL	Repair of control systems, as needed.	\$ 55,000.00	\$ 56,000.00	Exception E.

<b><u>Exxon Mobil</u></b>	Rockford	IL	Fuel for the tractor and trailer units used in the Truck Driver Training program.	\$ 50,000.00	\$ 55,000.00	Miscellaneous small commodity purchases or individual purchases that are under \$25,000. The purchases do not need to be bid pursuant to ILCS 805/3-21.1.
<b><u>Effectv</u></b>	Rockford	IL	Digital and linear television advertising	\$ 75,000.00	\$ 50,000.00	Exception A and L.
<b><u>H &amp; H Filter/Air Rite</u></b>	Bettendorf	IA	Heating, ventilation, and air conditioning filters for all buildings.	\$ 50,000.00	\$ 50,000.00	Miscellaneous small commodity purchases or individual purchases that are under \$25,000. The purchases do not need to be bid pursuant to ILCS 805/3-21.1.
<b><u>Midland Paper</u></b>	Rockford	IL	Printing and copying paper for all RVC locations.	\$ 50,000.00	\$ 50,000.00	The pricing remains high due to supply chain issues. Potential for returning to Bid will be explored in FY25.
<b><u>Windstar Lines Inc</u></b>	Carroll	IA	Transportation for Athletic teams	\$ 50,000.00	\$ 50,000.00	These services are used when the awarded vendor of Bid #23-08 can't accommodate travel schedules. Windstar was the second lowest respondent.
<b><u>Ballard Electric</u></b>	Rockford	IL	Cogen, Generator Optimization Asset Model monitoring, programming, services, and repairs.	\$ 49,000.00	\$ 49,000.00	Miscellaneous small commodity purchases or individual purchases that are under \$25,000. The purchases do not need to be bid pursuant to ILCS 805/3-21.1.
<b><u>Four Rivers Sanitation Authority</u></b>	Rockford	IL	Sanitation services for waste removal for all RVC locations.	\$ 45,000.00	\$ 45,000.00	Exception L.
<b><u>Rock River Disposal</u></b>	Rockford	IL	Trash removal and recycling services.	\$ 45,000.00	\$ 45,000.00	Exception L.
<b><u>University of Illinois (CARLI)</u></b>	Champaign	IL	The Consortium of Academic and Research Libraries in Illinois library resources databases and membership for the RVC Library.	\$ 45,000.00	\$ 45,000.00	Exception L.

<b><u>Verizon Wireless</u></b>	St Louis	MO	Cell phone service, mobile hotspots, and hardware.	\$ 40,000.00	\$ 45,000.00	Exception F. Miscellaneous small commodity purchases. The College uses individual purchases that are under \$25,000. The purchases do not need to be bid pursuant to ILCS 805/3-21.1.
<b><u>Kelly Williamson</u></b>	Rockford	IL	Gas cards for participants in grant programs. Includes WEI, WIOA, and PATH.	\$ 75,000.00	\$ 45,000.00	Exception L. Miscellaneous small commodity, individual, or collective purchases that do not exceed the \$25,000 threshold do not need to be bid pursuant in 110 ILCS 805/3-27.1.
<b><u>iFiber</u></b>	Sycamore	IL	Gigabyte transport fee. Maintains fiber lines.	\$ 43,600.00	\$ 44,000.00	Exception F.
<b><u>Schumacher Elevator</u></b>	Denver	IA	Inspection and repair services for elevators in all RVC locations.	\$ 43,000.00	\$ 43,000.00	Miscellaneous small commodity purchases or individual purchases that are under \$25,000. The purchases do not need to be bid pursuant to ILCS 805/3-21.1.
<b><u>Clearfly</u></b>	Pasadena	CA	Local telephone service.	\$ 42,000.00	\$ 42,000.00	Exception F and L.
<b><u>AT&amp;T</u></b>	Dallas	TX	Internet Protocol, Flex, and Completelink, monthly phone bills.	\$ 40,000.00	\$ 40,000.00	Exception L.
<b><u>City of Rockford</u></b>	Rockford	IL	Bulk road salt for all RVC locations.	\$ 40,000.00	\$ 40,000.00	Exception K and L.
<b><u>WREX</u></b>	Rockford	IL	Media advertising to support enrollment and college initiatives.	\$ 40,000.00	\$ 40,000.00	Exception A and L.
<b><u>University of Illinois (iShare)</u></b>	Champaign	IL	Cloud-based library service platform and discovery service. Consortium of Academic and Research Libraries in Illinois FY 2024 iShare assessment.	\$ 38,000.00	\$ 38,000.00	Exception L.
<b><u>Midwest Library Service</u></b>	Bridgeton	MO	Books for the library collection.	\$ 35,000.00	\$ 35,000.00	Exception L.
<b><u>Network of Illinois Learning Resources in Community Colleges (NILRC)</u></b>	Blanchardville	WI	Multiple library databases, search tools, and membership.	\$ 34,000.00	\$ 34,000.00	Exception F and L.

<b><u>Balanced Environments Inc. (BEI)</u></b>	Old Mill Creek	IL	Grounds maintenance for Bell School, Aviation, and the Advanced Technology Center properties.	\$ 30,000.00	\$ 30,000.00	Miscellaneous small commodity purchases or individual purchases that are under \$25,000. The purchases do not need to be bid pursuant to ILCS 805/3-21.1.
<b><u>John Morrissey Accounting Inc.</u></b>	Rockford	IL	Accounting Services to support the Adult Education grant program.	\$ 30,000.00	\$ 30,000.00	Exception A
<b><u>Miller Bradford &amp; Risberg or M&amp;D Truck and Equipment Sales</u></b>	Rockford	IL	Rental of Case wheel loader and skid steer to assist with the snow removal and other grounds tasks.	\$ 30,000.00	\$ 30,000.00	Miscellaneous small commodity purchases or individual purchases that are under \$25,000. The purchases do not need to be bid pursuant to ILCS 805/3-21.1.
<b><u>Enterprise Rent-A-Car</u></b>	Rockford	IL	Transportation for Athletics when bus vendors are unable to meet the schedule or when a car or van will accommodate the team size	\$ 25,000.00	\$ 30,000.00	Miscellaneous small commodity purchases or individual purchases that are under \$25,000. The purchases do not need to be bid pursuant to ILCS 805/3-21.1.
<b><u>La Bamba Radio</u></b>	Rockford	IL	Advertising on the local Spanish internet radio.	\$ 25,000.00	\$ 30,000.00	Exception A and L.
<b><u>FrontLine Education (Frontline Technologies)</u></b>	Philadelphia	PA	Employee application processing and tracking for Human Resources.	\$ 28,000.00	\$ 28,000.00	Exception F.
<b><u>BP Roofing Solutions</u></b>	Loves Park	IL	Roofing inspections and repairs.	\$ 25,000.00	\$ 25,000.00	Miscellaneous small commodity purchases or individual purchases that are under \$25,000. The purchases do not need to be bid pursuant to ILCS 805/3-21.1.
<b><u>Lift Works (Vendor was acquired by Sunbelt in summer 2023)</u></b>	St Charles	IL	Building inspections and maintenance.	\$ 25,000.00	\$ 25,000.00	Miscellaneous small commodity purchases. They are not required to bid as individual or collective purchases. They do not exceed the \$25,000 threshold. 110 ILCS 805/3-27.1.
<b><u>Plumbers &amp; Pipe Fitters</u></b>	Rockford	IL	Contract instruction for the Highway Construction Careers Training Programs courses as needed.	\$ 25,000.00	\$ 25,000.00	Miscellaneous small commodity purchases or individual purchases that are under \$25,000. The purchases do not need to be bid pursuant to ILCS 805/3-21.1.

<b><u>TruView BSI LLC</u></b>	Melville	NY	Background check services for Human Resources.	\$ 25,000.00	\$ 25,000.00	Exception A. Bid #22-17.
<b><u>WIFR-TV23 and WIFR</u></b>	Rockford	IL	Media advertising to support enrollment and college initiatives.	\$ 25,000.00	\$ 25,000.00	Exception A and L.
<b><u>Airgas</u></b>	Rockford	IL	Gas consumables for Welding Labs	\$ 16,000.00	\$ 25,000.00	Miscellaneous small commodity purchases. They are not required to be bid as individual or collective purchases. They do not exceed the \$25,000 threshold. 110 ILCS 805/3-27.1.

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Howard J. Spearman, Ph.D.  
President

Board Approval: \_\_\_\_\_  
Secretary, Board of Trustees

## Exceptions

*(110 ILCS 805/3-27.1) (from Ch. 122, par. 103-27.1)*

Sec. 3-27.1. Contracts. To award all contracts for purchase of supplies, materials or work involving an expenditure in excess of \$25,000 or a lower amount as required by board policy to the lowest responsible bidder considering conformity with specifications, terms of delivery, quality, and serviceability; after due advertisement, **except the following**:

A	Contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part
B	Contracts for the printing of finance committee reports and departmental reports
C	Contracts for the printing or engraving of bonds, tax warrants and other evidences of indebtedness
D	Contracts for materials and work which have been awarded to the lowest responsible bidder after due advertisement, but due to unforeseen revisions, not the fault of the contractor for materials and work, must be revised causing expenditures not in excess of 10% of the contract price
E	Contracts for the maintenance or servicing of, or provision of repair parts for, equipment which are made with the manufacturer or authorized service agent of that equipment where the provision of parts, maintenance, or servicing can best be performed by the manufacturer or authorized service agent
F	Purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and inter-connect equipment, software, and services;
G	Contracts for duplicating machines and supplies
H	Contracts for the purchase of natural gas when the cost is less than that offered by a public utility
I	Purchases of equipment previously owned by some entity other than the district itself
J	Contracts for repair, maintenance, remodeling, renovation, or construction, or a single project involving an expenditure not to exceed \$50,000 and not involving a change or increase in the size, type, or extent of an existing facility
K	Contracts for goods or services procured from another governmental agency
L	Contracts for goods or services which are economically procurable from only one source, such as for the purchase of magazines, books, periodicals, pamphlets and reports, and for utility services such as water, light, heat, telephone or telegraph
M	Where funds are expended in an emergency and such emergency expenditure is approved by 3/4 of the members of the board
N	Contracts for the purchase of perishable foods and perishable beverages

**Purchase Report-E - FY2024 Purchases**

Recommendation: Board approval for item marked with an asterisk

A. Vehicle – (General Institution – Insurance Proceeds)

**Middleton Ford**

**Middleton, WI**

**\$37,390.00\*(1)**

1. This expense is for a used 2023 Ford Transit Connect, a full-size passenger van with 29 miles. This van will replace a vehicle that was totaled during an accident on April 6, 2024. The insurance issued a payment of \$29,028.29, and the College will contribute the remaining \$8,361.71.

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

*Exemption I: Purchases of equipment previously owned by some entity other than the district itself*

FY2024 Budgeted Expense

\_\_\_\_\_  
Howard J. Spearman, Ph.D.

President

Board Approval: \_\_\_\_\_

Secretary, Board of Trustees



**Purchase Report-E - FY2024 Purchases**

Recommendation: Board approval for items marked with an asterisk

A. Vehicle – (General Institution – Insurance Proceeds)

<b>Middleton Ford</b>	<b>Middleton, WI</b>	<b>\$37,390.00*(1)</b>
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1. This expense is for a used 2023 Ford Transit Connect, a full-size passenger van with 29 miles. This van will replace a vehicle that was totaled during an accident on April 6, 2024. The insurance issued a payment of \$29,028.29, and the College will contribute the remaining \$8,361.71.

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

FY2024 Budgeted Expense

\_\_\_\_\_  
Howard J. Spearman, Ph.D.  
President

Board Approval: \_\_\_\_\_  
Secretary, Board of Trustees

**Adopting the Fiscal Year 2025 Budget**

**Background:** On April 23, 2024, the Fiscal Year 2025 Tentative Budget for Community College District No. 511 was adopted by the Rock Valley College Board of Trustees. The Fiscal Year 2025 Tentative Budget has been on file and conveniently available for public inspection at the Financial Services office on the campus of Rock Valley College, 3301 North Mulford Road, Rockford, Illinois, and its website at <https://www.RockValleyCollege.edu> beginning at 9:00 a.m. on May 24, 2024, until the present.

A Notice of Public Hearing was published in the Rock River Times and by Rock Valley Publishing in The Belvidere Republican. The public hearing for the fiscal year 2025 Final Budget was held on June 25, 2024, at 5:15 p.m. in the Performing Arts Room (PAR) in the Educational Resource Center on the campus of Rock Valley College at 3301 North Mulford Road, Rockford, Illinois.

**Recommendation:** It is recommended that the Board of Trustees adopts the Fiscal Year 2025 Final Budget as the budget for the fiscal year beginning on July 1, 2024, for Community College District No. 511, Winnebago, Boone, DeKalb, McHenry, Stephenson, and Ogle Counties.

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Howard J. Spearman, Ph.D.  
President

Board Approval: \_\_\_\_\_  
Secretary, Board of Trustees



Community College District 511  
3301 North Mulford Road  
Rockford, IL 61114

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# Fiscal Year 2025 Final Budget

Beginning July 1, 2024 - Ending June 30, 2025

Submitted to the Board of Trustees: June 25, 2024

Public Hearing by the Board of Trustees: June 25, 2024

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Prepared by: Ellen Olson  
Vice President/Chief Financial Officer

Presented by: Ellen Olson  
Vice President/Chief Financial Officer

Dated: June 25, 2024

Rock Valley College  
Statement of Revenues and Expenses (Budgetary)

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**Operating Funds**  
**Fund (00) Operating Funds- Detail**

	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2024</b>	<b>FY 2025</b>
	<b>Actuals</b>	<b>Actuals</b>	<b>Actual</b>	<b>Budget</b>	<b>Actuals YTD</b>	<b>Budget</b>
					<b>3/31/2024</b>	
<b>Revenue</b>						
Local Government	18,893,404	22,006,223	23,576,931	21,468,342	11,998,830	21,774,456
State Government	8,957,834	9,441,821	10,463,115	10,446,311	9,031,727	11,532,225
Federal Government	-	-	-	-	-	-
Student Tuition & Fees	17,624,553	17,163,810	18,016,548	18,321,813	18,881,569	18,888,931
Sales & Service Fees	128,325	121,737	112,982	101,000	82,462	80,000
Facilities Revenue	882,193	811,213	864,892	968,000	753,811	793,630
Investment Revenue	95,180	114,105	2,853,054	1,207,000	1,389,703	2,195,010
Gifts, Grants & Bequests	237,359	228,504	324,846	346,555	274,467	378,762
Other Revenue	3,099,682	586,840	2,160,634	383,000	373,900	380,600
SURS on-behalf revenue	18,575,209	13,105,734	10,895,066	17,610,566	-	11,760,300
<b>Total Revenue</b>	<b>68,493,737</b>	<b>63,579,986</b>	<b>69,268,070</b>	<b>70,852,587</b>	<b>42,786,470</b>	<b>67,783,914</b>
<b>Expenses</b>						
Salaries	24,039,711	24,664,652	26,561,390	30,361,067	21,027,494	31,247,392
Employee Benefits	4,527,238	4,279,627	4,829,021	6,058,729	4,163,863	6,736,532
Contractual Services	3,232,367	3,749,846	4,185,461	5,554,903	3,138,427	5,631,586
General Materials & Supplies	1,821,707	2,039,880	2,292,960	3,373,926	1,717,726	3,229,094
Travel & Conference Meeting Exp	133,196	231,887	330,370	556,381	215,975	558,881
Fixed Charges	511,244	564,014	675,233	786,780	530,672	850,241
Utilities	1,764,356	2,114,963	1,773,250	2,527,220	1,328,309	2,417,103
Capital Outlay	16,297	34,474	82,829	106,539	110,276	103,931
Other Expenditures	143,649	558,747	762,549	885,135	263,157	1,063,936
SURS On-Behalf Allocation	18,575,209	13,105,734	10,895,066	17,610,566	-	11,760,300
<b>Total Expenses</b>	<b>54,764,974</b>	<b>51,343,824</b>	<b>52,388,129</b>	<b>67,821,246</b>	<b>32,495,899</b>	<b>63,598,997</b>
<b>Contingency</b>				3,031,341		4,184,917
<b>Net Income (Loss)</b>	13,728,763	12,236,161	16,879,941	-	10,290,571	-
<b>Net Transfers</b>		(13,371,085)	(14,247,008)	(1,000,000)	(13,000,000)	-
Beginning Fund Balance	23,216,731	36,945,494	35,810,570	38,443,503	38,443,503	35,734,073
Change in Fund Balance	13,728,763	(1,134,924)	2,632,933	(1,000,000)	(2,709,429)	-
Fund Balance	<u>36,945,494</u>	<u>35,810,570</u>	<u>38,443,503</u>	<u>37,443,503</u>	<u>35,734,073</u>	<u>35,734,073</u>
Fund % Operating Exp	67.46%	69.75%	73.38%	55.21%		56.19%

**Education Fund**  
**Fund (01) Education Fund- Detail**

	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2024</b>	<b>FY 2025</b>
	<b>Actuals</b>	<b>Actuals</b>	<b>Actual</b>	<b>Budget</b>	<b>Actuals YTD</b>	<b>Budget</b>
					<b>3/31/2024</b>	
<b>Revenue</b>						
Local Government	16,093,106	18,136,578	19,564,767	18,038,403	9,957,525	18,299,315
State Government	8,303,462	8,759,445	9,686,656	9,669,852	8,421,610	10,724,050
Federal Government	-	-	-	-	-	-
Student Tuition & Fees	16,135,139	16,002,715	16,970,781	14,917,446	17,264,835	15,540,072
Sales & Service Fees	128,325	121,737	112,982	101,000	82,462	80,000
Facilities Revenue	-	-	-	-	-	-
Investment Revenue	95,063	(20,405)	2,725,032	1,207,000	1,383,244	2,061,540
Gifts, Grants & Bequests	237,359	228,504	323,346	346,555	274,467	378,762
Other Revenue	2,846,338	369,383	1,864,879	136,500	232,489	130,900
SURS on-behalf revenue	17,045,429	11,885,594	9,898,231	16,190,016	-	10,745,403
<b>Total Revenue</b>	<b>60,884,221</b>	<b>55,483,550</b>	<b>61,146,676</b>	<b>60,606,773</b>	<b>37,616,634</b>	<b>57,960,042</b>
<b>Expenses</b>						
Salaries	22,063,594	22,476,246	24,123,291	27,932,170	19,187,103	28,550,788
Employee Benefits	4,118,476	3,899,236	4,452,853	5,580,523	3,822,349	6,178,244
Contractual Services	1,874,496	2,209,868	2,391,346	3,238,573	2,020,851	3,504,169
General Materials & Supplies	1,427,947	1,583,239	1,777,917	2,611,661	1,429,366	2,536,101
Travel & Conference Meeting Exp	129,560	227,071	330,821	546,308	219,866	551,536
Fixed Charges	347,293	370,456	485,456	534,780	317,661	590,731
Utilities	3,351	6,471	7,928	6,265	5,751	8,017
Capital Outlay	16,297	34,474	37,844	50,000	59,960	46,200
Other Expenditures	129,014	554,735	761,049	885,135	263,157	1,063,936
SURS On-Behalf Allocation	17,045,429	11,885,594	9,898,231	16,190,016	-	10,745,403
<b>Total Expenses</b>	<b>47,155,458</b>	<b>43,247,389</b>	<b>44,266,736</b>	<b>57,575,431</b>	<b>27,326,064</b>	<b>53,775,125</b>
<b>Contingency</b>	-	-	-	3,031,342	-	4,184,917
<b>Net Income (Loss)</b>	13,728,763	12,236,161	16,879,941	-	10,290,570	0
<b>Net Transfers</b>	-	(13,371,085)	(14,247,008)	(1,000,000)	(13,000,000)	-
Beginning Fund Balance	23,216,731	36,945,494	35,810,570	38,443,503	38,443,503	35,734,073
Change in Fund Balance	13,728,763	(1,134,924)	2,632,933	(1,000,000)	(2,709,430)	-
<b>Fund Balance</b>	<b>36,945,494</b>	<b>35,810,570</b>	<b>38,443,503</b>	<b>37,443,503</b>	<b>35,734,073</b>	<b>35,734,073</b>

**Operations & Maintenance Fund**  
**Fund (02) Operations & Maintenance Fund- Detail**

	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2024</b>	<b>FY 2025</b>
	<b>Actuals</b>	<b>Actuals</b>	<b>Actual</b>	<b>Budget</b>	<b>Actuals YTD</b>	<b>Budget</b>
					<b>3/31/2024</b>	
<b>Revenue</b>						
Local Government	2,800,298	3,869,644	4,012,164	3,429,939	2,041,304	3,475,141
State Government	654,371	682,376	776,459	776,459	610,117	808,175
Federal Government	-	-	-	-	-	-
Student Tuition & Fees	1,489,414	1,161,095	1,045,767	3,404,367	1,616,734	3,348,859
Sales & Service Fees	-	-	-	-	-	-
Facilities Revenue	882,193	811,213	864,892	968,000	753,811	793,630
Investment Revenue	117	134,510	128,022	-	6,459	133,470
Gifts, Grants & Bequests	-	-	1,500	-	-	-
Other Revenue	253,343	217,456	295,755	246,500	141,411	249,700
SURS on-behalf revenue	1,529,780	1,220,140	996,835	1,420,550	-	1,014,897
<b>Total Revenue</b>	<b>7,609,516</b>	<b>8,096,435</b>	<b>8,121,393</b>	<b>10,245,815</b>	<b>5,169,836</b>	<b>9,823,872</b>
<b>Expenses</b>						
Salaries	1,976,117	2,188,406	2,438,099	2,428,897	1,840,392	2,696,604
Employee Benefits	408,762	380,390	376,167	478,206	341,514	558,288
Contractual Services	1,357,871	1,539,978	1,794,115	2,316,330	1,117,576	2,127,418
General Materials & Supplies	393,760	456,641	515,043	762,265	288,360	692,993
Travel & Conference Meeting Exp	3,636	4,816	(451)	10,073	(3,891)	7,345
Fixed Charges	163,951	193,558	189,777	252,000	213,011	259,510
Utilities	1,761,006	2,108,493	1,765,322	2,520,955	1,322,559	2,409,086
Capital Outlay	-	-	44,985	56,539	50,316	57,731
Other Expenditures	14,635	4,013	1,500	-	-	-
SURS On-Behalf Allocation	1,529,780	1,220,140	996,835	1,420,550	-	1,014,897
<b>Total Expenses</b>	<b>7,609,516</b>	<b>8,096,435</b>	<b>8,121,393</b>	<b>10,245,815</b>	<b>5,169,836</b>	<b>9,823,872</b>
<b>Contingency</b>						
<b>Net Income (Loss)</b>	(0)	0	(0)	-	0	0
<b>Net Transfers</b>	-	-	-	-	-	-
Beginning Fund Balance	(0)	(0)	-	0	-	-
Change in Fund Balance	(0)	0	0	-	0	0
Fund Balance	(0)	(0)	0	-	0	0

**Operations & Maint-Restricted  
Fund (03) Operations & Maint-Restricted- Detail**

	<b>FY 2021 Actuals</b>	<b>FY 2022 Actuals</b>	<b>FY 2023 Actual</b>	<b>FY 2024 Budget</b>	<b>FY 2024 Actuals YTD 3/31/2024</b>	<b>FY 2025 Budget</b>
<b>Revenue</b>						
Local Government	-	-	746,735	1,492,500	739,232	1,500,000
State Government	-	-	-	-	-	-
Federal Government	-	-	-	-	-	-
Student Tuition & Fees	339,177	321,912	319,638	330,000	323,459	330,000
Sales & Service Fees	-	-	-	-	-	-
Facilities Revenue	-	-	-	-	-	-
Investment Revenue	8,982	16,799	400,539	-	478,900	100,000
Gifts, Grants & Bequests	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-
SURS on-behalf revenue	39,380	-	-	-	-	-
<b>Total Revenue</b>	<b>387,539</b>	<b>338,711</b>	<b>1,466,912</b>	<b>1,822,500</b>	<b>1,541,591</b>	<b>1,930,000</b>
<b>Expenses</b>						
Salaries	51,430	-	-	-	331,908	-
Employee Benefits	241	-	-	-	-	-
Contractual Services	42,888	76,784	612,233	900,000	319,433	595,325
General Materials & Supplies	491,338	1,298,425	233,971	879,510	104,856	365,510
Travel & Conference Meeting Exp	-	-	-	-	1,645	7,000
Fixed Charges	19,015	-	-	-	-	-
Utilities	33,555	6,195	-	-	-	-
Capital Outlay	7,387,752	4,624,927	3,977,887	12,029,036	2,875,389	17,302,800
Other Expenditures	1,619	850	-	-	-	-
SURS On-Behalf Allocation	39,380	-	-	-	-	-
<b>Total Expenses</b>	<b>8,067,217</b>	<b>6,007,181</b>	<b>4,824,091</b>	<b>13,808,546</b>	<b>3,633,232</b>	<b>18,270,635</b>
<b>Contingency</b>						
<b>Net Income (Loss)</b>	<b>(7,679,678)</b>	<b>(5,668,470)</b>	<b>(3,357,179)</b>	<b>(11,986,046)</b>	<b>(2,091,641)</b>	<b>(16,340,635)</b>
<b>Net Transfers</b>	<b>-</b>	<b>8,171,085</b>	<b>12,097,008</b>	<b>-</b>	<b>10,000,000</b>	<b>-</b>
Beginning Fund Balance	29,416,781	21,737,103	24,239,718	32,979,547	32,979,547	40,887,906
Change in Fund Balance	(7,679,678)	2,502,615	8,739,829	(11,986,046)	7,908,359	(16,340,635)
Fund Balance	<u>21,737,103</u>	<u>24,239,718</u>	<u>32,979,547</u>	<u>20,993,500</u>	<u>40,887,906</u>	<u>24,547,271</u>



**Bond & Interest Fund**  
**Fund (04) Bond & Interest Fund- Detail**

	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2024</b>	<b>FY 2025</b>
	<b>Actuals</b>	<b>Actuals</b>	<b>Actual</b>	<b>Budget</b>	<b>Actuals YTD</b>	<b>Budget</b>
					<b>3/31/2024</b>	
<b>Revenue</b>						
Local Government	12,190,910	51,165,307	11,751,620	11,595,033	5,719,713	11,788,447
State Government	-	-	-	-	-	-
Federal Government	49,126	18,710	-	-	-	-
Student Tuition & Fees	-	-	-	-	-	-
Sales & Service Fees	-	-	-	-	-	-
Facilities Revenue	-	-	-	-	-	-
Investment Revenue	2,086	2,433	87,328	100,750	209,610	100,750
Gifts, Grants & Bequests	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-
SURS on-behalf revenue	-	-	-	-	-	-
<b>Total Revenue</b>	<b>12,242,121</b>	<b>51,186,450</b>	<b>11,838,948</b>	<b>11,695,783</b>	<b>5,929,323</b>	<b>11,889,197</b>
<b>Expenses</b>						
Salaries	-	-	-	-	-	-
Employee Benefits	-	-	-	-	-	-
Contractual Services	3,215	1,500	1,350	3,600	-	1,350
General Materials & Supplies	-	-	-	-	-	-
Travel & Conference Meeting Exp	-	-	-	-	-	-
Fixed Charges	12,195,745	50,413,648	12,141,919	12,143,153	12,070,678	12,141,700
Utilities	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Other Expenditures	-	-	-	-	-	-
SURS On-Behalf Allocation	-	-	-	-	-	-
<b>Total Expenses</b>	<b>12,198,959</b>	<b>50,415,148</b>	<b>12,143,269</b>	<b>12,146,753</b>	<b>12,070,678</b>	<b>12,143,050</b>
<b>Contingency</b>						
<b>Net Income (Loss)</b>	<b>43,161</b>	<b>771,303</b>	<b>(304,322)</b>	<b>(450,970)</b>	<b>(6,141,355)</b>	<b>(253,853)</b>
<b>Net Transfers</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Beginning Fund Balance	6,198,155	6,241,317	7,012,619	6,708,298	6,708,298	566,943
Change in Fund Balance	43,161	771,303	(304,322)	(450,970)	(6,141,355)	(253,853)
<b>Fund Balance</b>	<b>6,241,317</b>	<b>7,012,619</b>	<b>6,708,298</b>	<b>6,257,328</b>	<b>566,943</b>	<b>313,090</b>

**Auxiliary Enterprises Fund**  
**Fund (05) Auxiliary Enterprises Fund- Detail**

	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2024</b>	<b>FY 2025</b>
	<b>Actuals</b>	<b>Actuals</b>	<b>Actual</b>	<b>Budget</b>	<b>Actuals YTD</b>	<b>Budget</b>
					<b>3/31/2024</b>	
<b>Revenue</b>						
Local Government	-	-	-	-	-	-
State Government	-	-	-	-	-	-
Federal Government	-	-	-	-	-	-
Student Tuition & Fees	1,538,986	1,715,671	1,761,238	2,094,697	1,828,282	2,509,385
Sales & Service Fees	618,503	1,039,308	1,208,997	1,655,396	1,149,313	1,734,788
Facilities Revenue	-	-	-	-	-	-
Investment Revenue	-	-	-	-	-	-
Gifts, Grants & Bequests	1,474	1,785	2,744	3,000	830	4,350
Other Revenue	783,641	989,721	369,150	578,794	333,445	581,632
SURS on-behalf revenue	968,578	800,498	717,238	1,451,195	-	1,007,621
<b>Total Revenue</b>	<b>3,911,182</b>	<b>4,546,984</b>	<b>4,059,366</b>	<b>5,783,082</b>	<b>3,311,870</b>	<b>5,837,776</b>
<b>Expenses</b>						
Salaries	1,531,960	2,020,432	2,226,594	2,485,043	1,613,475	2,677,272
Employee Benefits	321,658	340,161	412,891	513,347	333,604	550,502
Contractual Services	257,094	341,250	323,345	569,073	353,241	636,502
General Materials & Supplies	257,062	329,292	441,068	552,995	268,664	602,173
Travel & Conference Meeting Exp	95,542	219,063	229,923	273,498	310,892	285,855
Fixed Charges	27,616	11,870	4,230	6,950	2,080	8,600
Utilities	-	-	647	1,200	720	-
Capital Outlay	20,695	5,299	-	-	-	-
Other Expenditures	802,178	572,283	775,524	900,310	818,274	1,113,610
SURS On-Behalf Allocation	968,578	800,498	717,238	1,451,195	-	1,007,621
<b>Total Expenses</b>	<b>4,282,383</b>	<b>4,640,148</b>	<b>5,131,459</b>	<b>6,753,611</b>	<b>3,700,949</b>	<b>6,882,135</b>
<b>Contingency</b>						
<b>Net Income (Loss)</b>	<b>(371,201)</b>	<b>(93,163)</b>	<b>(1,072,093)</b>	<b>(970,529)</b>	<b>(389,079)</b>	<b>(1,044,359)</b>
<b>Net Transfers</b>	<b>-</b>	<b>-</b>	<b>1,000,000</b>	<b>-</b>	<b>2,011,734</b>	<b>-</b>
Beginning Fund Balance	502,676	131,476	38,312	(33,781)	(33,781)	1,588,874
Change in Fund Balance	(371,201)	(93,163)	(72,093)	(970,529)	1,622,655	(1,044,359)
Fund Balance	131,476	38,312	(33,781)	(970,529)	1,588,874	544,515

**Restricted Purpose Fund**  
**Fund (06) Restricted Purpose Fund- Detail**

	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2024</b>	<b>FY 2025</b>
	<b>Actuals</b>	<b>Actuals</b>	<b>Actual</b>	<b>Budget</b>	<b>Actuals YTD</b>	<b>Budget</b>
					<b>3/31/2024</b>	
<b>Revenue</b>						
Local Government	168,579	67,952	77,514	14,200	17,242	-
State Government	3,637,884	3,323,661	5,373,144	5,957,925	5,537,957	4,361,032
Federal Government	16,478,865	17,309,478	16,232,772	11,041,677	8,079,597	9,565,123
Student Tuition & Fees	-	-	-	-	-	-
Sales & Service Fees	100	-	-	-	-	-
Facilities Revenue	-	-	-	61,641	-	-
Investment Revenue	-	-	-	-	-	-
Gifts, Grants & Bequests	468,845	58,356	70,858	9,526	43,565	-
Other Revenue	1,258,296	203,537	243,427	1,260,366	234,392	267,300
SURS on-behalf revenue	1,406,855	882,826	806,063	1,817,655	-	1,173,728
<b>Total Revenue</b>	<b>23,419,425</b>	<b>21,845,810</b>	<b>22,803,777</b>	<b>20,162,989</b>	<b>13,912,753</b>	<b>15,367,183</b>
<b>Expenses</b>						
Salaries	2,343,444	2,244,319	2,671,634	3,694,208	2,302,584	3,118,622
Employee Benefits	588,589	522,460	681,102	1,038,856	568,051	876,985
Contractual Services	1,999,637	175,554	402,530	260,193	177,164	147,221
General Materials & Supplies	555,357	379,468	760,603	648,832	257,696	375,896
Travel & Conference Meeting Exp	74,316	99,414	213,369	123,799	183,981	161,766
Fixed Charges	130,857	34,651	79,916	115,823	51,157	68,039
Utilities	20,045	23,197	23,297	11,524	21,129	6,422
Capital Outlay	634,287	242,986	379,133	248,235	177,318	310,000
Other Expenditures	15,623,788	17,902,499	17,269,464	12,203,864	10,975,520	9,762,101
SURS On-Behalf Allocation	1,406,855	882,826	806,063	1,817,655	-	1,173,728
<b>Total Expenses</b>	<b>23,377,175</b>	<b>22,507,374</b>	<b>23,287,112</b>	<b>20,162,989</b>	<b>14,714,601</b>	<b>16,000,780</b>
<b>Contingency</b>						
<b>Net Income (Loss)</b>	42,251	(661,565)	(483,335)	0	(801,848)	(633,597)
<b>Net Transfers</b>	-	2,700,000	-	-	(11,734)	-
Beginning Fund Balance	(37,839)	6,601	2,045,037	1,561,702	1,561,702	748,119
Change in Fund Balance	42,251	2,038,435	(483,335)	0	(813,582)	(633,597)
Fund Balance	4,411	2,045,037	1,561,702	1,561,702	748,119	114,522

**Trust & Agency Fund**  
**Fund (10) Trust & Agency Fund- Detail**

	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2024</b>	<b>FY 2025</b>
	<b>Actuals</b>	<b>Actuals</b>	<b>Actual</b>	<b>Budget</b>	<b>Actuals YTD</b>	<b>Budget</b>
					<b>3/31/2024</b>	
<b>Revenue</b>						
Local Government	-	-	-	-	-	-
State Government	-	-	-	-	-	-
Federal Government	-	-	-	-	-	-
Student Tuition & Fees	282,331	185,106	168,218	196,700	194,816	260,950
Sales & Service Fees	-	-	37,008	11,500	42,405	16,500
Facilities Revenue	-	-	-	-	-	-
Investment Revenue	-	-	-	-	-	-
Gifts, Grants & Bequests	2,431	3,043	445	1,000	1,046	1,000
Other Revenue	223,664	393,615	362,677	361,668	326,153	417,768
SURS on-behalf revenue	-	-	211	2,339	-	1,505
<b>Total Revenue</b>	<b>508,426</b>	<b>581,763</b>	<b>568,559</b>	<b>573,207</b>	<b>564,420</b>	<b>697,723</b>
<b>Expenses</b>						
Salaries	-	-	518	4,000	-	4,000
Employee Benefits	-	-	2	-	-	-
Contractual Services	28,841	63,414	65,561	82,530	55,026	90,530
General Materials & Supplies	72,735	103,128	113,223	119,316	74,473	125,816
Travel & Conference Meeting Exp	24,651	170,933	231,080	225,282	189,948	231,049
Fixed Charges	-	-	985	-	-	985
Utilities	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Other Expenditures	196,045	228,860	195,627	225,788	209,517	223,792
SURS On-Behalf Allocation	-	-	211	2,339	-	1,505
<b>Total Expenses</b>	<b>322,272</b>	<b>566,336</b>	<b>607,207</b>	<b>659,255</b>	<b>528,964</b>	<b>677,677</b>
<b>Contingency</b>						
<b>Net Income (Loss)</b>	<b>186,154</b>	<b>15,428</b>	<b>(38,648)</b>	<b>(86,048)</b>	<b>35,456</b>	<b>20,046</b>
<b>Net Transfers</b>						
Beginning Fund Balance	880,760	1,066,914	1,082,342	1,043,695	1,043,695	1,079,150
Change in Fund Balance	186,154	15,428	(38,648)	(86,048)	35,456	20,046
<b>Fund Balance</b>	<b>1,066,914</b>	<b>1,082,342</b>	<b>1,043,695</b>	<b>957,647</b>	<b>1,079,150</b>	<b>1,099,196</b>

**Audit Fund**  
**Fund (11) Audit Fund- Detail**

	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2024</b>	<b>FY 2025</b>
	<b>Actuals</b>	<b>Actuals</b>	<b>Actual</b>	<b>Budget</b>	<b>Actuals YTD</b>	<b>Budget</b>
					<b>3/31/2024</b>	
<b>Revenue</b>						
Local Government	51,840	50,911	57,613	56,218	31,667	64,000
State Government	-	-	-	-	-	-
Federal Government	-	-	-	-	-	-
Student Tuition & Fees	-	-	-	-	-	-
Sales & Service Fees	-	-	-	-	-	-
Facilities Revenue	-	-	-	-	-	-
Investment Revenue	2	1	21	-	147	-
Gifts, Grants & Bequests	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-
SURS on-behalf revenue	-	-	-	-	-	-
<b>Total Revenue</b>	<b>51,842</b>	<b>50,912</b>	<b>57,633</b>	<b>56,218</b>	<b>31,813</b>	<b>64,000</b>
<b>Expenses</b>						
Salaries	-	-	-	-	-	-
Employee Benefits	-	-	-	-	-	-
Contractual Services	71,412	38,000	53,848	60,000	47,750	60,000
General Materials & Supplies	98	-	-	-	-	-
Travel & Conference Meeting Exp	-	-	-	-	-	-
Fixed Charges	-	-	-	-	-	-
Utilities	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Other Expenditures	-	-	-	-	-	-
SURS On-Behalf Allocation	-	-	-	-	-	-
<b>Total Expenses</b>	<b>71,510</b>	<b>38,000</b>	<b>53,848</b>	<b>60,000</b>	<b>47,750</b>	<b>60,000</b>
<b>Contingency</b>						
<b>Net Income (Loss)</b>	<b>(19,668)</b>	<b>12,912</b>	<b>3,786</b>	<b>(3,782)</b>	<b>(15,937)</b>	<b>4,000</b>
<b>Net Transfers</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Beginning Fund Balance	68,459	48,792	61,703	65,489	65,489	49,552
Change in Fund Balance	(19,668)	12,912	3,786	(3,782)	(15,937)	4,000
<b>Fund Balance</b>	<b>48,792</b>	<b>61,703</b>	<b>65,489</b>	<b>61,707</b>	<b>49,552</b>	<b>53,552</b>

**Liability, Protection, & Settlement  
Fund (12) Liability, Protection, & Settlement- Detail**

	<b>FY 2021 Actuals</b>	<b>FY 2022 Actuals</b>	<b>FY 2023 Actual</b>	<b>FY 2024 Budget</b>	<b>FY 2024 Actuals YTD 3/31/2024</b>	<b>FY 2025 Budget</b>
<b>Revenue</b>						
Local Government	-	-	998,092	1,900,000	988,061	2,000,000
State Government	-	-	-	-	-	-
Federal Government	-	-	-	-	-	-
Student Tuition & Fees	-	-	-	-	-	-
Sales & Service Fees	-	-	-	-	-	-
Facilities Revenue	-	-	-	-	-	-
Investment Revenue	-	-	-	-	4,577	-
Gifts, Grants & Bequests	-	-	-	-	-	-
Other Revenue	-	-	55,214	60,735	59,670	60,000
SURS on-behalf revenue	-	-	-	118,249	-	56,847
<b>Total Revenue</b>			1,053,306	2,078,984	1,052,309	2,116,847
<b>Expenses</b>						
Salaries	68,037	62,625	10,647	202,185	108,843	151,043
Employee Benefits	719,018	709,227	708,504	384,402	631,872	414,862
Contractual Services	76,423	52,240	145,488	399,717	149,939	431,330
General Materials & Supplies	-	-	5,672	23,775	4,332	1,500
Travel & Conference Meeting Exp	-	-	612	6,430	903	1,500
Fixed Charges	352,006	362,839	463,301	507,067	469,044	637,000
Utilities	-	-	-	-	-	-
Capital Outlay	-	-	-	150,000	142,802	-
Other Expenditures	-	-	-	(50,000)	-	-
SURS On-Behalf Allocation	-	-	-	118,249	-	56,847
<b>Total Expenses</b>	1,215,484	1,186,932	1,334,223	1,741,825	1,507,737	1,694,082
<b>Contingency</b>						
<b>Net Income (Loss)</b>	(1,215,484)	(1,186,932)	(280,917)	337,159	(455,428)	422,765
<b>Net Transfers</b>	-	-	-	-	-	-
Beginning Fund Balance	5,990,775	4,775,290	3,588,359	3,307,442	3,307,442	2,852,014
Change in Fund Balance	(1,215,484)	(1,186,932)	(280,917)	337,159	(455,428)	422,765
<b>Fund Balance</b>	<b>4,775,290</b>	<b>3,588,359</b>	<b>3,307,442</b>	<b>3,644,601</b>	<b>2,852,014</b>	<b>3,274,779</b>

**Employee Benefits**  
**Fund (18) Employee Benefits- Detail**

	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2024</b>	<b>FY 2025</b>
	<b>Actuals</b>	<b>Actuals</b>	<b>Actual</b>	<b>Budget</b>	<b>Actuals YTD</b>	<b>Budget</b>
					<b>3/31/2024</b>	
<b>Revenue</b>						
Local Government	-	-	-	-	-	-
State Government	-	-	-	-	-	-
Federal Government	-	-	-	-	-	-
Student Tuition & Fees	-	-	-	-	-	-
Sales & Service Fees	-	-	-	-	-	-
Facilities Revenue	-	-	-	-	-	-
Investment Revenue	-	-	-	-	-	-
Gifts, Grants & Bequests	-	-	-	-	-	-
Other Revenue	5,936,164	5,795,948	6,510,921	8,009,489	5,546,324	8,136,032
SURS on-behalf revenue	-	-	126	-	-	-
<b>Total Revenue</b>	<b>5,936,164</b>	<b>5,795,948</b>	<b>6,511,048</b>	<b>8,009,489</b>	<b>5,546,324</b>	<b>8,136,032</b>
<b>Expenses</b>						
Salaries						
Employee Benefits	5,989,045	7,255,647	6,369,967	8,069,264	4,734,906	8,123,832
Contractual Services	104,399	107,843	190,927	210,000	114,012	210,000
General Materials & Supplies	17,669	15,012	16,200	27,300	16,349	29,300
Travel & Conference Meeting Exp	-	-	-	-	-	-
Fixed Charges	-	-	-	-	-	-
Utilities	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Other Expenditures	-	-	-	(87,000)	-	5,000
SURS On-Behalf Allocation	-	-	126	-	-	-
<b>Total Expenses</b>	<b>6,111,113</b>	<b>7,378,502</b>	<b>6,577,220</b>	<b>8,219,564</b>	<b>4,865,267</b>	<b>8,368,132</b>
<b>Contingency</b>						
<b>Net Income (Loss)</b>	<b>(174,949)</b>	<b>(1,582,555)</b>	<b>(66,172)</b>	<b>(210,075)</b>	<b>681,056</b>	<b>(232,100)</b>
<b>Net Transfers</b>	<b>-</b>	<b>1,000,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Beginning Fund Balance	3,358,073	3,183,124	2,600,569	2,534,397	2,534,397	3,215,453
Change in Fund Balance	(174,949)	(582,555)	(66,172)	(210,075)	681,056	(232,100)
<b>Fund Balance</b>	<b>3,183,124</b>	<b>2,600,569</b>	<b>2,534,397</b>	<b>2,324,322</b>	<b>3,215,453</b>	<b>2,983,353</b>

**OPEB Fund**  
**Fund (19) OPEB Fund- Detail**

	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2024</b>	<b>FY 2025</b>
	<b>Actuals</b>	<b>Actuals</b>	<b>Actual</b>	<b>Budget</b>	<b>Actuals YTD</b>	<b>Budget</b>
					<b>3/31/2024</b>	
<b>Revenue</b>						
Local Government	-	-	-	-	-	-
State Government	45,674	(399,613)	(4,301,238)	90,000	-	120,000
Federal Government	-	-	-	-	-	-
Student Tuition & Fees	-	-	-	-	-	-
Sales & Service Fees	-	-	-	-	-	-
Facilities Revenue	-	-	-	-	-	-
Investment Revenue	-	-	-	-	-	-
Gifts, Grants & Bequests	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-
SURS on-behalf revenue	-	-	-	-	-	-
<b>Total Revenue</b>	<b>45,674</b>	<b>(399,613)</b>	<b>(4,301,238)</b>	<b>90,000</b>		<b>120,000</b>
<b>Expenses</b>						
Salaries						
Employee Benefits	91,349	(799,226)	(8,602,476)	180,000	-	240,000
Contractual Services	-	-	-	-	-	-
General Materials & Supplies	-	-	-	-	-	-
Travel & Conference Meeting Exp	-	-	-	-	-	-
Fixed Charges	-	-	-	-	-	-
Utilities	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Other Expenditures	-	-	-	-	-	-
SURS On-Behalf Allocation	-	-	-	-	-	-
<b>Total Expenses</b>	<b>91,349</b>	<b>(799,226)</b>	<b>(8,602,476)</b>	<b>180,000</b>		<b>240,000</b>
<b>Contingency</b>						
<b>Net Income (Loss)</b>	<b>(45,674)</b>	<b>399,613</b>	<b>4,301,238</b>	<b>(90,000)</b>	<b>-</b>	<b>(120,000)</b>
<b>Net Transfers</b>	<b>-</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>-</b>	<b>1,000,000</b>	<b>-</b>
Beginning Fund Balance	(21,565,722)	(21,611,396)	(20,211,783)	(14,910,545)	(14,910,545)	(13,910,545)
Change in Fund Balance	(45,674)	1,399,613	5,301,238	(90,000)	1,000,000	(120,000)
Fund Balance	<u>(21,611,396)</u>	<u>(20,211,783)</u>	<u>(14,910,545)</u>	<u>(15,000,545)</u>	<u>(13,910,545)</u>	<u>(14,030,545)</u>



**SURS Penalty Fund**  
**Fund (20) SURS Penalty Fund- Detail**

	<b>FY 2021</b>	<b>FY 2022</b>	<b>FY 2023</b>	<b>FY 2024</b>	<b>FY 2024</b>	<b>FY 2025</b>
	<b>Actuals</b>	<b>Actuals</b>	<b>Actual</b>	<b>Budget</b>	<b>Actuals YTD</b>	<b>Budget</b>
					<b>3/31/2024</b>	
<b>Revenue</b>						
Local Government	-	-	-	-	-	-
State Government	-	-	-	-	-	-
Federal Government	-	-	-	-	-	-
Student Tuition & Fees	-	-	-	-	-	-
Sales & Service Fees	-	-	-	-	-	-
Facilities Revenue	-	-	-	-	-	-
Investment Revenue	-	-	-	-	-	-
Gifts, Grants & Bequests	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-
SURS on-behalf revenue	-	-	-	-	-	-
<b>Total Revenue</b>	-	-	-	-	-	-
<b>Expenses</b>						
Salaries	-	-	-	-	-	-
Employee Benefits	-	-	-	-	-	-
Contractual Services	-	-	-	-	-	-
General Materials & Supplies	-	-	-	-	-	-
Travel & Conference Meeting Exp	-	-	-	-	-	-
Fixed Charges	-	-	-	-	-	-
Utilities	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Other Expenditures	10,876	93,601	52,453	500,000	30,418	250,000
SURS On-Behalf Allocation	-	-	-	-	-	-
<b>Total Expenses</b>	10,876	93,601	52,453	500,000	30,418	250,000
<b>Contingency</b>						
<b>Net Income (Loss)</b>	(10,876)	(93,601)	(52,453)	(500,000)	(30,418)	(250,000)
<b>Net Transfers</b>	-	500,000	150,000	-	-	-
Beginning Fund Balance	473,883	463,006	869,405	966,952	966,952	946,528
Change in Fund Balance	(10,876)	406,399	97,547	(500,000)	(30,418)	(250,000)
<b>Fund Balance</b>	<b>463,006</b>	<b>869,405</b>	<b>966,952</b>	<b>466,952</b>	<b>946,528</b>	<b>696,528</b>

## Total All Funds - except Fund 10

	FY 2021 Actuals	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Budget	FY 2024 Actuals	
					YTD 3/31/2024	FY 2025 Budget
Revenue	\$ 114,442,011	\$ 147,344,800	\$ 117,059,061	\$ 120,461,632	\$ 74,112,453	\$ 113,124,947
Expenses	\$ 110,088,815	\$ 143,517,109	\$ 105,739,351	\$ 130,714,545	\$ 73,036,113	\$ 127,017,808
Transfers In/Out	\$ -	\$ (1,500,000)	\$ (1,150,000)	\$ -	\$ (1,000,000)	\$ -
Contingency	\$ -	\$ -	\$ -	\$ 3,031,331	\$ -	\$ 4,184,917
Net	\$ 4,353,196	\$ 2,327,691	\$ 10,169,709	\$ (13,284,243)	\$ 76,340	\$ (18,077,778)
Fund Balance	\$ 73,067,006	\$ 75,396,887	\$ 85,566,596	\$ 71,316,134	\$ 85,642,936	\$ 67,565,157

## Operating (Funds 01 & 02)

	FY 2021 Actuals	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Budget	FY 2024 Actuals	
					YTD 3/31/2024	FY 2025 Budget
Revenue	\$ 68,493,737	\$ 63,579,986	\$ 69,268,070	\$ 70,852,587	\$ 42,786,470	\$ 67,783,914
Expenses	\$ 54,764,974	\$ 51,343,824	\$ 52,388,129	\$ 67,821,256	\$ 32,495,899	\$ 63,598,997
Transfers In/Out	\$ -	\$ (13,371,085)	\$ (14,247,008)	\$ -	\$ (13,000,000)	\$ -
Contingency	\$ -	\$ -	\$ -	\$ 3,031,331	\$ -	\$ 4,184,917
Net	\$ 13,728,763	\$ (1,134,924)	\$ 2,632,933	\$ -	\$ (2,709,429)	\$ -
Fund Balance	\$ 36,945,494	\$ 35,810,570	\$ 38,443,503	\$ 37,443,503	\$ 35,734,074	\$ 35,734,074

## Capital (Funds 03 & 04)

	FY 2021 Actuals	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Budget	FY 2024 Actuals	
					YTD 3/31/2024	FY 2025 Budget
Revenue	\$ 12,629,660	\$ 51,525,161	\$ 13,305,860	\$ 13,518,283	\$ 7,470,914	\$ 13,819,197
Expenses	\$ 20,266,177	\$ 56,422,329	\$ 16,967,360	\$ 25,955,299	\$ 15,703,910	\$ 30,413,685
Transfers In/Out	\$ -	\$ 8,171,085	\$ 12,097,008	\$ -	\$ 10,000,000	\$ -
Net	\$ (7,636,517)	\$ 3,273,917	\$ 8,435,508	\$ (12,437,016)	\$ 1,767,004	\$ (16,594,488)
Fund Balance	\$ 27,978,419	\$ 31,252,337	\$ 39,687,845	\$ 27,250,828	\$ 41,454,849	\$ 24,860,361

## Auxiliary & Restricted & Benefits (Funds 05 & 06 & 18)

	FY 2021 Actuals	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Budget	FY 2024 Actuals	
					YTD	FY 2025 Budget
Revenue	\$ 33,266,772	\$ 32,188,742	\$ 33,374,191	\$ 33,955,560	\$ 22,770,947	\$ 29,340,990
Expenses	\$ 33,770,671	\$ 34,526,024	\$ 34,995,791	\$ 35,136,164	\$ 23,280,817	\$ 31,251,046
Transfers In/Out	\$ -	\$ 3,700,000	\$ 1,000,000	\$ -	\$ 2,000,000	\$ -
Net	\$ (503,899)	\$ 1,362,717	\$ (621,600)	\$ (1,180,604)	\$ 1,490,130	\$ (1,910,056)
Fund Balance	\$ 3,319,011	\$ 4,683,918	\$ 4,062,318	\$ 2,915,495	\$ 5,552,448	\$ 3,642,392

## Audit & Liability, Protection & Settlement (Funds 11 & 12)

	FY 2021 Actuals	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Budget	FY 2024 Actuals	
					YTD 3/31/2024	FY 2025 Budget
Revenue	\$ 51,842	\$ 50,912	\$ 1,110,940	\$ 2,135,202	\$ 1,084,122	\$ 2,180,847
Expenses	\$ 1,286,994	\$ 1,224,932	\$ 1,388,071	\$ 1,801,825	\$ 1,555,487	\$ 1,754,082
Net	\$ (1,235,152)	\$ (1,174,020)	\$ (277,131)	\$ 333,377	\$ (471,365)	\$ 426,765
Fund Balance	\$ 4,824,082	\$ 3,650,062	\$ 3,372,931	\$ 3,706,308	\$ 2,901,566	\$ 3,328,331

## Trust & Agency (Fund 10)

	FY 2021 Actuals	FY 2022 Actuals	FY 2023 Actuals	FY 2024 Budget	FY 2024 Actuals	
					YTD 3/31/2024	FY 2025 Budget
Revenue	\$ 508,426	\$ 581,763	\$ 568,559	\$ 573,207	\$ 564,420	\$ 697,723
Expenses	\$ 322,272	\$ 566,336	\$ 607,207	\$ 659,255	\$ 528,964	\$ 677,677
Net	\$ 186,154	\$ 15,428	\$ (38,648)	\$ (86,048)	\$ 35,456	\$ 20,046
Fund Balance	\$ 1,066,914	\$ 1,082,342	\$ 1,043,695	\$ 957,647	\$ 1,079,151	\$ 1,099,197

**Rock Valley College**  
**Equalized Assessed Valuation with tax rates**

<b>Calendar Year Levy</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Estimated*</b>	<b>2024 Proposed</b>	<b>2025 Proposed</b>	<b>2026 Proposed</b>
<b>Total assessed valuations</b>	6,683,596,509	7,160,941,744	7,590,598,249	8,121,940,126	8,284,378,929	8,450,066,507
% EAV Growth	4.87%	7.14%	6.00%	7.00%	2.00%	2.00%
Tax rates (per \$100 assessed valuation)						
Educational Fund	0.2300	0.2300	0.2300	0.2300	0.2300	0.2300
Operations and Maintenance Fund	0.0400	0.0400	0.0400	0.0400	0.0400	0.0400
Debt Service Fund						
2010A Bond	-	-	-	-	-	-
2015C Bond	<b>0.0091</b>	<b>0.0020</b>	<b>0.0019</b>	<b>0.0017</b>	<b>0.0410</b>	<b>0.0104</b>
2015D Refinancing Bond	<b>0.0166</b>	-	-	-	-	-
2015E Refinancing Bond	<b>0.0698</b>	<b>0.0376</b>	-	-	-	-
2016 Refinancing Bond	-	-	-	-	-	-
2017 Refinancing Bond	<b>0.0863</b>	<b>0.0305</b>	-	-	-	-
2022A Refunding Bond	-	<b>0.0904</b>	<b>0.1495</b>	<b>0.0827</b>	-	-
2022B Refunding Bond	-	-	<b>0.0064</b>	<b>0.0650</b>	<b>0.1055</b>	-
Liability, Protection and Settlement Fund:						
Tort Liability	0.0000	0.0219	0.0207	0.0193	0.0190	0.0186
Workers Compensation	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Unemployment Insurance	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Athletics	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
Property/Casualty	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000
FICA	0.0000	0.0060	0.0057	0.0053	0.0052	0.0051
Audit Fund	0.0007	0.0007	0.0008	0.0008	0.0008	0.0008
Protection, Health and Safety Fund	0.0000	0.0209	0.0198	0.0185	0.0181	0.0178
Adjustments	0.0012	-	-	-	-	-
	<b>0.4537</b>	<b>0.4800</b>	<b>0.4748</b>	<b>0.4633</b>	<b>0.4596</b>	<b>0.3227</b>
	*2023 Final Assesd Valuations have not all been received as of 3/22/2024					
Tax extension:						
Educational Fund	15,372,272	16,470,166	17,458,376	18,680,462	19,054,072	19,435,153
Operations and Maintenance Fund	2,673,439	2,864,377	3,036,239	3,248,776	3,313,752	3,380,027
Debt Service Fund	-	-	-	-	-	-
2010A Bond	-	-	-	-	-	-
2015C Bond	605,370	141,950	141,950	141,950	3,400,595	874,620
2015D Refinancing Bond	1,108,500	-	-	-	-	-
2015E Refinancing Bond	4,662,375	2,694,825	-	-	-	-
2017A Refinancing Bond	-	-	-	-	-	-
2017C Refinancing Bond	5,766,550	2,183,228	-	-	-	-
2022A Refunding Bond	-	6,473,900	11,350,500	6,715,600	-	-
2022B Refunding Bond	-	1,130	489,411	5,282,750	8,736,000	-
Liability, Protection and Settlement Fund						
Tort Liability	-	1,570,000	1,570,000	1,570,000	1,570,000	1,570,000
Workers Compensation	-	-	-	-	-	-
Unemployment Insurance	-	-	-	-	-	-
Athletics	-	-	-	-	-	-
Property/Casualty	-	-	-	-	-	-
FICA	-	430,000	430,000	430,000	430,000	430,000
Audit Fund	50,000	53,571	64,000	68,480	69,850	71,247
Protection, Health and Safety Fund	-	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000
Adjustment for Overextended Tax Abatement	80,203	-	-	-	-	-
	<b>30,318,709</b>	<b>34,383,147</b>	<b>36,040,476</b>	<b>37,638,018</b>	<b>38,074,268</b>	<b>27,261,047</b>
% Dollar Growth	3.09%	13.41%	4.82%	4.43%	1.16%	-28.40%
Allowance for uncollectible taxes and collection costs	(151,594)	(171,916)	(180,202)	(188,190)	(190,371)	(136,305)
	<b>30,167,115</b>	<b>34,211,231</b>	<b>35,860,274</b>	<b>37,449,828</b>	<b>37,883,897</b>	<b>27,124,742</b>

**Rock Valley College**

**Equalized Assessed Valuation with tax rates**

<b>Calendar Year Levy</b>	<b>2021 Actual</b>	<b>2022 Actual</b>	<b>2023 Estimated*</b>	<b>2024 Proposed</b>	<b>2025 Proposed</b>	<b>2026 Proposed</b>
<b>Total assessed valuations</b>	6,683,596,509	7,160,941,744	7,590,598,249	8,121,940,126	8,284,378,929	8,450,066,507

**Rock Valley College**

**Equalized Assessed Valuation with Tax Rates (cont'd)**

01 Education Fund	15,295,410	16,387,815	17,371,084	18,587,060	18,958,801	19,337,977
02 Operations & Maintenance Fund	2,660,071	2,850,055	3,021,058	3,232,532	3,297,183	3,363,127
03 Capital (PHS) Fund	-	1,492,500	1,492,500	1,492,500	1,492,500	1,492,500
04 Bond Fund	12,142,795	11,495,033	11,981,861	12,140,300	12,136,595	874,620
11 Audit Fund	49,750	53,303	63,680	68,138	69,501	70,891
12 Liability, Protection & Settlement Fund	-	1,990,000	1,990,000	1,990,000	1,990,000	1,990,000
	30,148,027	34,268,706	35,920,184	37,510,530	37,944,580	27,129,115

**Fiscal Year (1/2 + 1/2)**

	<b>FY 20</b>	<b>FY 21</b>	<b>FY 22</b>	<b>FY 23</b>	<b>FY 24</b>	<b>FY 25</b>
01 Education Fund	13,574,223	14,245,241	14,939,564	15,841,613	16,879,450	17,979,072
02 Operations & Maintenance Fund	2,362,841	2,479,540	2,598,185	2,755,063	2,935,556	3,126,795
03 Capital (PHS) Fund	-	-	-	746,250	1,492,500	1,492,500
04 Bond Fund	12,125,318	12,139,709	12,145,084	11,818,914	11,738,447	12,061,081
11 Audit Fund	52,259	52,618	50,237	51,527	58,492	65,909
12 Liability, Protection & Settlement Fund	500,040	-	-	995,000	1,990,000	1,990,000
	28,614,681	28,917,108	29,733,071	32,208,366	35,094,445	36,715,357

## Fiscal Year 2025 Capital Projects

Project	Funding Source	Amount
Parking Lot 7 Upgrade	Operating/Fund Transfer	1,400,000.00
HVAC Upgrades	Operating/Fund Transfer, PHS Funds	1,082,600.00
IT Wireless Upgrade	IT Technology Fees	900,000.00
A&E Services FY25	Operating/Fund Transfer	750,000.00
Replacement of Stage & House Lighting BST	Operating/Fund Transfer	700,000.00
ATC- Phase II - Roof Units	Operating/Fund Transfer	514,000.00
Drainage Athletic Fields	Operating/Fund Transfer	500,000.00
Service Equipment Replacement	Operating/Fund Transfer	475,000.00
SC Interior Lighting Upgrade	Operating/Fund Transfer	475,000.00
EOF-NIU	EOF Funds	370,627.67
EOF-RVC	EOF Funds	370,000.00
Power Shed Replacement *	Operating/Fund Transfer	370,000.00
IT Computer Replacements	Operating/Fund Transfer	300,000.00
Student Center Second Floor Carpeting	Operating/Fund Transfer	235,000.00
Office Furniture & Portable Wall System	Operating/Fund Transfer	220,000.00
Student Center Air Handling Unit Upgrade	Operating/Fund Transfer	200,000.00
UPS Upgrade/JCSM Generator	Operating/Fund Transfer	170,000.00
JCSM Generator	Operating/Fund Transfer	147,400.00



Rock Valley College, Community College District 511  
 3301 North Mulford Road, Rockford, IL 61114

**SUMMARY OF FISCAL YEAR 2025 BUDGET BY FUND**

	<u>GENERAL</u>		<u>CAPITAL</u>	<u>DEBT SERVICE</u>	<u>PROPRIETARY</u>
	<u>Education Fund 01</u>	<u>Operations &amp; Maintenance Fund 02</u>	<u>Operations &amp; Maint-Restricted 03</u>	<u>Bond &amp; Interest Fund 04</u>	<u>Auxiliary Enterprises 05 &amp; 18</u>
Est. Begin. Fund Balance 07/01/2024	35,734,074		40,887,906	566,943	4,804,327
Budget Revenues	57,960,042	9,823,872	1,930,000	11,889,197	13,973,808
Less: Budgeted Expenditures	53,775,125	9,823,872	18,270,635	12,143,050	15,250,266
Less: Budgeted Contingency	4,184,917				
Plus: Transfer In (Out)					
Revenue over (under) Expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (16,340,635)</u>	<u>\$ (253,853)</u>	<u>\$ (1,276,458)</u>
Est. Ending Budgeted Fund Balance	<u>\$ 35,734,074</u>	<u>\$ -</u>	<u>\$ 24,547,271</u>	<u>\$ 313,090</u>	<u>\$ 3,527,869</u>

	<u>SPECIAL REVENUE</u>			<u>Total ICCB Funds</u>
	<u>Restricted Purpose Fund 06</u>	<u>Audit Fund 11</u>	<u>Liability, Protection, &amp; Settlement 12</u>	
Est. Begin. Fund Balance 07/01/2024	748,119	49,552	2,852,014	85,642,935
Budget Revenues	15,367,182	64,000	2,116,847	113,124,948
Less: Budgeted Expenditures	16,000,780	60,000	1,694,082	127,017,810
Less: Budgeted Contingency				4,184,917
Plus: Transfer In (Out)				-
Revenue over (under) Expenditures	<u>\$ (633,598)</u>	<u>\$ 4,000</u>	<u>\$ 422,765</u>	<u>\$ (18,077,779)</u>
Est. Ending Budgeted Fund Balance	<u>\$ 114,521</u>	<u>\$ 53,552</u>	<u>\$ 3,274,779</u>	<u>\$ 67,565,156</u>

The Official FY 2025 Budget which is accurately summarized in this document,

was approved by the Board of Trustees on: \_\_\_\_\_

ATTEST: \_\_\_\_\_

*Secretary, Board of Trustees  
 Community College District 511*

Rock Valley College, Community College District 511  
 3301 North Mulford Road, Rockford, IL 61114  
 FY25 Budget ALL FUNDS

Beginning Fund Balance July 1, 2024													
	\$ 35,734,073	\$ -	\$ 40,887,906	\$ 566,943	\$ 4,804,327	\$ 748,119	\$ 1,079,150	\$ 49,552	\$ 2,949,586	\$ (13,910,545)	\$ 946,528	\$ 73,855,639	
	Fund 01	Fund 02	Fund 03	Fund 04	Fund 05 & 18	Fund 06	Fund 10	Fund 11	Fund 12	Fund 19	Fund 20	Total of Budget	Percent
	Education Fund	Operations & Maintenance Fund	Operations & Maint-Restricted	Bond & Interest Fund	Auxiliary Enterprises	Restricted Purpose Fund	Trust & Agency Fund	Audit Fund	Liability, Protection, & Settlement	OPEB Fund	SURS Penalty Fund		
<b>Revenues</b>													
Local Government	18,299,315	3,475,141	1,500,000	11,788,447				64,000	2,000,000			37,126,903	33%
State Government	10,724,050	808,175				4,361,032				120,000		16,013,257	14%
Federal Government						9,565,123						9,565,123	8%
Student Tuition & Fees	15,540,072	3,348,859	330,000		2,509,385		260,950					21,989,266	19%
Sales & Service Fees	80,000				1,734,788		16,500					1,831,288	2%
Facilities Revenue		793,630										793,630	1%
Investment Revenue	2,061,540	133,470	100,000	100,750								2,395,760	2%
Gifts, Grants & Bequests	378,762				4,350		1,000					384,112	0%
Other Revenue	130,900	249,700			8,717,664	267,300	417,768		60,000			9,843,332	9%
SURS on Behalf	10,745,403	1,014,897			1,007,621	1,173,728	1,505		56,847			14,000,001	12%
	57,960,042	9,823,872	1,930,000	11,889,197	13,973,808	15,367,183	697,723	64,000	2,116,847	120,000	-	113,942,672	100%
Less Nonoperating Items													
<b>Adjusted Revenue</b>	<b>57,960,042</b>	<b>9,823,872</b>	<b>1,930,000</b>	<b>11,889,197</b>	<b>13,973,808</b>	<b>15,367,183</b>	<b>697,723</b>	<b>64,000</b>	<b>2,116,847</b>	<b>120,000</b>	<b>-</b>	<b>113,942,672</b>	
<b>Expenditures</b>													
Salaries	28,550,788	2,696,604			2,677,272	3,118,622	4,000		151,043			37,198,329	29%
Employee Benefits	6,178,244	558,288			8,674,334	876,985			414,862	240,000		16,942,713	13%
Contractual Services	3,504,169	2,127,418	595,325	1,350	846,502	147,221	90,530	60,000	431,330			7,803,844	6%
General Materials & Supplies	2,536,101	692,993	365,510		631,473	375,896	125,816		1,500			4,729,289	4%
Travel & Conference Meeting Exp	551,536	7,345	7,000		285,855	161,766	231,049		1,500			1,246,051	1%
Fixed Charges	590,731	259,510		12,141,700	8,600	68,039	985		637,000			13,706,565	11%
Utilities	8,017	2,409,086			0	6,422						2,423,525	2%
Capital Outlay	46,200	57,731	17,302,800			310,000						17,716,731	14%
Other Expenditures	1,063,936				1,118,610	9,762,101	223,792				250,000	12,418,439	10%
SURS on Behalf	10,745,403	1,014,897			1,007,621	1,173,728	1,505		56,847			14,000,001	11%
	53,775,124	9,823,872	18,270,635	12,143,050	15,250,267	16,000,780	677,677	60,000	1,694,082	240,000	250,000	128,185,487	100%
Contingency													
	4,184,918											4,184,918	
Less Nonoperating Items													
<b>Adjusted Expenditures</b>	<b>57,960,042</b>	<b>9,823,872</b>	<b>18,270,635</b>	<b>12,143,050</b>	<b>15,250,267</b>	<b>16,000,780</b>	<b>677,677</b>	<b>60,000</b>	<b>1,694,082</b>	<b>240,000</b>	<b>250,000</b>	<b>132,370,405</b>	
Transfer In (Out)													
Net by Fund	-	0	(16,340,635)	(253,853)	(1,276,459)	(633,597)	20,046	4,000	422,765	(120,000)	(250,000)	(18,427,733)	
Estimated Fund Balance June 30 2025	<b>35,734,073</b>	<b>0</b>	<b>24,547,271</b>	<b>313,090</b>	<b>3,527,868</b>	<b>114,522</b>	<b>1,099,196</b>	<b>53,552</b>	<b>3,372,351</b>	<b>(14,030,545)</b>	<b>696,528</b>	<b>55,427,906</b>	
<b>By Function</b>	<b>Education Fund</b>	<b>Operations &amp; Maintenance Fund</b>	<b>Operations &amp; Maint-Restricted</b>	<b>Bond &amp; Interest Fund</b>	<b>Auxiliary Enterprises</b>	<b>Restricted Purpose Fund</b>	<b>Trust &amp; Agency Fund</b>	<b>Audit Fund</b>	<b>Liability, Protection, &amp; Settlement</b>	<b>OPEB Fund</b>	<b>SURS Penalty Fund</b>	<b>Total of Budget</b>	<b>Percent</b>
Other	-	-	-	-	-	-	-	-	-	-	-	-	0%
Instruction	25,364,599	-	-	-	215,308	1,327,317	-	-	-	-	-	26,907,224	21%
Academic Support	4,809,126	-	-	-	1,500	1,700	-	-	-	-	-	4,812,326	4%
Student Services	6,778,027	-	-	-	43,419	722,555	263,174	-	-	-	-	7,807,175	6%
Public Service/Continuing Education	1,473,507	-	-	-	3,882,582	4,516,038	1,250	-	-	-	-	9,873,377	8%
Auxiliary Services	-	-	-	-	1,752,326	-	231,100	-	-	-	-	1,983,426	2%
Operation and Maintenance	148,553	9,439,139	17,582,800	-	-	-	985	-	592,082	-	-	27,763,559	22%
Institutional Support	15,201,312	384,733	687,835	12,143,050	9,355,132	-	168	60,000	1,102,000	240,000	250,000	39,424,230	31%
Scholarships, Grants, Waivers	-	-	-	-	-	9,433,170	181,000	-	-	-	-	9,614,170	8%
	53,775,124	9,823,872	18,270,635	12,143,050	15,250,267	16,000,780	677,677	60,000	1,694,082	240,000	250,000	128,185,487	100%

**Rock Valley College, Community College District 511**  
**3301 North Mulford Road, Rockford, IL 61114**  
**FY25 Budget ALL FUNDS**

<b>Revenues by Source</b>	<b>Operating</b>	<b>Capital</b>	<b>Other</b>	<b>Total</b>
41 Local Government	\$ 23,838,456	\$ 13,288,447	\$ -	\$ 37,126,903
42 State Government	16,013,257	-	-	16,013,257
43 Federal Government	9,565,123	-	-	9,565,123
44 Student Tuition & Fees	21,398,316	330,000	260,950	21,989,266
45 Sales & Service Fees	1,814,788	-	16,500	1,831,288
46 Facilities Revenue	793,630	-	-	793,630
47 Investment Revenue	2,195,010	200,750	-	2,395,760
48 Gifts, Grants & Bequests	383,112	-	1,000	384,112
49 Other Revenue	9,425,564	-	417,768	9,843,332
SURS on Behalf	13,998,496	-	1,505	14,000,001
<b>Total Budget Revenues</b>	<b>\$ 99,425,752</b>	<b>\$ 13,819,197</b>	<b>\$ 697,723</b>	<b>\$ 113,942,672</b>

<b>Appropriations by Object</b>	<b>Operating</b>	<b>Capital</b>	<b>Other</b>	<b>Total</b>
51 Salaries	\$ 37,194,329	\$ -	\$ 4,000	\$ 37,198,329
52 Employee Benefits	16,942,713	-	-	16,942,713
53 Contractual Services	7,116,639	596,675	90,530	7,803,844
54 General Materials & Supplies	4,237,963	365,510	125,816	4,729,289
55 Travel & Conference Meeting Exp	1,008,002	7,000	231,049	1,246,051
56 Fixed Charges	1,563,880	12,141,700	985	13,706,565
57 Utilities	2,423,525	-	-	2,423,525
58 Capital Outlay	413,931	17,302,800	-	17,716,731
59 Other Expenditures	11,944,647	-	473,792	12,418,439
SURS On-Behalf	13,998,496	-	1,505	14,000,001
<b>Total Budget Expenses</b>	<b>\$ 96,844,125</b>	<b>\$ 30,413,685</b>	<b>\$ 927,677</b>	<b>\$ 128,185,487</b>

<b>Expenditures by Function</b>	<b>Operating</b>	<b>Capital</b>	<b>Other</b>	<b>Total</b>
0 Other	\$ -	\$ -	\$ -	-
1 Instruction	26,907,224	-	-	26,907,224
2 Academic Support	4,812,326	-	-	4,812,326
3 Student Services	7,544,001	-	263,174	7,807,175
4 Public Service/Continuing Education	9,872,127	-	1,250	9,873,377
6 Auxiliary Services	1,752,326	-	231,100	1,983,426
7 Operation and Maintenance	10,179,773	17,582,800	985	27,763,558
8 Institutional Support	26,343,177	12,830,885	250,168	39,424,230
9 Scholarships, Grants, Waivers	9,433,170	-	181,000	9,614,170
<b>Total Expenses by Function</b>	<b>\$ 96,844,125</b>	<b>\$ 30,413,685</b>	<b>\$ 927,677</b>	<b>\$ 128,185,487</b>



Education Fund Statement of Expenditures by Function Code

<b>EDUCATION FUND 01</b>		<u><i>FY25 Budget</i></u>
<b>0 Other</b>		
51	Salaries	-
52	Employee Benefits	-
53	Contractual Services	-
54	General Materials & Supplies	-
55	Travel & Conference Meeting Exp	-
56	Fixed Charges	-
57	Utilities	-
58	Capital Outlay	-
59	Other Expenditures	-
71	Transfers to Other Funds	-
72	Transfers from Other Funds	-
		<u><b>\$ -</b></u>
<b>1 INSTRUCTION</b>		
51	Salaries	15,102,622
52	Employee Benefits	8,368,403
53	Contractual Services	615,873
54	General Materials & Supplies	896,334
55	Travel & Conference Meeting Exp	209,384
56	Fixed Charges	122,370
57	Utilities	-
58	Capital Outlay	46,200
59	Other Expenditures	3,413
71	Transfers to Other Funds	-
72	Transfers from Other Funds	-
		<u><b>\$ 25,364,599</b></u>
<b>2 ACADEMIC SUPPORT</b>		
51	Salaries	2,355,089
52	Employee Benefits	1,513,124
53	Contractual Services	415,041
54	General Materials & Supplies	378,721
55	Travel & Conference Meeting Exp	32,101
56	Fixed Charges	109,700
57	Utilities	3,500
58	Capital Outlay	-
59	Other Expenditures	1,850
71	Transfers to Other Funds	-
72	Transfers from Other Funds	-
		<u><b>\$ 4,809,126</b></u>

Education Fund Statement of Expenditures by Function Code

		<b>EDUCATION FUND 01</b>	<u><i>FY25 Budget</i></u>
Continued			
	<b>3</b>	<b>STUDENT SERVICES</b>	
	51	Salaries	3,990,881
	52	Employee Benefits	2,399,116
	53	Contractual Services	77,523
	54	General Materials & Supplies	185,757
	55	Travel & Conference Meeting Exp	104,660
	56	Fixed Charges	-
	57	Utilities	492
	58	Capital Outlay	19,598
	59	Other Expenditures	-
	71	Transfers to Other Funds	-
	72	Transfers from Other Funds	-
			<u><b>\$ 6,778,027</b></u>
	<b>4</b>	<b>PUBLIC SERVICE/CONTINUING EDUCATION</b>	
	51	Salaries	703,421
	52	Employee Benefits	401,973
	53	Contractual Services	13,500
	54	General Materials & Supplies	49,238
	55	Travel & Conference Meeting Exp	25,000
	56	Fixed Charges	67,075
	57	Utilities	1,100
	58	Capital Outlay	-
	59	Other Expenditures	212,200
	71	Transfers to Other Funds	-
	72	Transfers from Other Funds	-
			<u><b>\$ 1,473,507</b></u>
	<b>6</b>	<b>AUXILIARY SERVICES</b>	
	51	Salaries	-
	52	Employee Benefits	-
	53	Contractual Services	-
	54	General Materials & Supplies	-
	55	Travel & Conference Meeting Exp	-
	56	Fixed Charges	-
	57	Utilities	-
	58	Capital Outlay	-
	59	Other Expenditures	-
	71	Transfers to Other Funds	-
	72	Transfers from Other Funds	-
			<u><b>\$ -</b></u>

Education Fund Statement of Expenditures by Function Code

	<b>EDUCATION FUND 01</b>	<u><i>FY25 Budget</i></u>
Continued		
	<b>7 OPERATIONS AND MAINTENANCE OF PLANT</b>	
51	Salaries	-
52	Employee Benefits	-
53	Contractual Services	19,765
54	General Materials & Supplies	-
55	Travel & Conference Meeting Exp	-
56	Fixed Charges	128,788
57	Utilities	-
58	Capital Outlay	-
59	Other Expenditures	-
71	Transfers to Other Funds	-
72	Transfers from Other Funds	-
		<u><b>\$ 148,553</b></u>
	<b>8 INSTITUTIONAL SUPPORT</b>	
51	Salaries	6,398,773
52	Employee Benefits	4,241,031
53	Contractual Services	2,362,467
54	General Materials & Supplies	1,026,051
55	Travel & Conference Meeting Exp	180,392
56	Fixed Charges	162,798
57	Utilities	2,925
58	Capital Outlay	-
59	Other Expenditures	826,875
71	Transfers to Other Funds	-
72	Transfers from Other Funds	-
		<u><b>\$ 15,201,312</b></u>
	<b>9 SCHOLARSHIPS, STUDENT GRANTS, AND WAIVERS</b>	
51	Salaries	-
52	Employee Benefits	-
53	Contractual Services	-
54	General Materials & Supplies	-
55	Travel & Conference Meeting Exp	-
56	Fixed Charges	-
57	Utilities	-
58	Capital Outlay	-
59	Other Expenditures	-
71	Transfers to Other Funds	-
72	Transfers from Other Funds	-
		<u><b>\$ -</b></u>
	<b>GRAND TOTAL</b>	<u><b>\$ 53,775,124</b></u>

Education Fund Statement of Expenditures by Function Code

**OPERATIONS & MAINTENANCE FUND 02**

FY25 Budget

**0 Other**

51	Salaries	-
52	Employee Benefits	-
53	Contractual Services	-
54	General Materials & Supplies	-
55	Travel & Conference Meeting Exp	-
56	Fixed Charges	-
57	Utilities	-
58	Capital Outlay	-
59	Other Expenditures	-
71	Transfers to Other Funds	-
72	Transfers from Other Funds	-
		<hr/>
		<b>\$ -</b>
		<hr/>

**1 INSTRUCTION**

51	Salaries	-
52	Employee Benefits	-
53	Contractual Services	-
54	General Materials & Supplies	-
55	Travel & Conference Meeting Exp	-
56	Fixed Charges	-
57	Utilities	-
58	Capital Outlay	-
59	Other Expenditures	-
71	Transfers to Other Funds	-
72	Transfers from Other Funds	-
		<hr/>
		<b>\$ -</b>
		<hr/>

**2 ACADEMIC SUPPORT**

51	Salaries	-
52	Employee Benefits	-
53	Contractual Services	-
54	General Materials & Supplies	-
55	Travel & Conference Meeting Exp	-
56	Fixed Charges	-
57	Utilities	-
58	Capital Outlay	-
59	Other Expenditures	-
71	Transfers to Other Funds	-
72	Transfers from Other Funds	-
		<hr/>
		<b>\$ -</b>
		<hr/>

Education Fund Statement of Expenditures by Function Code

**OPERATIONS & MAINTENANCE FUND 02**

FY25 Budget

Continued

**3 STUDENT SERVICES**

51	Salaries	-
52	Employee Benefits	-
53	Contractual Services	-
54	General Materials & Supplies	-
55	Travel & Conference Meeting Exp	-
56	Fixed Charges	-
57	Utilities	-
58	Capital Outlay	-
59	Other Expenditures	-
71	Transfers to Other Funds	-
72	Transfers from Other Funds	-
		<u>\$ -</u>

**4 PUBLIC SERVICE/CONTINUING EDUCATION**

51	Salaries	-
52	Employee Benefits	-
53	Contractual Services	-
54	General Materials & Supplies	-
55	Travel & Conference Meeting Exp	-
56	Fixed Charges	-
57	Utilities	-
58	Capital Outlay	-
59	Other Expenditures	-
71	Transfers to Other Funds	-
72	Transfers from Other Funds	-
		<u>\$ -</u>

**6 AUXILIARY SERVICES**

51	Salaries	-
52	Employee Benefits	-
53	Contractual Services	-
54	General Materials & Supplies	-
55	Travel & Conference Meeting Exp	-
56	Fixed Charges	-
57	Utilities	-
58	Capital Outlay	-
59	Other Expenditures	-
71	Transfers to Other Funds	-
72	Transfers from Other Funds	-
		<u>\$ -</u>

Education Fund Statement of Expenditures by Function Code

**OPERATIONS & MAINTENANCE FUND 02**

FY25 Budget

Continued

**7 OPERATIONS AND MAINTENANCE OF PLANT**

51	Salaries	2,696,604
52	Employee Benefits	1,573,185
53	Contractual Services	2,112,183
54	General Materials & Supplies	690,855
55	Travel & Conference Meeting Exp	7,345
56	Fixed Charges	59,000
57	Utilities	2,242,236
58	Capital Outlay	57,731
59	Other Expenditures	-
71	Transfers to Other Funds	-
72	Transfers from Other Funds	-
		<u><b>\$ 9,439,139</b></u>

**8 INSTITUTIONAL SUPPORT**

51	Salaries	-
52	Employee Benefits	-
53	Contractual Services	15,235
54	General Materials & Supplies	2,138
55	Travel & Conference Meeting Exp	-
56	Fixed Charges	200,510
57	Utilities	166,850
58	Capital Outlay	-
59	Other Expenditures	-
71	Transfers to Other Funds	-
72	Transfers from Other Funds	-
		<u><b>\$ 384,733</b></u>

**9 SCHOLARSHIPS, STUDENT GRANTS, AND WAIVERS**

51	Salaries	-
52	Employee Benefits	-
53	Contractual Services	-
54	General Materials & Supplies	-
55	Travel & Conference Meeting Exp	-
56	Fixed Charges	-
57	Utilities	-
58	Capital Outlay	-
59	Other Expenditures	-
71	Transfers to Other Funds	-
72	Transfers from Other Funds	-
		<u><b>\$ -</b></u>

**GRAND TOTAL**

**\$ 9,823,872**

Rock Valley College, Community College District 511  
 3301 North Mulford Road, Rockford, IL 61114  
 Summary of Fiscal Year 2025 Operating Budgeted Revenues

	Education Fund	Operations & Maintenance Fund	Total Operating Funds
<b>OPERATING REVENUES BY SOURCE</b>			
<i>Local Government</i>			
Local Taxes	\$ 16,424,315	\$ 2,850,141	\$ 19,274,456
Corporate Personal Property Replacement Taxes	1,875,000	625,000	2,500,000
Chargeback Revenue			
Other	-	-	-
<b>TOTAL LOCAL GOVERNMENT</b>	<b>\$ 18,299,315</b>	<b>\$ 3,475,141</b>	<b>\$ 21,774,456</b>
<i>State Government</i>			
ICCB Base Operating Grants	\$ 4,579,660	\$ 808,175	\$ 5,387,835
ICCB Equalization Grants	5,794,390		5,794,390
ICCB - Career and Technical Education	350,000		350,000
ICCB - Adult Education	-	-	-
ICCB Performance			
SURS ON BEHALF	10,745,403	1,014,897	11,760,300
<b>TOTAL STATE GOVERNMENT</b>	<b>\$ 21,469,453</b>	<b>\$ 1,823,072</b>	<b>\$ 23,292,525</b>
<i>Federal Government</i>			
Dept. of Education			
Dept. of Labor			
Dept. of Health and Human Services			
Other	-	-	-
<b>TOTAL FEDERAL GOVERNMENT</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<i>Student Tuition and Fees</i>			
Tuition	12,019,741	3,348,859	15,368,600
Fees	3,520,331	-	3,520,331
Other Student Assessments			
	<b>\$ 15,540,072</b>	<b>\$ 3,348,859</b>	<b>\$ 18,888,931</b>
<i>Other Sources</i>			
Sales and Service Fees	\$ 80,000		\$ 80,000
Facilities Revenue		793,630	793,630
Investment Revenue	2,061,540	133,470	2,195,010
Nongovernmental Grants	378,762		378,762
Other	130,900	249,700	380,600
<b>TOTAL OTHER SOURCES</b>	<b>\$ 2,651,202</b>	<b>\$ 1,176,800</b>	<b>\$ 3,828,002</b>
<b>TOTAL 2025 BUDGETED REVENUE</b>	<b>\$ 57,960,042</b>	<b>\$ 9,823,872</b>	<b>\$ 67,783,914</b>
<i>Less Non-operating Items</i>			
Tuition Chargeback Revenue	\$ -	\$ -	\$ -
Instructional Service	-	-	-
Contract Revenue	-	-	-
<b>ADJUSTED REVENUE</b>	<b>\$ 57,960,042</b>	<b>\$ 9,823,872</b>	<b>\$ 67,783,914</b>

Rock Valley College, Community College District 511  
 3301 North Mulford Road, Rockford, IL 61114  
 Summary of Fiscal Year 2025 Operating Budgeted Expenditures

<b>BY PROGRAM</b>	<b>Education Fund</b>	<b>Operations &amp; Maintenance Fund</b>	<b>Operating Funds</b>
Instruction	\$ 25,364,599		\$ 25,370,652
Academic Support	4,809,126		4,801,214
Student Services	6,778,027		6,761,673
Public Service/Continuing Education	1,473,507		1,470,146
Auxiliary Services			
Operation and Maintenance	148,553	9,439,139	9,585,848
Institutional Support	15,201,312	384,733	15,354,055
Scholarships, Student Grants & Waivers			
	\$ 53,775,124	\$ 9,823,872	\$ 63,343,588
<b>INTERFUND TRANSFERS</b>	\$ -	\$ -	\$ -
<b>TOTAL 2025 BUDGETED EXPENDITURES</b>	\$ 53,775,124	\$ 9,823,872	\$ 63,343,588
<i>Less Non-operating Items</i>			
Tuition Chargeback	\$ -	\$ -	\$ -
Instructional Service	-	-	-
Contracts	-	-	-
<b>ADJUSTED EXPENDITURES</b>	\$ 53,775,124	\$ 9,823,872	\$ 63,343,588

<b>BY OBJECT</b>	<b>Education Fund</b>	<b>Operations &amp; Maintenance Fund</b>	<b>Operating Funds</b>
Salaries	\$ 28,550,788	\$ 2,696,604	\$ 31,190,917
Employee Benefits	6,178,244	558,288	6,735,289
Contractual Services	3,504,169	2,127,418	5,631,586
General Materials & Supplies	2,536,101	692,993	3,229,094
Travel & Conference Meeting Exp	551,536	7,345	558,881
Fixed Charges	590,731	259,510	850,241
Utilities	8,017	2,409,086	2,417,103
Capital Outlay	46,200	57,731	103,931
Other Expenditures	1,063,936		863,936
SURS On-Behalf Allocation	10,745,403	1,014,897	11,762,608
Contingency			
	\$ 53,775,124	\$ 9,823,872	\$ 63,343,588
<b>INTERFUND TRANSFERS</b>	\$ -	\$ -	\$ -
<b>TOTAL 2025 BUDGETED EXPENDITURES</b>	\$ 53,775,124	\$ 9,823,872	\$ 63,343,588
<i>Less Non-operating Items</i>			
Tuition Chargeback	\$ -	\$ -	\$ -
Instructional Service	-	-	-
Contracts	-	-	-
<b>ADJUSTED EXPENDITURES</b>	\$ 53,775,124	\$ 9,823,872	\$ 63,343,588



Rock Valley College, Community College District 511  
 3301 North Mulford Road, Rockford, IL 61114  
 Summary of Fiscal Year 2025 Non-Operating Budgeted Expenditures

<b>BY PROGRAM</b>	<b>Operations &amp; Maint- Restricted</b>	<b>Bond &amp; Interest Fund</b>	<b>Auxiliary Enterprises Fund</b>	<b>Restricted Purpose Fund</b>	<b>Trust &amp; Agency Fund</b>	<b>Audit Fund</b>	<b>Liability, Protection, &amp; Settlement</b>	<b>OPEB Fund</b>	<b>SURS Penalty Fund</b>	<b>Total Non-Operating Funds</b>
Instruction			215,308	1,327,317						\$ 1,542,625
Academic Support			1,500	1,700						3,200
Student Services			43,419	722,555	263,174					1,029,148
Public Service/Continuing Education			3,882,582	4,516,038	1,250					8,399,870
Auxiliary Services			1,752,326		231,100					1,983,426
Operation and Maintenance	17,582,800				985		592,082			18,175,867
Institutional Support	687,835	12,143,050	9,355,132		168	60,000	1,102,000	240,000	250,000	23,838,185
Scholarships, Student Grants & Waivers				9,433,170	181,000					9,614,170
	\$ 18,270,635	\$ 12,143,050	\$ 15,250,267	\$ 16,000,780	\$ 677,677	\$ 60,000	\$ 1,694,082	\$ 240,000	\$ 250,000	\$ 64,586,491
INTERFUND TRANSFERS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL 2025 BUDGETED EXPENDITURES</b>	<b>\$ 18,270,635</b>	<b>\$ 12,143,050</b>	<b>\$ 15,250,267</b>	<b>\$ 16,000,780</b>	<b>\$ 677,677</b>	<b>\$ 60,000</b>	<b>\$ 1,694,082</b>	<b>\$ 240,000</b>	<b>\$ 250,000</b>	<b>\$ 64,586,491</b>
<i>Less Non-operating Items</i>										
Tuition Chargeback	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Instructional Service	-	-	-	-	-	-	-	-	-	-
Contracts	-	-	-	-	-	-	-	-	-	-
<b>ADJUSTED EXPENDITURES</b>	<b>\$ 18,270,635</b>	<b>\$ 12,143,050</b>	<b>\$ 15,250,267</b>	<b>\$ 16,000,780</b>	<b>\$ 677,677</b>	<b>\$ 60,000</b>	<b>\$ 1,694,082</b>	<b>\$ 240,000</b>	<b>\$ 250,000</b>	<b>\$ 64,586,491</b>

<b>BY OBJECT</b>	<b>Operations &amp; Maint- Restricted</b>	<b>Bond &amp; Interest Fund</b>	<b>Auxiliary Enterprises Fund</b>	<b>Restricted Purpose Fund</b>	<b>Trust &amp; Agency Fund</b>	<b>Audit Fund</b>	<b>Liability, Protection, &amp; Settlement</b>	<b>OPEB Fund</b>	<b>SURS Penalty Fund</b>	<b>Total Non-Operating Funds</b>
Salaries			2,677,272	3,118,622	4,000		151,043			\$ 5,950,937
Employee Benefits			8,674,334	876,985			414,862	240,000		10,206,181
Contractual Services	595,325	1,350	846,502	147,221	90,530	60,000	431,330			2,172,258
General Materials & Supplies	365,510		631,473	375,896	125,816		1,500			1,500,195
Travel & Conference Meeting Exp	7,000		285,855	161,766	231,049		1,500			687,170
Fixed Charges		12,141,700	8,600	68,039	985		637,000			12,856,324
Utilities			0	6,422						6,422
Capital Outlay	17,302,800			310,000						17,612,800
Other Expenditures			1,118,610	9,762,101	223,792				250,000	11,354,503
SURS On-Behalf Allocation			1,007,621	1,173,728	1,505		56,847			2,239,701
	\$ 18,270,635	\$ 12,143,050	\$ 15,250,267	\$ 16,000,780	\$ 677,677	\$ 60,000	\$ 1,694,082	\$ 240,000	\$ 250,000	\$ 64,586,491
INTERFUND TRANSFERS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL 2025 BUDGETED EXPENDITURES</b>	<b>\$ 18,270,635</b>	<b>\$ 12,143,050</b>	<b>\$ 15,250,267</b>	<b>\$ 16,000,780</b>	<b>\$ 677,677</b>	<b>\$ 60,000</b>	<b>\$ 1,694,082</b>	<b>\$ 240,000</b>	<b>\$ 250,000</b>	<b>\$ 64,586,491</b>
<i>Less Non-operating Items</i>										
Tuition Chargeback	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Instructional Service	-	-	-	-	-	-	-	-	-	-
Contracts	-	-	-	-	-	-	-	-	-	-
<b>ADJUSTED EXPENDITURES</b>	<b>\$ 18,270,635</b>	<b>\$ 12,143,050</b>	<b>\$ 15,250,267</b>	<b>\$ 16,000,780</b>	<b>\$ 677,677</b>	<b>\$ 60,000</b>	<b>\$ 1,694,082</b>	<b>\$ 240,000</b>	<b>\$ 250,000</b>	<b>\$ 64,586,491</b>

**Certificate Attesting to the Fiscal Year 2025 Budget**

**Background:** On April 23, 2024, the Fiscal Year 2025 Tentative Budget for Community College District No. 511 was adopted by the Rock Valley College Board of Trustees at a regularly convened meeting.

On June 25, 2024, the Fiscal Year 2025 Final Budget was reviewed at a Public Budget Hearing and thereafter was adopted by the Rock Valley College Board of Trustees at the regularly scheduled meeting.

A true and correct copy of the Community College District No. 511 Budget in its legal form is attached. The Fiscal Year 2025 Budget was adopted at a public meeting with ample time provided for Budget hearing requirements.

**Recommendation:** It is recommended that the Secretary and Chairperson of the Rock Valley College Board of Trustees attest to the attached Fiscal Year 2025 Final Budget being a true and correct copy in its legal form.

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Howard J. Spearman, Ph.D.  
President

Attachment: Summary of Fiscal Year 2025 Budget by Fund

Dated this 25th day of June 2024.

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Secretary, Board of Trustees  
Community College District No. 511,  
Winnebago, Boone, DeKalb, McHenry,  
Stephenson, and Ogle Counties, Illinois  
(Rock Valley College)

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Chairperson, Board of Trustees  
Community College District No. 511,  
Winnebago, Boone, DeKalb, McHenry,  
Stephenson and Ogle Counties, Illinois  
(Rock Valley College)

The Fiscal Year 2025 Final Budget will be available at the June 25, 2024 regular board meeting.



Rock Valley College, Community College District 511  
 3301 North Mulford Road, Rockford, IL 61114

**SUMMARY OF FISCAL YEAR 2025 BUDGET BY FUND**

	<u>GENERAL</u>		<u>CAPITAL</u>	<u>DEBT SERVICE</u>	<u>PROPRIETARY</u>
	<u>Education Fund 01</u>	<u>Operations &amp; Maintenance Fund 02</u>	<u>Operations &amp; Maint-Restricted 03</u>	<u>Bond &amp; Interest Fund 04</u>	<u>Auxiliary Enterprises 05 &amp; 18</u>
Est. Begin. Fund Balance 07/01/2024	35,734,074		40,887,906	566,943	4,804,327
Budget Revenues	57,960,042	9,823,872	1,930,000	11,889,197	13,973,808
Less: Budgeted Expenditures	53,775,125	9,823,872	18,270,635	12,143,050	15,250,266
Less: Budgeted Contingency	4,184,917				
Plus: Transfer In (Out)					
Revenue over (under) Expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (16,340,635)</u>	<u>\$ (253,853)</u>	<u>\$ (1,276,458)</u>
Est. Ending Budgeted Fund Balance	<u>\$ 35,734,074</u>	<u>\$ -</u>	<u>\$ 24,547,271</u>	<u>\$ 313,090</u>	<u>\$ 3,527,869</u>

	<u>SPECIAL REVENUE</u>			<u>Total ICCB Funds</u>
	<u>Restricted Purpose Fund 06</u>	<u>Audit Fund 11</u>	<u>Liability, Protection, &amp; Settlement 12</u>	
Est. Begin. Fund Balance 07/01/2024	748,119	49,552	2,852,014	85,642,935
Budget Revenues	15,367,182	64,000	2,116,847	113,124,948
Less: Budgeted Expenditures	16,000,780	60,000	1,694,082	127,017,810
Less: Budgeted Contingency				4,184,917
Plus: Transfer In (Out)				-
Revenue over (under) Expenditures	<u>\$ (633,598)</u>	<u>\$ 4,000</u>	<u>\$ 422,765</u>	<u>\$ (18,077,779)</u>
Est. Ending Budgeted Fund Balance	<u>\$ 114,521</u>	<u>\$ 53,552</u>	<u>\$ 3,274,779</u>	<u>\$ 67,565,156</u>

The Official FY 2025 Budget which is accurately summarized in this document,

was approved by the Board of Trustees on: \_\_\_\_\_

ATTEST: \_\_\_\_\_

*Secretary, Board of Trustees  
 Community College District 511*

**ESP/PSA/Administrative Salaries  
for 2024-2025 (FY 2025)**

**Background:** The Board of Trustees annually approves salary increases for Educational Support Personnel (ESP), Professional Staff Association (PSA), and Administrative employees.

**Recommendation:** It is recommended that the following salary increases be approved for active full-time and continuous part-time (CPT) employees in grades J to V.

**Effective July 1, 2024**

- A 3.50% increase will be added to the base pay of each full-time ESP/PSA/Administrative employee for the period of July 1, 2024 through June 30, 2025.
- Employees hired on or after July 1, 2024, are not eligible for this pay increase.
- Estimated fiscal impact \$515,280.00.

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Howard J. Spearman, Ph.D.  
President

Board Approval: \_\_\_\_\_  
Secretary, Board of Trustees

**ESP/PSA/Administrative Salaries  
for 2024-2025 (FY 2025)**

**Background:** The Board of Trustees annually approves salary increases for Educational Support Personnel (ESP), Professional Staff Association (PSA), and Administrative employees.

**Recommendation:** It is recommended that the following salary increases be approved for active full-time and continuous part-time (CPT) employees in grades J to V.

**Effective July 1, 2024**

- A 3.~~5025~~% increase will be added to the base pay of each full-time ESP/PSA/Administrative employee for the period of July 1, 2024 through June 30, 2025.
- Employees hired on or after July 1, 2024, are not eligible for this pay increase.
- Estimated fiscal impact \$~~515,280441,800~~.00.

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Howard J. Spearman, Ph.D.  
President

Board Approval: \_\_\_\_\_  
Secretary, Board of Trustees

**2024 - 2025 Dual and Articulated Credit Memorandum of Understanding (MOU)  
Between Pecatonica Community Unit School School #321 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 into Rock Valley College.

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

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

Appendix A notes the courses approved to be taught at Pecatonica Community Unit School District #321 as dual credit for the 2024 - 2025 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 Pecatonica Community Unit School District #321, beginning August 1, 2024, and ending June 30, 2025.  
**Attorney Reviewed.**

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Howard J. Spearman, Ph.D.  
President

Board Approval: \_\_\_\_\_  
Secretary, Board of Trustees

Attachments: Dual and Articulated Credit Memorandum of Understanding – Pecatonica Community Unit School District #321

**Dual and Articulated Credit**  
**Memorandum of Understanding between**  
**Rock Valley College and Pecatonica Community Unit School**  
**District 321**

This Memorandum of Understanding ("MOU" or "Agreement") is entered into this \_\_\_\_\_ day of June, 2024 between Pecatonica Community Unit School District 321 ("School District"), located at 1300 Main Street, Pecatonica, Illinois 61063 and Rock Valley College ("RVC" or "the College"), located at 3301 N. Mulford Road, Rockford, Illinois 61114 (collectively, the "Parties").

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

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

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

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

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

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



and as outlined in Appendix C, which is attached hereto and incorporated herein: Rock Valley College Enrollment Verification ("EVR"), midterm grades, and final grades, which become part of each student's official college record;

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

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

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

to discuss dual credit matters and renewal of agreements.

6. School District will provide, at its cost, School District Dual Credit Instructors who are qualified to deliver dual credit instruction in compliance with applicable standards established by the Illinois State Board of Education ("ISBE"), ICCB, and the Higher Learning Commission ("HLC"), and will also provide, at its cost, appropriate academic support to participating students to ensure delivery of quality instruction.
7. School District will provide associated instructional costs such as instructional materials and supplies, as needed.
8. Rock Valley College will charge a per-student enrollment fee of \$50.00 for each dual credit course for the 2024-2025 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, 2024 and end on June 30, 2025.

C/DC 5-21-24  
High School Superintendent Date

\_\_\_\_\_  
Rock Valley College President Date

BSAM 5/21/24  
\_\_\_\_\_  
Date

Robert P. Cushman 5/20/24  
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 Pecatonica Community Unit School District as dual credit effective during this Agreement:

<b>Dual Credit Courses</b>
HST 143 – History of the United States Since 1865
SPN 101 – Beginning Spanish
SPN 102 – Continuation of Beginning Spanish
SPN 203 – Intermediate Spanish
SPN 204 – Continuation of Intermediate Spanish

## Appendix B Curriculum Development, Feedback, and Approval

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

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

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

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

## Appendix D Articulated Credit Policy & Procedures

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



**2024 - 2025 Dual and Articulated Credit Memorandum of Understanding  
Between Rockford Christian School 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 into Rock Valley College. Rockford Christian School began offering Dual Credit during the 2023 – 2024 academic year.

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

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

Appendix A notes the courses approved to be taught at Rockford Christian School as dual credit for the 2024 - 2025 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 Rockford Christian School beginning August 1, 2024, and ending June 30, 2025. **Attorney Reviewed.**

---

Howard J. Spearman, Ph.D.  
President

Board Approval: \_\_\_\_\_  
Secretary, Board of Trustees

Attachments: Dual and Articulated Credit Memorandum of Understanding – Rockford Christian School

**Dual and Articulated Credit**  
**Memorandum of Understanding between**  
**Rock Valley College and Rockford Christian School**

This Memorandum of Understanding ("MOU" or "Agreement") is entered into this \_\_\_\_ day of June, 2024 between Rockford Christian School ("School District"), located at 1401 N. Bell School Rd, Rockford, Illinois 61107 and Rock Valley College ("RVC" or "the College"), located at 3301 N. Mulford Road, Rockford, Illinois 61114 (collectively, the "Parties").

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

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

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

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

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

and incorporated herein;

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

Credit course section;

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

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

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

6. School District will provide, at its cost, School District Dual Credit Instructors who are qualified to deliver dual credit instruction in compliance with applicable standards established by the Illinois State Board of Education

("ISBE"), ICCB, and the Higher Learning Commission ("HLC"), and will also provide, at its cost, appropriate academic support to participating students to ensure delivery of quality instruction.

7. School District will provide associated instructional costs such as instructional materials and supplies, as needed.
8. Rock Valley College will charge a per-student enrollment fee of \$50.00 for each dual credit course for the 2024-2025 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, 2024 and end on June 30, 2025.

Jahna Duda

\_\_\_\_\_

Jahna Duda                      5-28-24  
 High School Superintendent                      Date

\_\_\_\_\_                      \_\_\_\_\_  
 Rock Valley College President                      Date

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Board of Education

Date

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Rock Valley College Board of Trustees

Date

**Appendix A  
Dual Credit Courses**

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

<b>Dual Credit Courses</b>
GAT 110 – Introduction to Photoshop
GAT 115 – Digital Design & Illustration



## Appendix B Curriculum Development, Feedback, and Approval

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

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

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

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

## Appendix D Articulated Credit Policy & Procedures

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

**2024 - 2025 Dual and Articulated Credit Memorandum of Understanding  
Between South Beloit Community Unit School District #320 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 into 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 who is qualified to deliver dual credit instruction in compliance with the Illinois State Board of Education, the Illinois Community College Board, and the Higher Learning Commission. The school district will also provide, at its cost, appropriate academic support to ensure the delivery of quality instruction.

Appendix A notes the courses approved to be taught at South Beloit Community Unit School District #320 as dual credit for the 2024 - 2025 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 South Beloit Community Unit School District #320 beginning August 1, 2024, and ending June 30, 2025. **Attorney Reviewed.**

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Howard J. Spearman, Ph.D.  
President

Board Approval: \_\_\_\_\_  
Secretary, Board of Trustees

Attachments: Dual and Articulated Credit Memorandum of Understanding – South Beloit Community Unit School District #320

**Dual and Articulated Credit**  
**Memorandum of Understanding between**  
**Rock Valley College and South Beloit Community Unit School**  
**District 320**

This Memorandum of Understanding ("MOU" or "Agreement") is entered into this \_\_\_\_ day of June, 2024 between South Beloit Community Unit School District 320 ("School District"), located at 850 Hayes Avenue, South Beloit, Illinois 61080 and Rock Valley College ("RVC" or "the College"), located at 3301 N. Mulford Road, Rockford, Illinois 61114 (collectively, the "Parties").

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

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

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

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

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

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

and as outlined in Appendix C, which is attached hereto and incorporated herein: Rock Valley College Enrollment Verification ("EVR"), midterm grades, and final grades, which become part of each student's official college record;

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

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

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

to discuss dual credit matters and renewal of agreements.

6. School District will provide, at its cost, School District Dual Credit Instructors who are qualified to deliver dual credit instruction in compliance with applicable standards established by the Illinois State Board of Education ("ISBE"), ICCB, and the Higher Learning Commission ("HLC"), and will also provide, at its cost, appropriate academic support to participating students to ensure delivery of quality instruction.
7. School District will provide associated instructional costs such as instructional materials and supplies, as needed.
8. Rock Valley College will charge a per-student enrollment fee of \$50.00 for each dual credit course for the 2024-2025 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, 2024 and end on June 30, 2025.

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*Scott Fisher* 5-9-24  
High School Superintendent Date

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Rock Valley College President Date

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*Scott M. Bonnet* 14 MAY 24  
Board of Education Date

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Rock Valley College Board of Trustees Date

Appendix A  
Dual Credit Courses

The following Rock Valley College courses will be offered at South Beloit Community Unit School District 320 as dual credit effective during this Agreement:

<b>Dual Credit Courses</b>
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 (includes syllabus submission)
4. Dual Credit Student Survey Collection

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

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

## Appendix D Articulated Credit Policy & Procedures

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

**2024-2025 Running Start Intergovernmental Agreement (IGA)  
Pecatonica Community Unit School District #321**

**Background:**

Running Start is a formal program that allows qualified students from Pecatonica Community Unit School District #321 to attend Rock Valley College 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 requirements for both a high school diploma and a Rock Valley College Associate 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 Pecatonica Community Unit School District #321.

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

The financial arrangement between Rock Valley College and Pecatonica Community Unit School District #321 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 any repeated courses and the cost of textbooks and course supplies. The District's financial assistance helps reduce the overall cost of college for students and their families.

**Recommendation:** It is recommended that the Rock Valley College Board of Trustees approves the Running Start Intergovernmental Agreement with Pecatonica Community Unit School District #321, effective the date both parties have approved and executed the Agreement, for classes beginning Summer 2024. **Attorney Reviewed.**

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Howard J. Spearman, Ph.D.  
President

Board Approval: \_\_\_\_\_  
Secretary, Board of Trustees

Attachment: Intergovernmental Agreement: Running Start – Pecatonica Community Unit School District #321

**INTERGOVERNMENTAL AGREEMENT BETWEEN BOARD  
OF EDUCATION OF  
PECATONICA COMMUNITY UNIT SCHOOL DISTRICT NO.  
321, 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 Pecatonica Community Unit School District No. 321, 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 Pecatonica School DISTRICT, subject to the following terms and conditions.

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

### **Section 3 DISTRICT Obligations**

DISTRICT will:

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

- B. DISTRICT will ensure students who meet the free lunch or breakfast eligibility guidelines pursuant to Section 10-20.13(b) of the Illinois School Code (105 ILCS 5/10-20.13(b)) and who are accepted into Running Start are provided equal access to Running Start consistent with the requirements of the Illinois School Code.
- C. DISTRICT will be responsible for communicating to the COLLEGE the list of eligible and approved students for the Running Start Program by the COLLEGE's annual deadline.
- D. DISTRICT Counselor will be responsible for initiating communication to the Running Start students and a parent or guardian the enrollment and selection of courses defined as Running Start schedules and making any necessary schedule changes through utilizing College Schedule Change Forms.
- E. DISTRICT will be responsible for communicating to Running Start students and their parents or a guardian in regard to resolving disputes within the overall operation of the Running Start program, including the DISTRICT Running Start selection process results and qualifications.
- F. DISTRICT will be responsible for securing COLLEGE placement test scores from students for the selection process (pursuant to Appendix B).
- G. DISTRICT will be responsible for the pre-selection and final selection process (pursuant to Appendix B).
- H. DISTRICT will provide the COLLEGE with no less than one and no more than two points of contact i.e. DISTRICT Counselor to ensure effective and accurate communication.
- I. DISTRICT will provide advising for high school graduation requirements to Running Start students.
- J. DISTRICT will provide all counseling services to Running Start students.
- K. DISTRICT will provide students who successfully complete Running Start with credit towards a high school diploma.
- L. DISTRICT will communicate to the DISTRICT 321 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 321 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, 2025. This agreement is applicable for the Running Start Class who begins Summer 2024 and for program applicants and participants who begin the Running Start program in Summer 2025. 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:

Pecatonica Community Unit School  
District No. 321  
Att'n: Superintendent  
1300 Main St., PO Box 419  
Pcatonica, IL 61063  
Facsimile: (815) 239-2125

with a copy to counsel;

Hodges, Loizzi, Eisenhammer,  
Rodick &Kohn, LLP  
3030 Salt Creek Lane  
Suite 202  
Arlington Heights, IL 60005  
Facsimile: (847) 670-7334  
Email: [mloizzi@hlerk.com](mailto:mloizzi@hlerk.com)

If to COLLEGE:

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

with a copy to counsel:

Joseph J. Perkoski  
Robbins-Schwartz  
190 South LaSalle Street  
Suite 2550  
Chicago, IL 60603-3410  
Facsimile: (312) 332-7768  
Email: [jperkoski@robbins-schwartz.com](mailto: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  
Pecatonica School  
District No. 321  
Winnebago County,  
Illinois**

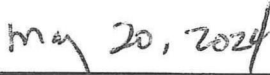
**Board of Trustees  
Illinois Community COLLEGE  
District No. 511  
Winnebago County, Illinois**

  
\_\_\_\_\_  
**President**

\_\_\_\_\_  
**President**

  
\_\_\_\_\_  
**Secretary**

\_\_\_\_\_  
**Secretary**

  
\_\_\_\_\_  
**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 and one year of Geometry with a grade of "B" or higher in each semester by the end of the sophomore year. Two years of Algebra completed with a grade of "B" or higher is preferred.
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 Pecatonica DISTRICT 321. "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](http://www.rockvalleycollege.edu/studenthandbook). Adherence to all policies is essential and required to remain in the *Running Start* program.

#### ADVISING & COMMUNICATION

*Running Start* students are expected to:

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

#### ATTENDANCE POLICY

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

#### MAINTAINING ACADEMIC INTEGRITY

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

#### ACADEMIC EARLY WARNING

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

#### ACADEMIC PROBATION & INDIVIDUAL ACADEMIC RECOVERY PLAN (IARP)

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

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

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

#### DISMISSAL FROM PROGRAM

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

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

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

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

**Appendix D**  
**Running Start Program Course Offerings 2024-2025**  
**Running Start Courses Approved to be taken at an RVC Campus**

Allied Health					
RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits
FWS-110	Fitness Walking	1	89051	RVC-Fitness Walking	0.5
FWS-116	Step Aerobics	1		RVC-Step Aerobics	0.5
FWS-119	Cardio Kickboxing	1	89075	RVC-Cardio Kickboxing	0.5
FWS-121	Cardio Fitness & Conditioning	1		RVC-Cardio Fitness & Conditioning	0.5
FWS-126	Beginning Weight Lifting	1		RVC-Beginning Weight Lifting	0.5
FWS-127	Advanced Weight Lifting	2		RVC-Advanced Weight Lifting	0.5
FWS-128	Sports Performance Fitness	1		RVC-Sports Performance Fitness	0.5
FWS-131	Basketball & Touch Football	1		RVC-Basketball & Touch Football	0.5
FWS-133	Power Volleyball	1	89085	RVC-Power Volleyball	0.5
FWS-151	Tae Kwon Do	1		RVC-Tae Kwon Do	0.5
FWS-220	Intro Career Opportunity in PE	3		RVC-Intro Career Opportunity in PE	0.5
FWS-231	Contemporary Health Issues	3		RVC-Contemporary Health Issues	0.5
FWS-233	Community Health	3		RVC-Community Health	0.5
FWS-235	Alcohol and Drug Education	3		RVC-Alcohol and Drug Education	0.5
FWS-236	Human Sexuality	3		RVC-Human Sexuality	0.5
FWS-237	Nutrition for Optimum Living	3	89086	RVC-Nutrition for Optimum Living	0.5
FWS-243	First Aid/Gen Safety/CPR/AED	3		RVC-First Aid/Gen Safety/CPR/AED	0.5
FWS-250	Introduction Sport Management	3		RVC-Introduction Sport Management	0.5
FWS-253	Introduction to Coaching	3		RVC-Introduction to Coaching	0.5
FWS-254	ASEP Sport First Aid and CPR	3		RVC-ASEP Sport First Aid and CPR	0.5
FWS-255	Sociology of Sport	3		RVC-Sociology of Sport	0.5
FWS-256	History of Phy Ed & Sport	3		RVC-History of Phy Ed & Sport	0.5

FWS-258	Sport & Exercise Psychology	3		RVC-Sport & Exercise Psychology	0.5
FWS-260	Intro to Exercise Science	3		RVC-Intro to Exercise Science	0.5
FWS-261	Nutrition for Fitness&Sport	3		RVC-Nutrition for Fitness&Sport	0.5
FWS-263	Nutrit, Exercise & Weight Cntr	3		RVC-Nutrit, Exercise & Weight Cntr	0.5
FWS-265	Personal Fitness and Wellness	3		RVC-Personal Fitness and Wellness	0.5
FWS-266	Personal Trng I-Concepts&Appl	3		RVC-Personal Trng I-Concepts&Appl	0.5
FWS-267	Persnl Trng II-Concepts&Appl.	3		RVC-Persnl Trng II-Concepts&Appl.	0.5
HLT-110	Medical Terminology	2		RVC-Medical Terminology	0.5

### Business

RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits
ATG-110	Financial Accounting	4		RVC-Financial Accounting	1
ATG-111	Managerial Accounting	4		RVC-Managerial Accounting	1
BUS-101	Introduction to Business	3	89027	RVC-Introduction to Business	0.5
BUS-103	Business Mathematics	3		RVC-Business Mathematics	0.5
BUS-105	Consumer Econ and Prsnl Fin	3	89076	RVC-Consumer Econ and Prsnl Fin	0.5
BUS-130	Entrepreneurship Principles	3		RVC-Entrepreneurship Principles	0.5
BUS-131	Entrepreneurship Planning	3		RVC-Entrepreneurship Planning	0.5
BUS-170	Intro Organizational Behavior	3	89029	RVC-Intro Organizational Behavior	0.5
BUS-200	Legal Environment in Bus	3		RVC-Legal Environment in Bus	0.5
BUS-223	Business Statistics	3		RVC-Business Statistics	0.5
BUS-230	Entrepreneurship Capstone	3		RVC-Entrepreneurship Capstone	0.5
BUS-279	Principles of Finance	3		RVC-Principles of Finance	0.5
BUS-282	International Business	3		RVC-International Business	0.5
MGT-170	Business Communications	3		RVC-Business Communications	0.5
MGT-270	Principles of Management	3	89064	RVC-Principles of Management	0.5
MGT-271	Human Resource Manage	3		RVC-Human Resource Manage	0.5

MGT-274	Leadership	3		RVC-Leadership	0.5
MKT-260	Principles of Marketing	3	89031	RVC-Principles of Marketing	0.5
MKT-265	Salesmanship	3		RVC-Salesmanship	0.5
MKT-266	Principles of Advertising	3		RVC-Principles of Advertising	0.5
MKT-288	Customer Relations	3		RVC-Customer Relations	0.5
OFF-118	Computer Keyboarding	1		RVC-Computer Keyboarding	0.5

### Communications

RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits
COM-113	Intro to Public Relations	3			0.5
COM-119	News Writing	3			0.5
COM-120	News Editing	3			0.5
COM-130	Intro to Mass Communication	3			0.5
COM-140	Writing for Multimedia	3			0.5
COM-156	Audio Production I	3			0.5
COM-157	Video Production I	3			0.5
COM-208	Screenwriting	3			0.5
COM-218	Broadcast Performance	3			0.5
COM-221	Photojournalism	3			0.5
COM-251	Film History and Appreciation	3	89049	RVC-Film History and Appreciation	0.5
COM-252	International History of Film	3			0.5
COM-256	Advanced Audio Production	3			0.5
COM-257	Advanced Video Production	3			0.5
COM-260	Advanced Post-Production	3			0.5
COM-296	Documentary Production	3			0.5
COM-297	Motion Picture Production	3			0.5
ENG-101	Composition I	3	89006	RVC-Composition I	0.5
ENG-103	Composition II	3	89011	RVC-Composition II	0.5
ENG-108	Intro Creative Writing	3			0.5
ENG-109	Creative Writing II	3			0.5
ENG-110	Intro to Technical Writing	3			0.5
ENG-200	Language, Power & Public Life	3			0.5
LIT-101	Introduction to Literature	3			0.5



LIT-139	Mythology	3	89055	RVC-Mythology	0.5
LIT-140	The Bible As Literature	3	89018	RVC-The Bible As Literature	0.5
LIT-141	Film and Literature	3	89046	RVC-Film and Literature	0.5
LIT-142	Exploring Literature: Poetry	3	89052	RVC-Exploring Literature: Poetry	0.5
LIT-144	Exploring Literature: Fiction	3	89057	RVC-Exploring Literature: Fiction	0.5
LIT-152	Multicultural American Lit	3			0.5
LIT-154	Intro Non-Western Literature	3			0.5
LIT-201	American Lit Before 1865	3			0.5
LIT-202	American Literature Since 1865	3			0.5
SPH-131	Fundamentals of Communication	3	89016	RVC-Fundamentals of Communication	0.5
SPH-201	Interpersonal Communication	3			0.5
SPH-202	Intercultural Communication	3			0.5
SPH-211	Group Leadership	3			0.5

### Computers and Information Systems

RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits
CIS-102	Intro Computer & Info Systems	3	89050	RVC-Intro Computer & Info Systems	0.5
CIS-120	Intro to Microsoft Word	1			0.5
CIS-121	Introduction to Excel	1			0.5
CIS-124	Introduction to Powerpoint	1			0.5
CIS-130	Introduction to Access	2			0.5
CIS-170	Programming Logic & Design	3			0.5
CIS-180	Intro to Visual Basic Prgrmg.	4			1
CIS-240	Intro to Java Programming	4			1
CIS-245	Program Android-Mobile Devices	4			1
CIS-254	Database Programming	4			1
CIS-276	Intro to C/C++ Programming	4	89079	RVC-Intro to C/C++ Programming	1
CIS-277	Advanced C/C++ Programming	4			1
CIS-279	Visual C# Programming	4			1
CIS-280	Program iOS Apple Mobile Dev	4			1
CIS-290	Special Topics in CIS	1			0.5
CIS-291	Internship Field Project	1			0.5

GAT-101	Intro to Graphic Arts Tech	4			1
GAT-110	Introduction to Photoshop	2	89090	RVC-Introduction to Photoshop	0.5
GAT-115	Introduction to Illustrator	2			0.5
GAT-150	Typography	2			0.5
GAT-178	Fundamentals of Desktop Publis	3			0.5
GAT-190	Image Generation and Output	2			0.5
GAT-215	Advanced Illustrator	2			0.5
GAT-220	Adv Photoshop Grap Arts Indus.	3			0.5
PCT-110	Networking Essentials	3			0.5
PCT-111	Windows Active Directory	3			0.5
PCT-112	Windows Server Fundamentals	3			0.5
PCT-113	Microsoft Win Infrastructure	3			0.5
PCT-120	Cisco Networking I	4			1
PCT-122	Cisco Networking II	4			1
PCT-124	Cisco Networking III	4			1
PCT-126	Cisco Networking IV	4			1
PCT-130	Intro Network Security Fndmntl	3			0.5
PCT-132	Advanced Network Security	3			0.5
PCT-140	IP Telephony I	4			1
PCT-142	IP Telephony II	4			1
PCT-211	VMWare vSphere:Install/Config	3			0.5
PCT-262	A+ Essentials	3			0.5
PCT-270	Introduction to Unix/Linux	3			0.5
PCT-275	Cisco Firewall Design	4			1
PCT-290	Special Topic in PC Tech	1			0.5
WEB-101	Programming Related-Internet	4			1
WEB-102	Adv Program Related - Internet	4			1
WEB-111	Introduction to Multimedia	3			0.5
WEB-225	Digital Photography	3			0.5
WEB-233	Introduction to Javascript	4			1
WEB-234	PHP Programming	4			1

**Engineering and Technology**

RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits
EGR-101	Introduction to Engineering	2	89004	RVC-Introduction to Engineering	0.5
EGR-135	Engineering Graphics/CAD	4	89010	RVC-Engineering Graphics/CAD	1
EGR-206	Statics	3	89017	RVC-Statics	0.5
EGR-207	Dynamics	3	89036	RVC-Dynamics	0.5
EGR-221	Elem Mech of Defmabl Bodies	3			0.5
EGR-231	Engineering Circuit Analysis	4	89035	RVC-Engineering Circuit Analysis	1
EGR-250	Digital Electronics	4			1

**Humanities / Fine Arts**

RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits
ART-101	Drawing and Composition I	3	89089	RVC-Drawing and Composition I	0.5
ART-102	Drawing and Composition II	3			0.5
ART-103	Design I	3	89059	RVC-Design I	0.5
ART-111	Painting I	3			0.5
ART-121	Ceramics I	3			0.5
ART-122	Ceramics II	3			0.5
ART-131	Introduction to Visual Art	3	89058	RVC-Introduction to Visual Art	0.5
ART-141	Intro Non-Western Visual Art	3	89025	RVC-Intro Non-Western Visual Art	0.5
ART-201	Life Drawing	3			0.5
ART-203	Design II	3	89062	RVC-Design II	0.5
ART-212	Painting II	3			0.5
ART-216	Relief Printmaking	3			0.5
ART-251	History of Art I	3			0.5
ART-252	History of Art II	3			0.5
CRM-101	Intro to Criminal Justice	3	89074	RVC-Intro to Criminal Justice	0.5
CRM-102	Intro to Probation & Parole	3			0.5
CRM-103	Intro to Corrections	3			0.5
CRM-104	Intro to Private Security	3			0.5
CRM-105	Police Report Writing	3			0.5
CRM-120	Criminal Investigation	3			0.5

CRM-125	Criminal Procead & Civil Rights	3			0.5
CRM-127	Ethics in Law Enforcement	3			0.5
CRM-210	Criminal Law	3			0.5
CRM-225	Juvenile Procedures	3			0.5
CRM-260	Police Organization & Admin	3			0.5
CRM-271	Patrol Procedures	3			0.5
CRM-281	Rules of Evidence	3			0.5
CRM-282	Interviews & Interrogations	3			0.5
ECE-100	Intro to Early Childhood Ed.	3			0.5
ECE-101	The Developing Child	3	89053	RVC-The Developing Child	0.5
ECE-103	Health, Safety & Nutrition of Young Child	3			0.5
ECE-105	Observation and Assessment of Young Children	3			0.5
ECE-113	Infant and Toddler Curriculum	3			0.5
ECE-201	Language Development	3			0.5
ECE-202	Child, Family & Community	3			0.5
ECE-203	Curriculum Plan-Young Child	3			0.5
ECE-205	Org & Superv-Early Child Facil	3			0.5
EDU-202	Children's Literature	3			0.5
EDU-224	Introduction to Education	3			0.5
EDU-234	Intro Technology for Teachers	3			0.5
EDU-244	Students With Disabilities	3			0.5
FRN-101	Beginning French	4			1
FRN-102	Continuatn of Begng French	4			1
GRM-101	Beginning German	4			1
GRM-102	Continuatn of Begng German	4			1
HUM-111	Intro to Humanities I	3			0.5
HUM-112	Intro to Humanities II	3	89067	RVC-Intro to Humanities II	0.5
HUM-114	Intro Hum III:Contem West Wrl	3	89063	RVC-Intro Hum III:Contem West Wrl	0.5
HUM-125	Intro Non-Western Humanities	3			0.5
HUM-211	War & West Hum Thru Mid Ages	3			0.5
HUM-212	War & W.Hum-Renaiss to Present	3	89065	RVC-War & W.Hum-Renaiss to Present	0.5
HUM-250	Leadership Development Stud	3			0.5

MUS-101	Fundamentals of Music	3			0.5
MUS-102	Intro to Music Literature	3			0.5
MUS-104	Intro to American Music	3	89078	RVC-Intro to American Music	0.5
MUS-106	Intro to Non-Western Music	3	89007	RVC-Intro to Non-Western Music	0.5
MUS-131	Class Piano I	2	89041	RVC-Class Piano I	0.5
MUS-132	Class Piano II	2			0.5
MUS-191	Chorus I	1			0.5
MUS-194	Instrumental Ensemble I	1	89040	RVC-Instrumental Ensemble I	0.5
MUS-195	Band I	1			0.5
MUS-198	Orchestra I	1			0.5
MUS-294	Instrumental Ensemble II	1			0.5
MUS-295	Band II	1			0.5
MUS-298	Orchestra II	1			0.5
PHL-150	Intro to Philosophy	3	89015	RVC-Intro to Philosophy	0.5
PHL-151	Intro Non-Western Philosophy	3			0.5
PHL-152	Environmental Ethics	3			0.5
PHL-153	Medical Ethics	3	89043	RVC-Medical Ethics	0.5
PHL-154	Introduction to Religion	3			0.5
PHL-155	World Religions	3	89048	RVC-World Religions	0.5
PHL-156	Religion in American Society	3			0.5
PHL-157	Foundational Religious Texts	3			0.5
PHL-255	Logic	3			0.5
PHL-256	Contemporary Moral Issues	3			0.5
PHL-260	Philosophy of Religion	3			0.5
SPN-101	Beginning Spanish	4	89073	RVC-Beginning Spanish	1
SPN-102	Continuation Beginning Spanish	4	89038	RVC-Continuation Beginning Spanish	1
SPN-203	Intermediate Spanish	3	89084	RVC-Intermediate Spanish	0.5
SPN-204	Continue Intermediate Spanish	3			0.5
THE-133	Introduction to the Theater	3			0.5
THE-134	Stagecraft & Theater Lighting	3			0.5
THE-135	Acting I	3			0.5
THE-235	Acting II	3			0.5

Life Sciences					
RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits
BIO-100	Introductory Human Biology	3	89039	RVC-Introductory Human Biology	0.5
BIO-103	Introductory Life Science	3	89022	RVC-Introductory Life Science	0.5
BIO-104	Intro Life Science Lab	1	89023	RVC-Intro Life Science Lab	0.5
BIO-106	Environmental Science	3	89002	RVC-Environmental Science	0.5
BIO-107	Environmental Biology Lab	1	89003	RVC-Environmental Biology Lab	0.5
BIO-113	Plants and Society	4	89042	RVC-Plants and Society	1
BIO-140	Introduction to Evolution	3			0.5
BIO-150	Microbes and Society	3	89070	RVC-Microbes and Society	0.5
BIO-152	Microbes & Society Laboratory	1			0.5
BIO-162	Human Heredity	3			0.5
BIO-171	Biology of Human Disease	3	89087	RVC-Biology of Human Disease	0.5
BIO-185	Foundations Anat & Physiol	5			1
BIO-201	Fundamentals of Biology I	4	89054	RVC-Fundamentals of Biology I	1
BIO-202	Fundamentals of Biology II	4	89028	RVC-Fundamentals of Biology II	1
BIO-274	Microbiology	4	89047	RVC-Microbiology	1
BIO-281	Anatomy and Physiology I	4	89044	RVC-Anatomy and Physiology I	1
BIO-282	Anatomy and Physiology II	4	89068	RVC-Anatomy and Physiology II	1
Mathematics					
RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits
MTH-115	General Education Math	3	89061	RVC-General Education Math	0.5
MTH-120	College Algebra	3	89001	RVC-College Algebra	0.5
MTH-125	Plane Trigonometry	3	89008	RVC-Plane Trigonometry	0.5
MTH-132	College Algebra & Trigonometry	5			1
MTH-135	Calculus W/Analytic Geom I	5	89013	RVC-Calculus W/Analytic Geom I	1
MTH-164	Computer in Mathematics C/C++	4			1
MTH-211	Calc for Business & Soc Scienc	4			1

MTH-216	Math for Elem Teachers I	3			0.5
MTH-217	Math for Elem Teachers II	3			0.5
MTH-220	Elements of Statistics	3	89014	RVC-Elements of Statistics	0.5
MTH-235	Calculus W/Analytic Geom II	4	89019	RVC-Calculus W/Analytic Geom II	1
MTH-236	Calculus W/Analyt Geom III	4	89026	RVC-Calculus W/Analyt Geom III	1
MTH-240	Differential Equations	3			0.5
MTH-250	Modern Linear Algebra	4			1

### Physical Sciences

RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits
ATS-105	Intro to Atmospheric Science	4			1
CHM-110	General Organic & BioChem I	4	89083	RVC-General Organic & BioChem I	1
CHM-120	General Chemistry I	4	89009	RVC-General Chemistry I	1
CHM-130	General Chemistry II	4	89006	RVC-General Chemistry II	1
CHM-210	General, Organic & BioChem II	4			1
CHM-220	Organic Chemistry I	5			1
CHM-230	Organic Chemistry II	5			1
CHM-240	General Biological Chemistry	3			0.5
GEL-101	Introduction to Geology	4			1
GEL-107	Geology of the Solar System	3			0.5
GEL-206	Environmental Geology	3			0.5
PGE-100	Physical Geography	3			0.5
PGE-102	Physical Geography With Lab	4			1
PGE-240	Global Climate Change	3			0.5
PHY-201	Mechanics and Heat	5	89081	RVC-Mechanics and Heat	1
PHY-202	Waves/Elec/Light & Modrn Phys	5	89082	RVC-Waves/Elec/Light & Modrn Phys	1
PHY-215	Mechanics, Wave Motion, Thermo	5			1
PHY-225	Electr, Magnetism, Light, Phys	5	89034	RVC-Electr, Magnetism, Light, Phys	1

### Social Sciences

RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits
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ANP-102	Intro Biolo Anthro & Archaeol	3			0.5
ANP-103	Intro to Cultural Anthro	3			0.5
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			0.5
HST-140	History of Western Civ I	3			0.5
HST-141	History of Western Civ II	3			0.5
HST-142	History of U S to 1865	3	89005	RVC-History of U S to 1865	0.5
HST-143	History of U S Since 1865	3	89012	RVC-History of U S Since 1865	0.5
HST-144	Current Hist 1945 to Present	3			0.5
HST-151	African History Survey to 1600	3	89072	RVC-African History Survey to 1600	0.5
HST-152	African Hist Survey Since 1600	3			0.5
HST-162	History of Latin America I	3			0.5
HST-163	History of Latin America II	3			0.5
HST-172	History of Middle East to 1453	3			0.5
HST-173	History Middle East Since 1453	3			0.5
HST-182	Hist of Eastern Civ to 1500	3			0.5
HST-183	Hist of East Civ Since 1500	3			0.5
HST-192	History of World Until 1750	3			0.5
HST-193	Hist of the World Since 1750	3			0.5
HST-210	History of Women of the U.S.	3			0.5
PSC-150	Intro to Political Science	3			0.5
PSC-160	American National Government	3	89021	RVC-American National Government	0.5
PSC-161	State and Local Government	3			0.5
PSC-210	Intro to Legal System	3			0.5
PSC-211	The American Presidency	3			0.5
PSC-269	International Relations	3			0.5
SOC-190	Introduction to Sociology	3	89056	RVC-Introduction to Sociology	0.5
SOC-290	Social Problems	3			0.5
SOC-291	Criminology	3			0.5
SOC-292	Sociology of Deviance	3			0.5



SOC-294	Urban Sociology	3			0.5
SOC-295	Racial and Ethnic Relations	3			0.5
SOC-298	Sociology of Sex and Gender	3			0.5
SOC-299	Sociology of the Family	3			0.5

**STU Student Development**

<b>RVC Course Code</b>	<b>RVC Course Name</b>	<b>RVC Credits</b>	<b>HS Course Code</b>	<b>HS Course Name</b>	<b>HS Credits</b>
STU-100	Planning for Success	1	89000	RVC-Planning for Success	0.5
STU-101	Career Planning	2	89077	RVC-Career Planning	0.5
STU-103	Workplace Ethics	1			0.5

**2024-2025 Running Start Intergovernmental Agreement (IGA)  
South Beloit Community Unit School District #320**

**Background:** Running Start is a formal program that allows qualified students from South Beloit Community Unit School District #320 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 requirements for both a high school diploma and a Rock Valley College Associate 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 South Beloit Community Unit School District #320.

Students selected for Running Start need to be academically and socially ready for college. Running Start provides an opportunity for students to work toward a more challenging educational environment and 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 South Beloit Community Unit School District No. 320 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 any repeated courses, textbooks, and course supplies. The District's financial assistance helps reduce the overall college cost for students and their families.

**Recommendation:** It is recommended that the Rock Valley College Board of Trustees approves the Running Start Intergovernmental Agreement with South Beloit Community Unit School District #320, effective the date both parties have approved and executed the Agreement, for classes beginning Summer 2024. **Attorney Reviewed.**

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Howard J. Spearman, Ph.D.  
President

Board Approval: \_\_\_\_\_  
Secretary, Board of Trustees

Attachment: Intergovernmental Agreement: Running Start – South Beloit Community Unit School District #320

**INTERGOVERNMENTAL AGREEMENT BETWEEN BOARD  
OF EDUCATION OF  
SOUTH BELOIT COMMUNITY UNIT SCHOOL DISTRICT  
NO. 320, 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 South Beloit Community Unit School District No. 320, 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 South Beloit School DISTRICT, subject to the following terms and conditions.

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

### **Section 3 DISTRICT Obligations**

DISTRICT will:

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

- B. DISTRICT will ensure students who meet the free lunch or breakfast eligibility guidelines pursuant to Section 10-20.13(b) of the Illinois School Code (105 ILCS 5/10-20.13(b)) and who are accepted into Running Start are provided equal access to Running Start consistent with the requirements of the Illinois School Code.
- C. DISTRICT will be responsible for communicating to the COLLEGE the list of eligible and approved students for the Running Start Program by the COLLEGE's annual deadline.
- D. DISTRICT Counselor will be responsible for initiating communication to the Running Start students and a parent or guardian the enrollment and selection of courses defined as Running Start schedules and making any necessary schedule changes through utilizing College Schedule Change Forms.
- E. DISTRICT will be responsible for communicating to Running Start students and their parents or a guardian in regard to resolving disputes within the overall operation of the Running Start program, including the DISTRICT Running Start selection process results and qualifications.
- F. DISTRICT will be responsible for securing COLLEGE placement test scores from students for the selection process (pursuant to Appendix B).
- G. DISTRICT will be responsible for the pre-selection and final selection process (pursuant to Appendix B).
- H. DISTRICT will provide the COLLEGE with no less than one and no more than two points of contact i.e. DISTRICT Counselor to ensure effective and accurate communication.
- I. DISTRICT will provide advising for high school graduation requirements to Running Start students.
- J. DISTRICT will provide all counseling services to Running Start students.
- K. DISTRICT will provide students who successfully complete Running Start with credit towards a high school diploma.
- L. DISTRICT will communicate to the DISTRICT 320 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 320 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, 2025. This agreement is applicable for the Running Start Class who begins Summer 2024 and for program applicants and participants who begin the Running Start program in Summer 2025. 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:

South Beloit Community  
Unit School District No.  
320  
Att'n: Superintendent 840  
Blackhawk Blvd. South  
Beloit, IL 61080 Facsimile:  
(815) 389-3477

with a copy to counsel;

Lisa Callaway  
Engler Law Group  
2215 York Road #515  
Oak Brook, IL 60523  
Facsimile: (630) 756-5340  
Email: [lcallaway@englerlawgroup.com](mailto:lcallaway@englerlawgroup.com)

If to COLLEGE:

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

with a copy to counsel:

Joseph J. Perkoski  
Robbins-Schwartz  
190 South LaSalle Street  
Suite 2550  
Chicago, IL 60603-3410  
Facsimile: (312) 332-7768  
Email: [jperkoski@robbins-schwartz.com](mailto: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.

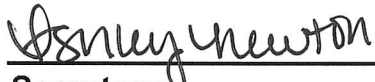
**WHEREFORE**, the Parties by their respective officers have executed this Agreement on the dates set forth below.

**Board of Education  
South Beloit School  
District No. 320  
Winnebago County,  
Illinois**

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

  
\_\_\_\_\_  
**President**

\_\_\_\_\_  
**President**

  
\_\_\_\_\_  
**Secretary**

\_\_\_\_\_  
**Secretary**

\_\_\_\_\_  
**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 and one year of Geometry with a grade of "B" or higher in each semester by the end of the sophomore year. Two years of Algebra completed with a grade of "B" or higher is preferred.
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 South Beloit DISTRICT 320. "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](http://www.rockvalleycollege.edu/studenthandbook). Adherence to all policies is essential and required to remain in the *Running Start* program.

#### **ADVISING & COMMUNICATION**

*Running Start* students are expected to:

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

#### **ATTENDANCE POLICY**

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

#### **MAINTAINING ACADEMIC INTEGRITY**

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

#### **ACADEMIC EARLY WARNING**

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

#### **ACADEMIC PROBATION & INDIVIDUAL ACADEMIC RECOVERY PLAN (IARP)**

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

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

#### **DISMISSAL FROM PROGRAM**

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

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

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

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



**Adoption of Policies of the Board**

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

As stated in the Board of Trustees Bylaws, Section 1:10.040 Meetings of the Board, Section 2, Reorganization Meeting, the Reorganization Meeting shall be held annually, with the date determined by whether the meeting is held in an election year or non-election year. Among the topics listed under “The order of business shall be:” is Adoption of Policies of the Board.

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

At the June 11, 2024 Committee of the Whole meeting, Board Chair Robert Trojan noted that the 90-day period will end July 22, 2024. The July regular Board of Trustees meeting is scheduled for the next day, July 23, 2024, meaning that as of July 23, the College would not be in compliance with the Board Policies that dictate College operations. Mr. Trojan added that it is also important that the College and the Board of Trustees have Policies of the Board in place as they prepare for the on-site re-accreditation visit by the Higher Learning Commission in the fall. Therefore, Board Chair Trojan recommended, and trustees raised no objections, that a Board Report shall be prepared for the June 25, 2024 regular Board of Trustees meeting agenda so that trustees can vote to adopt the current Board Policy Manual (Policies of the Board) as presented on April 23, 2024, with revisions to be made on a section by section basis until the Board Policy Manual is fully updated.

**Recommendation:** It is recommended that the Board of Trustees adopts the Rock Valley College Board Policy Manual as presented at the Reorganization Meeting held April 23, 2024, with revisions to be made on a section by section basis until the Board Policy Manual is fully updated.

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Howard J. Spearman, Ph.D.  
President

Board Approval: \_\_\_\_\_  
Secretary, Board of Trustees

**Personnel Report**

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

**A. Appointment**

**B. Departures**

Autumn Czizek, Community Education Director, Full-time, resigning effective June 25, 2024.

\_\_\_\_\_  
Howard J. Spearman, Ph.D.  
President

Board Approval: \_\_\_\_\_  
Secretary, Board of Trustees

**Personnel Report**

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

**A. Appointment**

~~\_\_\_\_\_, Interim Director of Student Life and Intercultural Student Services, Grade P,  
\$, effective \_\_\_\_\_.~~

**B. Departures**

Autumn Czizek, Community Education Director, Full-time, resigning effective June 25, 2024.

\_\_\_\_\_  
Howard J. Spearman, Ph.D.  
President

Board Approval: \_\_\_\_\_  
Secretary, Board of Trustees

# Rock Valley College Board of Trustees Freedom of Information Act Report May 15 – June 15, 2024

Date Received	FOIA#	Requestor	Request	Response Date
5/29/2024	2024-37	Ed Luberda	<p>PAST BID RESULTS for Bid Title: Print and Mail RVC Magazine Bid due date: 6-7-23 Past results please.</p> <ul style="list-style-type: none"> <li>• Bid Tabulation (including past unit prices, names and addresses of bidders) along with the previous Award of Contract</li> </ul>	completed 6/6/2024
6/3/2024	2024-38	Ryan Luther	<p>The personnel file for Crystal Soltow, an elected Rock Valley College board member since April 2021. Specifically, I would like to request that this file include any complaints, disciplinary messages, compensation, or reimbursements paid to Soltow by the college.</p> <p>Minutes, agendas, and packets prepared for board meetings of the Rock Valley College since April 2021 through July 13th, 2021, as these records are maintained online.</p>	completed 6/11/2024
6/4/2024	2024-39	Sheri Reid, SmartProcure	<p>FOIA request for general purchasing records from 2/28/2023 to the current request date of 6/4/2024.</p> <ul style="list-style-type: none"> <li>• Responsive reports include those containing the following details per purchase: <ul style="list-style-type: none"> <li>○ 1 Unique Identifier (i.e. PO #, Invoice #, Check #, Encumbrance #, etc.)</li> <li>○ Purchase Date</li> <li>○ Line item details</li> <li>○ Line item quantity</li> <li>○ Line item price</li> <li>○ Vendor ID number, name, address, contact person and their email address</li> </ul> </li> </ul>	commercial request due 7/3/2024
6/4/2024	2024-40	Justin Cunningham, Zip Buffalo	<p>We are looking for an existing, already maintained electronic record (without copying, scanning, or printing) of purchase orders dated 2022-01-01 onward. The information requested is:</p> <ol style="list-style-type: none"> <li>1. Purchase date</li> <li>2. Vendor name</li> <li>3. Line item details</li> <li>4. Line item quantity</li> <li>5. Line item price</li> </ol>	commercial request due 7/3/2024
6/8/2024	2024-41	David Ansari, HonorSociety.org	<p>I would like to make a public records request for the following below for each of your campuses:</p>	commercial request due 7/10/2024

			<ul style="list-style-type: none"> <li>• Since the academic term starting January 1, 2019</li> <li>• GPA statistics of all students who completed 12 hour credits in a semester.</li> </ul> <p>1. What GPA does PTK use for its invitation standard at this school? Please provide just the GPA in the box provided above. This is often publicly available on your school's website about PTK. Any additional documentation is welcome.</p> <p>2. What percentage would PTK's GPA standard place the eligible students pool at this school? Please provide just the percentage in the box provided above. Any additional documentation is welcome.</p> <p>3. What percentage would a 3.0 GPA be among full-time students at this college? Please provide just the percentage in the box provided above. Any additional documentation is welcome.</p> <p>4. What percentage would a 3.5 GPA be among full-time students at this college? Please provide just the percentage in the box provided above. Any additional documentation is welcome.</p>	
6/9/2024	2024-42	David Ansari, HonorSociety.org	<p>I would like to make a public records request for the following below for each of your campuses.</p> <ul style="list-style-type: none"> <li>• All records from 12/31/2018 or before.</li> <li>• All communications (e-mails or otherwise) from or to Phi Theta Kappa / PTK/ PTK.org (including files and student lists provided by the school to PTK). This includes any mailings to and from chapter advisor of PTK to this campus.</li> </ul> <p>All communications between anyone at this college and either Lynn Tincher-Ladner (lynn.tincher-ladner@ptk.org ) or Rod Risley (rod.risley@ptk.org)</p>	Request sent to narrow/clarify request
6/9/2024	2024-43	David Ansari, HonorSociety.org	<p>All documents and communications (e-mail or otherwise) in possession of the school which discuss the following academic organizations:</p> <ul style="list-style-type: none"> <li>• National Society of Leadership &amp; Success / NSLS / NSLS.org / societyleadership.org</li> <li>• National Society of Collegiate Scholars / NSCS / NSCS.org</li> <li>• Society for Collegiate Leadership &amp; Achievement / SCLA / SCLA.org</li> <li>• Golden Key / goldenkey.org</li> <li>• National Adult Education Honor Society / NAEHS / NAEHS.org</li> <li>• National Technical Honor Society / NTHS</li> </ul>	Request sent to narrow/clarify request