

**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**

**Regular Meeting
July 23, 2024, 5:15 p.m.**

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

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. June 11, 2024 Committee of the Whole Meeting
2. June 25, 2024 Regular Board Meeting

H. Action Items

1. Approve Claims Sheet (Check Register-June 2024) (BR 8167)
2. Approve Purchase Reports
 - a. Purchase Report-A – FY2024 Amendments (BR 8168-A)
 - b. Purchase Report-B – FY2025 Purchases (BR 8168-B)
3. Approve Resolution of Intent to Reimburse Certain Capital Expenditures, Including Classroom Building II (CLII) and the Health Sciences Center (HSC) Project Expenditures, with the Proceeds of a Debt Obligation (BR 8169)
4. Approve Resolution of Intent to Reimburse Certain Capital Expenditures, Including Expenditures Related to the New District Facility in Downtown Rockford, with the Proceeds of a Debt Obligation (BR 8170)
5. Approve Dual and Articulated Credit Memorandum of Understanding - Belvidere CUSD #100 (BR 8171)
6. Approve Dual and Articulated Credit Memorandum of Understanding - Boylan Catholic High School (BR 8172)
7. Approve Dual and Articulated Credit Memorandum of Understanding - Byron CUSD #226 (BR 8173)
8. Approve Dual and Articulated Credit Memorandum of Understanding - Harlem Unit School District #122 (BR 8174)
9. Approve Dual and Articulated Credit Memorandum of Understanding - Hononegah CSD #207 (BR 8175)
10. Approve Dual and Articulated Credit Memorandum of Understanding - Keith Country Day School (BR 8176)
11. Approve Dual and Articulated Credit Memorandum of Understanding - Oregon CUSD #220 (BR 8177)
12. Approve Running Start Intergovernmental Agreement - Belvidere CUSD #100 (BR 8178)
13. Approve Running Start Intergovernmental Agreement - Byron CUSD #226 (BR 8179)
14. Approve Running Start Intergovernmental Agreement - Durand CUSD #322 (BR 8180)

15. Approve Running Start Intergovernmental Agreement - Harlem Unit School District #122 (BR 8181)
16. Approve Senior Semester Intergovernmental Agreement - Byron CUSD #226 (BR 8182)
17. Approve Personnel Report (BR 8183)
18. Approve Closed Session Minutes Through June 2024 (BR 8184)
19. Approve Election for Members of the Board of Trustees (BR 8185)

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. 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) in accordance with the Illinois Open Meetings Act.

L. Reconvene Open Session

M. Date of Next Committee of the Whole Meeting: August 13, 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.

N. Date of Next Regular Meeting: August 27, 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.

O. Adjourn

Robert Trojan, Board Chair

Rock Valley College
Community College District No. 511
3301 N. Mulford Road, Rockford, IL 61114
BOARD OF TRUSTEES COMMITTEE OF THE WHOLE MEETING
5:15 p.m. Tuesday, June 11, 2024
MINUTES

Call to Order

The Rock Valley College (RVC) Board of Trustees Committee of the Whole meeting convened on Tuesday, June 11, 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 joined the meeting at 6:33 p.m.
Mr. Richard Kennedy	Mr. Robert Trojan
Ms. Kristen Simpson	Mr. Nico Mikos, RVC Student Trustee
Mr. John Nelson; joined the meeting at 5:16 p.m.	Ms. Crystal Soltow

Also present: Dr. Howard J. Spearman, President; Mr. Jim Handley, Vice President of Human Resources; 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 Joseph Perkoski, Robbins Schwartz.

Board Member Attendance by Means Other Than Physical Presence

There were no Board Members attending by means other than physical presence.

Communications and Petitions

There were no communications and petitions to recognize.

Recognition of Visitors

There were no visitors to be recognized.

Review of Minutes

There were no comments on the minutes from the May 14, 2024, Board of Trustees Committee of the Whole meeting.

General Presentations

1. Strategic Plan Update: Adult Recruitment Metrics (Non-traditional and Adult Education)

Dr. Patrick Peyer, vice president of student affairs, presented the Adult Recruitment Metrics (Non-traditional and Adult Education). Dr. Peyer reviewed the Strategic Enrollment Plan for FY2025. The goals are to increase the Adult Education, Non-Credit, and Non-Traditional Student completer's enrollment in RVC credit and non-credit/additional non-credit courses annually and to monitor and improve data for persistence, retention, and completion rates for identified populations. 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. Downtown Adult Learner Program Update: Criminal Justice and Human Services

Dr. Amanda Smith, vice president of Academic Affairs, presented the Downtown Adult Learner Program Update. Dr. Smith highlighted the Adult Learners aged 25 and up, the Human Services, and the Criminal Justice programs at the Downtown West Campus. Discussion ensued.

3. Early College Items

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

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

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

Dual and Articulated Credit MOU Pecatonica C.U.S.D. #321

Dual and Articulated Credit MOU Rockford Christian School

Dual and Articulated Credit MOU South Beloit C.U.S.D. #320

Running Start Intergovernmental Agreement (IGA) Pecatonica C.U.S.D. #321

Running Start IGA South Beloit C.U.S.D. #320

4. Grants Update / *Informational Only*

The Grants Update was included in the June 11, 2024, Committee of the Whole packet. On the Committee of the Whole Agenda, “Informational Only” is used after some presentations. The presentations marked with “Informational Only” will be included in the packets, but there will be no presentations at the meeting of the Board of Trustees Committee of the Whole. Trustees are to review those presentations before the meeting, and if they have any questions, they can ask them at the Committee of the Whole. Discussion ensued on the Grants Update presentation.

5. Manufacturing Student Success Through Industry Partnerships / *Informational Only*

The Manufacturing Student Success Through Industry Partnerships presentation was included in the June 11, 2024, Committee of the Whole packet as “Informational Only,” The presentation was presented at the Association of Community College Trustees (ACCT) Leadership Congress held in October 2023 in Las Vegas, Nevada.

Finance Discussion: Board Liaison Trustee Gorski

1. Purchase Reports

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

Purchase Report A – FY2025 Purchases:

- A. Training Services – (Instructional Reserve – Faculty Development)
- | | | |
|---|--------------|-------------------|
| 1. Institute for Evidence-Based Change (IEBC) | Rockford, IL | \$ 35,000.00 (1)* |
|---|--------------|-------------------|
- B. Software – (IT Administration – Maintenance Services Software Support)
- | | | |
|-----------------------------|--------------------|------------------------------------|
| 2. Burwood Group, Inc. | Chicago, IL | \$ 40,860.48 (2)*
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 |
- C. Publication – (College and Program Advertising – Marketing and Communications)
- | | | |
|--------|-----|-------------|
| 3. TBD | TBD | \$ TBD (3)* |
|--------|-----|-------------|
- D. Lawn Care Services – (Operations and Maintenance – Grounds Maintenance)
- | | | |
|--------|-----|-------------|
| 4. TBD | TBD | \$ TBD (4)* |
|--------|-----|-------------|
- Discussion ensued on Purchase Report A.

Purchase Report B – FY2025 Site Rentals:

- A. Rental – (Education Fund – Transitional Opportunity and Education/Adult Education Center, Rental – Facilities)
- | | | |
|---|--------------|--------------------|
| 1. The Iconic Building, LLC
(Formerly Illinois Holler LLC) | Rockford, IL | \$ 216,930.00 (1)* |
|---|--------------|--------------------|
- B. Rental – (Education Fund – Aviation Maintenance Technology Rental Facilities)
- | | | |
|---------------------------------------|--------------|-------------------|
| 2. Greater Rockford Airport Authority | Rockford, IL | \$ 11,500.00 (1)* |
|---------------------------------------|--------------|-------------------|
- Discussion ensued on Purchase Report B.

Purchase Report C – FY2025 Software Licensing Renewals:

- A. Software – (Institutional Research and Planning – Instructional Software Support)
- | | | |
|-------------|-------------------|--------------------|
| 1. Ad Astra | Overland Park, KS | \$ 100,000.00 (1)* |
|-------------|-------------------|--------------------|
- B. Software – (IT Administration – Maintenance Services Software Support)
- | | | |
|------------------------------|-------------|-------------------|
| 2. Alliance Technology Group | Hanover, MD | \$ 55,000.00 (2)* |
|------------------------------|-------------|-------------------|
- C. Software – (Plant, Operations, and Maintenance – Administrative Software)
- | | | |
|----------------------------|----------|-------------------|
| 3. Brightly Software, Inc. | Cary, NC | \$ 30,000.00 (3)* |
|----------------------------|----------|-------------------|
- D. Software – (IT Administration – Maintenance Services Software Support)
- | | | |
|--------------|------------|------------------------------------|
| 4. Carahsoft | Reston, VA | \$ 79,000.00 (4)*
Not to Exceed |
|--------------|------------|------------------------------------|
- E. Hardware Support – (IT Administration – Maintenance Services Software Support)
- | | | |
|----------|-------------|-------------------|
| 5. CDW-G | Chicago, IL | \$ 32,000.00 (5)* |
|----------|-------------|-------------------|
- F. Software – (Education Fund – Administrative and Instructional Software)
- | | | |
|----------|-------------|-------------------|
| 6. CDW-G | Chicago, IL | \$ 35,000.00 (6)* |
|----------|-------------|-------------------|

G. Software – (IT Administration – Maintenance Services Software Support)		
7.	CDW-G	Chicago, IL \$ 65,000.00 (7)*
H. Software – (IT Administration – Maintenance Services Software Support)		
8.	CDW-G	Chicago, IL \$ 110,000.00 (8)*
I. Software – (IT Administration – Maintenance Services Software Support)		
9.	Entrinsik, Inc.	Raleigh, NC \$ 30,770.00 (9)*
J. Software – (IT Administration – Maintenance Services Software Support)		
10.	GHA Technologies	Scottsdale, AZ \$ 54,000.00 (10)*
K. Software – (IT Administration – Maintenance Services Software Support)		
11.	Highland LLC	Lenexa, KS \$ 83,000.00 (11)*
L. Software – (Academy for Teaching and Learning Excellence (ATLE) – Instructional Software)		
12.	Instructure, Inc.	Salt Lake City, UT \$ 135,092.70 (12)*
M. Software – (Marketing – Website Services Software and Support)		
13.	Modern Campus	Camarillo, CA \$ 45,000.00 (13)*
N. Software – (IT Administration – Administrative Software)		
14.	Prey, Inc.	San Francisco, CA \$ 25,000.00 (14)*
O. Software – (Financial Services – Administrative Software)		
15.	Prophix Software, Inc.	Ontario, Canada \$ 74,500.00 (15)*
P. Tutoring Software and Service – (Tutoring Center – Instructional Software)		
16.	Upswing International	Austin, TX \$ 25,000.00 (16)* Not to Exceed
Q. Software – (Institutional Research and Planning – Administrative Software)		
17.	Watermark Insights LLC	Austin, TX \$ 100,793.62 (17)*

Purchase Report D - FY2025 Blanket Purchase Orders:

Ms. Olson reviewed the blanket purchase orders that had changed or were of a higher dollar amount from the previous year. The information consisted of the vendor, city, state, description, the fiscal year 2024 amount, the fiscal year 2025 projected amount, and comments regarding the expense.

Discussion ensued, and the Board of Trustees requested a list of the new vendors on the FY2025 Blanket Purchase Order Report at the Regular Board meeting on June 25, 2024.

Purchase Report E – FY2024 Purchases:

A. Vehicle – (General Institution – Insurance Proceeds)

1.	Middleton Ford	Middleton, WI \$ 37,390.00 (1)*
	Discussion ensued.	

2. Cash and Investment Report

Ms. Olson presented the Cash and Investment Report through May 31, 2024. Total operating cash is \$39,967,768. Total operating cash and investments are \$87,363,344. Total capital funds are \$13,008,319. Since April 30, 2024, the change in capital funds is \$883,496. The change in operating cash and investments since April 30, 2024, is \$1,030,403. Ms. Olson stated that the total operating cash and investment funds were 81.39% of the FY2024 operating budget.

3. Educational Support Personnel (ESP), Professional Staff Association (PSA), and Administrative Salaries for 2024-2025 (FY2025)

Ms. Olson presented the ESP, PSA, and Administrative Salaries for 2024-2025 (FY2025). Ms. Olson explained that the Board of Trustees annually approves salary increases for ESP, PSA, and Administrative employees not in a Collective Bargaining Agreement. Ms. Olson stated that the administration recommends a 3.25% increase effective July 1, 2024. The 3.25% increase will be added to the base pay of each full-time ESP, PSA, and Administrative employee from July 1, 2024, through June 30, 2025. Employees hired after July 1, 2024, are not eligible for the pay increase. Ms. Olson stated that the estimated fiscal impact to the College will be \$441,800.00. Discussion ensued, and the Board of Trustees requested that the percentage increase be raised to 3.50% instead of 3.25%.

4. Adopting the FY2025 Budget / 5. Certificate Attesting to the FY2025 Budget

Ms. Olson stated that the FY2025 Tentative Budget has not changed since the 30-day posting. The administration is recommending that the Board of Trustees adopts the FY2025 Final Budget and certificate attesting to the FY2025 Final Budget. Discussion ensued. Trustees would like to see if any/how many people have looked at the FY2025 Tentative Budget on the Finance webpage and in the Finance Office. Ms. Olson stated that no one had come to the Finance Office to view the FY2025 Tentative Budget, and she would check with Marketing to see about the webpage.

Operations Discussion: Board Liaison Trustee Kennedy

1. Personnel Report

Mr. Rick Jenks, vice president of operations, presented the Personnel Report. Mr. Jenks stated that there was a placeholder for the Interim Director of Student Life and Intercultural Student Services. There were no departures. Discussion ensued.

2. Classroom Building II (CLII) Update

Mr. Jenks gave a quick overview of the CLII progress with the Capital Development Board (CDB). Mr. Jenks stated that CDB has accepted the scope of work for the architect selection for CLII. CDB posted the Request for Qualifications for the architect on June 3, 2024. Discussion ensued.

3. Change Order Update

Mr. Jenks explained that the JCSM generator change order was finalized on June 10, 2024, noting that gas piping, a landscaping increase, and extra conduit and wire were needed for the project. The change order cost is \$7,460.60, leaving a contingency of \$23,069.40. Discussion ensued.

4. Rock Valley College Events Calendar

Mr. Jenks presented the RVC on-campus events calendar for June, July, and August 2024 and highlighted several events.

New Business/Unfinished Business

Unfinished Business: Board Chair Trojan stated that July 22, 2024, the day before the July 23, 2024, Regular Board meeting, is the end of RVC's 90-day policy review, at which point RVC will be out of compliance.

Mr. Trojan proposed that the Board of Trustees put the Board Policy Manual on the agenda for the June 25 meeting to adopt the current Board Policy Manual as it is with no extension. The Board Policy Manual will be reviewed on a section-by-section basis until it is fully updated.

New Business: Dr. Spearman stated there was a water main break in front of CLII and that everything had been fixed. Dr. Peyer discussed the Heritage Day parade in Belvidere on Saturday, June 29, 2024, and the parade in Rockford on July 4, 2024. Trustee Trojan requested that details of both parades be sent to the Trustees.

Dr. Spearman discussed the positive attention that Workforce Development was receiving and that he and others presented at Studer Education in Pensacola, Florida.

Dr. Spearman mentioned the speaking events that he and other RVC staff will or have attended: Rockford University's Business and Education Summit, the Illinois Community College Trustee Association (ICCTA), where RVC Industry Partner Bourn & Koch was presented with the 2024 Business/Industry Partnership Award.

Dr. Spearman stated that Congressman Darin LaHood was at the ATC on June 10, 2024.

Dr. Spearman explained that the Illinois Manufacturers Association presents an annual Educator of the Year Award. RVC had three nominations: the Advanced Technology Center (ATC), Bill Isham, RVC's Welding Instructor, and Lucas Greenlee, an RVC Engineering Instructor, was nominated.

Next Regular Board of Trustees Meeting

The next Regular Board of Trustees Meeting will be held on June 25, 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 July 9, 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 6:45 p.m., Trustee Cardenas Cudia made a motion, seconded by Trustee Nelson, to adjourn the meeting. The motion was approved by a unanimous roll call vote.

Submitted by: Tracy L. Luethje

Richard Kennedy, Secretary

Robert Trojan, Chairperson

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

MINUTES - FISCAL YEAR 2025 PUBLIC BUDGET HEARING

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

The Fiscal Year 2025 Public Budget Hearing was called to order at 5:15 p.m. on Tuesday, June 25, 2024, by Board Chair Robert Trojan in Room 0214 (Performing Arts Room) in the Educational Resource Center (ERC) on the main campus of Rock Valley College.

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

Mr. Paul Gorski	Mr. Robert Trojan
Mr. Richard Kennedy	Ms. Gloria Cudia

The following members of the Board of Trustees were absent at roll call: Ms. Kristen Simpson, Ms. Crystal Soltow, Mr. John Nelson, and Student Trustee Nico Mikos.

Board Chair Trojan announced that anyone who wished to speak would have an opportunity to do so. Mr. Trojan then introduced Vice President of Finance Ellen Olson who reviewed the Fiscal Year 2025 Final Budget.

Vice President Olson noted the following:

- On April 23, 2024 the Board of Trustees approved the Tentative Budget for FY25
- The College published the notice of hearing
- The Budget has been on display in the Financial Services office since May 20, 2024 and has been available online as well for public viewing.
 - There have been no changes to the budget
- Total Budget, including contingency \$132,370,405
 - Operating Funds: \$67,734,073
 - Non-Operating Funds: \$64,363,332
 - Capital Projects - \$18.3 million
 - Bonds & Interest - \$12.1 million
 - Auxiliary Funds - \$15.3 million
 - Restricted/Grants - \$16.0 million
 - Trust & Agency (Student Clubs) - \$678,000
 - Audit - \$60,000
 - Liability, Protection & Settlement - \$1.7 million
 - OPEB - \$240,000 (Other Post-Employment Benefits)
 - SURS - \$250 thousand (State University Retirement System)

Vice President Olson explained that there were no viewings of the budget in person. However, there were 31 unique views on the College's Finance page on the website.

Following Vice President Olson's presentation, Board Chair Trojan invited public testimony concerning the FY2025 Final Budget. There were no requests from the public to address trustees.

At 5:20 p.m., a motion was made by Trustee Gorski, seconded by Trustee Cudia, to close the Public Budget Hearing. The motion was approved by unanimous roll call vote, and Board Chair Trojan declared the Public Budget Hearing closed.

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

ROCK VALLEY COLLEGE BOARD OF TRUSTEES REGULAR MEETING

June 25, 2024, 5:20 p.m.

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, June 25, 2024. The meeting was called to order by Board Chair Robert Trojan at 5:20 p.m.

Roll Call

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

Mr. Paul Gorski
Mr. Richard Kennedy
Ms. Crystal Soltow

Mr. Robert Trojan
Ms. Gloria Cudia
Mr. John Nelson

Trustees Soltow and Nelson arrived to the June Regular Board meeting at 5:21 p.m.

The following Trustees were absent at roll call: Ms. Kristen Simpson and Student Trustee Nico Mikos.

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; Ms. Heather Snider, Vice President of Institutional Effectiveness and Communications; Mr. Keith Barnes, Vice President of Equity and Inclusion; Mr. Rick Jenks, Vice President of Operations/Chief Operations Officer; Ms. Terrica Huntley, Interim Vice President of Human Resources; 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

There were no Board members attending by means other than physical presence.

Communications and Petitions (Public Comment)

There were no communications or petitions.

Recognition of Visitors

There were no visitors to be recognized during 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 May 14, 2024 Committee of the Whole meeting, and the May 28, 2024 Regular meeting. There was no discussion. The motion was approved by unanimous roll call vote.

Action Items

1. BR 8155 - Claims Sheet - May 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 May 1, 2024 to May 31, 2024. The total is \$2,225,179.18.

A motion was made by Trustee Gorski, seconded by Trustee Nelson, to approve Board Report 8155. There was no discussion. The motion was approved by unanimous roll call vote.

2a. BR 8156-A - Purchase Report-A - 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 8156-A, Purchase Report-A.

\$ 35,000.00 - Not to Exceed	A. Institute for Evidence-Based Change (IEBC), Rockford, IL
\$ 40,860.48 - Not to Exceed	B. Burwood Group Inc., Chicago, IL
\$ 46,400.00 - Not to Exceed	C. Progress Printing Company, Lynchburg, VA
\$ 18,835.00 - Not to Exceed	D. RYCO Landscaping, Lake in the Hills, IL

A motion was made by Trustee Gorski, seconded by Trustee Nelson, to approve Board Report 8156-A. Vice President Jenks explained there is a large amount difference between the lawn care services vendors because RYCO Landscaping is looking to expand their business and is the lowest responsible bidder for lawn care services. The motion was approved by unanimous roll call vote.

2b. BR 8156-B - Purchase Report-B - FY2025 Site Rentals

The Board Report reads in part: It is recommended that the Board of Trustees approves the marked items for purchase on Board Report 8156-B, Purchase Report-B.

\$ 216,930.00	A. The Iconic Building LLC (Formerly Illinois Holler LLC), Rockford, IL
\$ 11,500.00	B. Greater Rockford Airport Authority, Rockford, IL

A motion was made by Trustee Gorski, seconded by Trustee Cudia, to approve Board Report 8156-B. There was no discussion. The motion was approved by unanimous roll call vote.

2c. BR 8156-C - Purchase Report-C - FY2025 Software Licensing Renewals

The Board Report reads in part: It is recommended that the Board of Trustees approves the marked items for purchase on Board Report 8156-C, Purchase Report-C.

\$ 100,000.00	A. Ad Astra, Overland Park, KS
\$ 55,000.00	B. Alliance Technology Group, Hanover, MD
\$ 30,000.00	C. Brightly Software Inc, Cary, NC
\$ 79,000.00 - Not to Exceed	D. Carahsoft, Reston, VA
\$ 32,000.00	E. CDW-G, Chicago, IL
\$ 35,000.00	F. CDW-G, Chicago, IL
\$ 65,000.00	G. CDW-G, Chicago, IL
\$ 110,000.00	H. CDW-G, Chicago, IL
\$ 30,770.00	I. Entrinsik Inc, Raleigh, NC
\$ 54,000.00	J. GHA Technologies, Scottsdale, AZ
\$ 83,000.00	K. Hyland LLC, Lenexa, KS
\$ 135,092.70	L. Instructure Inc, Salt Lake City, UT
\$ 45,000.00	M. Modern Campus, Camarillo, CA

\$ 25,000.00	N. Prey Inc, San Francisco, CA
\$ 74,500.00	O. Prophix Software Inc., Ontario, Canada
\$ 25,000.00 - Not to Exceed	P. Upswing International, Austin, TX
\$ 100,793.62	Q. Watermark Insights LLC, Austin, TX

A motion was made by Trustee Cudia, seconded by Trustee Soltow, to approve Board Report 8156-C. There was no discussion. The motion was approved by majority roll call vote. Trustees Gorski, Kennedy, Cudia, Soltow, and Trojan voted yes. Trustee Nelson voted no.

2d. BR 8156-D - Purchase Report-D - FY2025 Blanket Purchase Orders

The Board Report reads in part: It is recommended that the Board of Trustees approves the marked items for purchase on Board Report 8156-D, Purchase Report-D.

A motion was made by Trustee Cudia, seconded by Trustee Soltow, to approve Board Report 8156-D. There was no discussion. The motion was approved by majority roll call vote. Trustees Gorski, Kennedy, Cudia, Soltow, and Trojan voted yes. Trustee Nelson voted no.

Purchase Orders and Blanket Purchase Orders are being issued to various vendors that the College believes are not subject to the Illinois Public Community College Act, 110 ILCS 805/3-24.1 Bid requirements (i.e., Postage, Contractual Services, Supplies, etc.)

The details of Purchase Report D, FY2025 Blanket Purchase Orders, appear on the next pages.

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

<u>OSF Healthcare</u>	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.
<u>Bodycraft Wellness & Massage</u>	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.
<u>Marco Technologies Inc with Great American Financial Services Corp.</u>	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.
<u>Townsquare Media Rockford LLC / Ignite</u>	Cincinnati	OH	Targeted digital marketing for enrollment and college initiatives.	\$ 150,000.00	\$ 175,000.00	Exception A and L.
<u>NICOR Gas</u>	Pecatonica	IL	Natural gas supply for satellite campus locations.	\$ 170,000.00	\$ 170,000.00	Exception L.
<u>Javon Bea Hospital - Rockton</u>	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.
<u>State Universities Retirement System (SURS)</u>	Springfield	IL	Penalty expenses.	\$ 150,000.00	\$ 150,000.00	Exception L.
<u>Huron Consulting Services LLC (AKA: Studer Education)</u>	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
<u>Northern Illinois University</u>	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.

<u>Condensed Curriculum Intl</u>	Fairfield	NJ	Instruction of Health Care Continuing Education classes.	\$ 200,000.00	\$ 125,000.00	Exception A.
<u>Sikich LLC</u>	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
<u>EBSCO Subscription Services</u>	Birmingham	AL	Magazines and journals for the Library.	\$ 110,000.00	\$ 110,000.00	Exception L.
<u>Helm Service</u>	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.
<u>Van Galder Bus Company</u>	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.
<u>BSN Sports</u>	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.
<u>City of Rockford</u>	Rockford	IL	Water service for the main campus and satellite campuses.	\$ 95,000.00	\$ 95,000.00	Exception K and L.
<u>Commonwealth Edison</u>	Chicago	IL	Electric and energy supply bills for the Advanced Technology Center.	\$ 95,000.00	\$ 95,000.00	Exception L.
<u>CIT Trucks, LLC</u>	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.
<u>Helm Service</u>	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.
<u>Postmaster</u>	Rockford	IL	Postage for United States Postal Service Bulk mail.	\$ 80,000.00	\$ 90,000.00	Exception K.
<u>Schneider Electric</u>	Homewood	IL	Security systems hardware and software support.	\$ 90,000.00	\$ 86,000.00	Exception F.

<u>Office Pro</u>	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.
<u>Pitney Bowes Reserve Account</u>	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.
<u>Rocket Industrial</u>	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.
<u>Smith Oil</u>	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.
<u>IL Dept. of Employment Security (IDES)</u>	Rockford	IL	Unemployment insurance premiums. Paid from Tort Fund.	\$ 75,000.00	\$ 75,000.00	Exception 30 ILCS 525/2. Joint Purchasing Act.
<u>Lamar Companies</u>	Rockford	IL	Billboard advertising to promote enrollment and other college initiatives	\$ 75,000.00	\$ 75,000.00	Exception A and L.
<u>National Safety Council</u>	Itasca	IL	Course materials for Traffic Safety classes.	\$ 75,000.00	\$ 75,000.00	Exception L.
<u>U.S. Department of Homeland Security</u>	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.
<u>Gallagher</u>	Rolling Meadows	IL	Insurance broker.	\$ 65,000.00	\$ 68,000.00	Agreement auto-renews unless parties agree to terminate. Per Bid #22-13.

<u>Marsh LLC</u>	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.
<u>Khione Management Services LLC</u>	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.
<u>Barnes & Noble</u>	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.
<u>CDW-G</u>	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.
<u>Disney Advertising</u>	Chicago	IL	Streaming ads on Hulu, ESPN Plus, and Disney Plus.	\$ 40,000.00	\$ 60,000.00	Exception A and L.
<u>Elsevier/HESI</u>	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
<u>Johnson Controls Fire Protection LP</u>	Palatine	IL	Fire alarm testing and repairs.	\$ 56,000.00	\$ 56,000.00	Exception L.
<u>Johnson Controls Inc.</u>	Rockford	IL	Repair of control systems, as needed.	\$ 55,000.00	\$ 56,000.00	Exception E.

<u>Exxon Mobil</u>	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.
<u>Effecty</u>	Rockford	IL	Digital and linear television advertising	\$ 75,000.00	\$ 50,000.00	Exception A and L.
<u>H & H Filter/Air Rite</u>	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.
<u>Midland Paper</u>	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.
<u>Windstar Lines Inc</u>	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.
<u>Ballard Electric</u>	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.
<u>Four Rivers Sanitation Authority</u>	Rockford	IL	Sanitation services for waste removal for all RVC locations.	\$ 45,000.00	\$ 45,000.00	Exception L.
<u>Rock River Disposal</u>	Rockford	IL	Trash removal and recycling services.	\$ 45,000.00	\$ 45,000.00	Exception L.
<u>University of Illinois (CARLI)</u>	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.

<u>Verizon Wireless</u>	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.
<u>Kelly Williamson</u>	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.
<u>iFiber</u>	Sycamore	IL	Gigabyte transport fee. Maintains fiber lines.	\$ 43,600.00	\$ 44,000.00	Exception F.
<u>Schumacher Elevator</u>	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.
<u>Clearfly</u>	Pasadena	CA	Local telephone service.	\$ 42,000.00	\$ 42,000.00	Exception F and L.
<u>AT&T</u>	Dallas	TX	Internet Protocol, Flex, and Completelink, monthly phone bills.	\$ 40,000.00	\$ 40,000.00	Exception L.
<u>City of Rockford</u>	Rockford	IL	Bulk road salt for all RVC locations.	\$ 40,000.00	\$ 40,000.00	Exception K and L.
<u>WREX</u>	Rockford	IL	Media advertising to support enrollment and college initiatives.	\$ 40,000.00	\$ 40,000.00	Exception A and L.
<u>University of Illinois (iShare)</u>	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.
<u>Midwest Library Service</u>	Bridgeton	MO	Books for the library collection.	\$ 35,000.00	\$ 35,000.00	Exception L.
<u>Network of Illinois Learning Resources in Community Colleges (NILRC)</u>	Blanchardville	WI	Multiple library databases, search tools, and membership.	\$ 34,000.00	\$ 34,000.00	Exception F and L.

<u>Balanced Environments Inc. (BEI)</u>	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.
<u>John Morrissey Accounting Inc.</u>	Rockford	IL	Accounting Services to support the Adult Education grant program.	\$ 30,000.00	\$ 30,000.00	Exception A
<u>Miller Bradford & Risberg or M&D Truck and Equipment Sales</u>	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.
<u>Enterprise Rent-A-Car</u>	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.
<u>La Bamba Radio</u>	Rockford	IL	Advertising on the local Spanish internet radio.	\$ 25,000.00	\$ 30,000.00	Exception A and L.
<u>FrontLine Education (Frontline Technologies)</u>	Philadelphia	PA	Employee application processing and tracking for Human Resources.	\$ 28,000.00	\$ 28,000.00	Exception F.
<u>BP Roofing Solutions</u>	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.
<u>Lift Works (Vendor was acquired by Sunbelt in summer 2023)</u>	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.
<u>Plumbers & Pipe Fitters</u>	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.

<u>TruView BSI LLC</u>	Melville	NY	Background check services for Human Resources.	\$ 25,000.00	\$ 25,000.00	Exception A. Bid #22-17.
<u>WIFR-TV23 and WIFR</u>	Rockford	IL	Media advertising to support enrollment and college initiatives.	\$ 25,000.00	\$ 25,000.00	Exception A and L.
<u>Airgas</u>	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.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

2e. BR 8156-E - Purchase Report-E - 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 8156-E, Purchase Report-E.

\$ 37,390.00

A. Middleton Ford, Middleton, WI

A motion was made by Trustee Cudia, seconded by Trustee Soltow, to approve Board Report 8156-E. Vice President Olson explained that the College is purchasing a new van to replace a van totaled in an accident. The motion was approved by unanimous roll call vote.

3. BR 8157 - Adopting the Fiscal Year 2025 Budget

The Board Report reads in part: 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.

A motion was made by Trustee Gorski, seconded by Trustee Kennedy, to approve Board Report 8157. Trustee Nelson explained that he would support spending more money in order for the College to produce current musicals. Trustee Nelson also stated that in the Starlight Theatre program, the president was thanked first, then the chief operations officer, and the trustees were thanked last. The order in the program should be updated. Trustee Trojan would like the Administration to come back with a process on how to update the musicals performed by the College. The motion was approved by unanimous roll call vote.

4. BR 8158 - Certificate Attesting to the Fiscal Year 2025 Budget

The Board Report reads in part: It is recommended that the Secretary and Chairperson of 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.

A motion was made by Trustee Gorski, seconded by Trustee Nelson, to approve Board Report 8158. There was no discussion. The motion was approved by unanimous roll call vote.

Trustee Cudia explained to the live streaming audience that the Board of Trustees are quickly going through the action items on the June Regular Board meeting agenda because they have already been discussed during the June Committee of the Whole meeting.

Trustee Trojan stated that Trustee Cudia had a good point because there were 32 people on the live streaming for Committee of the Whole meeting on June 11, 2024 and 57 people on live streaming for the May Regular Board meeting.

Trustee Nelson stated that the Board of Trustees have reviewed the budget for over a month and there have been multiple conversations.

Trustee Gorski thanked Trustees Cudia, Trojan, and Nelson for reminding the live streaming audience about the discussion that takes place during the Committee of the Whole meetings.

5. BR 8159 - ESP/PSA/Administrative Salaries for 2024-2025 (Fiscal Year 2025)

The Board Report reads in part: It is recommended that the following salary increases be approved for active full-time and continuous part-time (CPT) employees to 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 is \$515,280.00.

A motion was made by Trustee Gorski, seconded by Trustee Nelson, to approve Board Report 8159. There was no discussion. The motion was approved by majority roll call vote. Trustees Gorski, Cudia, Soltow, Nelson, and Trojan voted yes. Trustee Kennedy voted no.

6. BR 8160 - 2024-2025 Dual and Articulated Credit Memorandum of Understanding - Pecatonica Community Unit School #321

7. BR 8161 - 2024-2025 Dual and Articulated Credit Memorandum of Understanding - Rockford Christian School

8. BR 8162 - 2024-2025 Dual and Articulated Credit Memorandum of Understanding - South Beloit Community Unit School District #320

9. BR 8163 - Running Start Intergovernmental Agreement - Pecatonica Community Unit School District #321

10. BR 8164 - Running Start Intergovernmental Agreement - South Beloit Community Unit School District #320

The Board Reports read in part: It is recommended that the Rock Valley College Board of Trustees approves the Dual and Articulated Credit Memorandum of Understanding/Intergovernmental Agreement between Rock Valley College and [school district] effective [date] and ending [date]. Attorney Reviewed.

A motion was made by Trustee Gorski, seconded by Trustee Trojan to approve Board Reports 8160, 8161, 8162, 8163, 8164. There was no discussion. The motion was approved by unanimous roll call vote.

11. BR 8165 - Adoption of Policies of the Board

The Board Report reads in part: 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.

A motion was made by Trustee Gorski, seconded by Trustee Cudia to approve Board Report 8165. There was no discussion. The motion was approved by unanimous roll call vote.

12. BR 8166 - Personnel Report

The Board Report reads in part: It is recommended that the Board of Trustees approves the personnel items listed on Board Report 8166.

A motion was made by Trustee Gorski, seconded by Trustee Cudia to approve Board Report 8166. There was no discussion. The motion was approved by unanimous roll call vote.

Other Business

1. **New Business**

There was no new business.

2. **Unfinished Business**

Dr. Spearman informed the Trustees on the Belvidere Heritage Days parade on Saturday, June 29, 2024 and the Rockford 4th of July parade.

Updates / Reports

1. **President's Update**

President Spearman provided an update on various events and activities:

- In response to Trustee Nelson's earlier comments, President Spearman explained that the acknowledgment of the president, the chief operations officer, and the board of trustees in the Starlight Theatre programs have been the same since at least 2000. The President did not request for the musical program to be printed in that order.
- The College received three nominations for the Illinois Manufacturing Association's Educator of the Year Award and was a finalist for the award.
- A "Cabinet" Meet and Greet was held on Tuesday, June 18, 2024 at the Aviation Career and Education Center (ACEC) where members of Cabinet, students, and faculty were able to engage in conversation.
- The College has been approved to present at the Association of Community College Trustees (ACCT) Conference in October where the College's partnership with AAR will be highlighted.
- The Golden Eagles Professional Development Academy was created to develop leaders and consists of three tiers: gray, blue, and gold. The first gold tier cohort has been recently completed and the HR Professional Development team has done a nice job with the program.
- The President's Office will have a few changes in the upcoming weeks. Betsy Saucedo will transition to an interim HR Generalist position starting Thursday, August 1, 2024. Araceli Olvera will be replacing Betsy and will be the Interim Executive Assistant to Dr. Spearman starting Monday, July 1, 2024.

2. **Leadership Team Updates**

- Vice President Terrica Huntley introduced herself to the Board of Trustees as the College's interim vice president of human resources. She has worked for the College since 2012 in a variety of capacities, including the Advising Department and the Dean of Students Office. She is grateful for the dedication and hard work of Vice President Jim Handley who has contributed to Rock Valley College and wished him well in his retirement.
- Vice President Heather Snider gave an enrollment update. For the Summer II semester, the College is at 95% to budget which is about the same when compared to this time last year. For the fall semester, enrollment is 8% ahead when compared to this time last year, 73% to budget, and 70% to the stretch goal. There are several planned summer recruiting activities leading up to the first day of classes on Saturday, August 17, 2024.
- Vice President Dr. Hansen Stewart gave an update on the CNC Machining program and the Auto Collision Repair program. There were seven students who completed the 24-week CNC Machining program on Thursday, June 20, 2024. All seven of the students have jobs that they could have started on Monday, June 24, 2024. In addition, seven students completed the 16-week Auto Collision Repair program this month and each student earned five industry credentials from the Inter-Industry Conference on Auto Collision Repair (ICAR). All seven students had job placements by the end of the program.

- Vice President Rick Jenks gave an update on the Educational Resource Center (ERC) steps on the Classroom Building I side. The snow melt system inside each of the exterior steps has failed and is currently being replaced. The steps will be completed within a couple of weeks.
- Vice President Dr. Amanda Smith announced that the first Medical Assistant Pinning Ceremony will be on Thursday, June 27, 2024 at 2:00 p.m. in the Performing Arts Room (PAR) of the ERC.

3. **ICCTA Report**

Trustee Nelson stated that he attended the ICCTA Annual Convention which took place the first week of June.

4. **Trustee Comments**

- Trustee Cudia acknowledged and thanked the volunteers and staff for all of their work during Commencement week.
- Trustee Kennedy congratulated the Athletic department and the Women's Basketball Coach, Darryl Watkins, for hosting another successful High School Women's Basketball summer league season. In addition, he welcomed Vice President Terrica Huntley and congratulated on her new position. Lastly, Trustee Kennedy explained the reason he voted no on the compensation adjustment for non-represented employees increase. The president and his administration base their numbers on projected enrollment. He asked Board members to let the President make the day-to-day decisions so that the Board does not favor specific employee groups.
- Trustee Nelson disagreed with Mr. Kennedy's statement regarding the compensation adjustment increase from a 3.25% to 3.50%. Mr. Nelson supports the compensation increase for non-represented employees.
- Trustee Trojan explained that Representative Darin LaHood visited the Advanced Technology Center (ATC) on Monday, June 10, 2024. In addition, the first week of SMART Camp started on Monday, June 24, 2024. Lastly, the R2OC Robotics Completion will be on Saturday, July 27, 2024 in the Physical Education Center Gym.

5. **Student Trustee Report**

There was no Student Trustee report.

6. **RVC Foundation Liaison Report**

There was no RVC Foundation report.

7. **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 on Tuesday, July 09, 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 on Tuesday, July 23, 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 6:07 p.m., a motion was made by Trustee Gorski, seconded by Trustee Cudia, to adjourn the meeting. The motion was approved by unanimous roll call vote.

Submitted by Betsy Saucedo

Richard Kennedy, Secretary

Robert Trojan, Board Chair

DRAFT

Claims Sheet

Recommendation:

It is recommended that the Board of Trustees approves the claims sheets from the Ellucian check register for the period from June 1, 2024 to June 30, 2024.

The total is \$2,357,332.99.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Purchase Report-A - FY2024 Amendments

Recommendation: Board approval for items marked with an asterisk

A. Advertising – (College and Program Advertising – Communications and Marketing)

Hulu, LLC **Burbank, CA** **\$996.00*(1)**

1. This expense is for video commercial air time on streaming platforms including ESPN Plus, Disney +, and Hulu. The fourth quarter scheduling included more minutes than anticipated. This increase will cover the final costs of the fiscal year. This is a not to exceed.

Original approved amount \$40,000.00
Increase requested \$ 996.00
New total expenditure \$40,996.00 Not to Exceed

FY2024 Budgeted Expense
Original Board Report BR #8049-F

B. Utilities – (Electricity – Big Thunder Blvd Belvidere and Downtown Rockford West)

ComEd **Chicago, IL** **\$8,000.00*(2)**
Not to Exceed

2. This expense is for electricity supply at the Advanced Technology Center (ATC) and the Downtown West locations. Electrical costs for the ATC and Downtown West have been higher than anticipated due to increased usage. This increase is needed to cover the final invoices for FY24. This is a not to exceed.

Original approved amount \$ 95,000.00
Increase requested \$ 8,000.00
New total expenditure \$103,000.00 Not to Exceed

FY2024 Budgeted Expense
Original Board Report BR #8049-F

Purchase Report-A - FY2024 Amendments

C. Utilities – (Water, Sewage – Plant Operations and Maintenance)

City of Rockford

Rockford, IL

\$1,202.00*(3)

3. This expense is for water service at main campus and satellite locations. Water usage was higher than anticipated. This increase is needed to cover the final invoices for FY24. This is a not to exceed.

Original approved amount	\$95,000.00
Increase requested	\$ 1,202.00
New total expenditure	\$96,202.00 Not to Exceed

FY2024 Budgeted Expense
Original Board Report BR #8049-F

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Purchase Report-A - FY2024 Amendments

Recommendation: Board approval for items marked with an asterisk

A. Advertising – (College and Program Advertising – Communications and Marketing)

Hulu, LLC **Burbank, CA** **\$996.00*(1)**

1. This expense is for video commercial air time on streaming platforms including ESPN Plus, Disney +, and Hulu. The fourth quarter scheduling included more minutes than anticipated. This increase will cover the final costs of the fiscal year. This is a not to exceed.

Original approved amount \$40,000.00
Increase requested \$ 996.00
New total expenditure \$40,996.00 Not to Exceed

FY2024 Budgeted Expense
Original Board Report BR #8049-F

B. Utilities – (Electricity – Big Thunder Blvd Belvidere and Downtown Rockford West)

ComEd **Chicago, IL** **\$8,000.00*(2)**
Not to Exceed

2. This expense is for electricity supply at the Advanced Technology Center (ATC) and the Downtown West locations. Electrical costs for the ATC and Downtown West have been higher than anticipated due to increased usage. This increase is needed to cover the final invoices for FY24. This is a not to exceed.

Original approved amount \$ 95,000.00
Increase requested \$ 8,000.00
New total expenditure \$103,000.00 Not to Exceed

FY2024 Budgeted Expense
Original Board Report BR #8049-F

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Purchase Report-A - FY2024 Amendments

C. Utilities – (Water, Sewage – Plant Operations and Maintenance)

<u>City of Rockford</u>	<u>Rockford, IL</u>	<u>\$1,202.00*(3)</u>
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3. This expense is for water service at main campus and satellite locations. Water usage was higher than anticipated. This increase is needed to cover the final invoices for FY24. This is a not to exceed.

<u>Original approved amount</u>	<u>\$95,000.00</u>
<u>Increase requested</u>	<u>\$ 1,202.00</u>
<u>New total expenditure</u>	<u>\$96,202.00 Not to Exceed</u>

FY2024 Budgeted Expense
Original Board Report BR #8049-F

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Purchase Report-B – FY2025 Purchases

Recommendation: Board approval for items marked with an asterisk.

A. Training Services – (Contract Instructors – IDOT Careers Training)

ABS Training & Consulting, LLC	West Allis, WI	\$25,000.00*(1)
		Not to Exceed

1. This expense covers safety certification training for students in the Highway Construction Careers Training Program (HCCTP). This training includes, but is not limited to, OSHA 10 Hour, Respiratory Protection, Chemical Hazards, and Crane Signaling. When applying to local apprenticeship trade programs, HCCTP students will benefit by building their skill set for marketable certifications. It is not to exceed.

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

Exemption: Miscellaneous small commodity purchases, and as such, this is not required to bid since individual or collective purchases do not exceed the \$25,000 threshold.

FY2025 Grant Expense

B. Robots and Training Carts – (Instructional Equipment – Welding)

Aidex Educational Systems	Rossville, IN	\$117,450.00*(2)
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2. This expense is for three (3) FANUC ER-4iA Robots and their education training carts. Aidex Educational Systems is the sole distributor for FANUC in our region. This equipment will incorporate cutting-edge technologies into the Welding curriculum and significantly enhance the Welding Department's ability to deliver exceptional training to students.

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

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

FY2025 Restricted Expense

Purchase Report-B – FY2025 Purchases

C. Contractual Services – (Other Contractual Services – Purchasing Card)

Heartland Financial USA	Overland Park, KS	\$910,000.00*(3) Not to Exceed
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3. This expense is for the miscellaneous commodities purchased through the College’s Procurement Card (P-Card) program. The College is transitioning the P-Card program from American Express (AMEX) to Visa, which vendors more broadly accept. The procurement card program through Heartland Financial USA was included as other services provided in the Illinois Bank and Trust bid submittal for RFP #22-16 Bank Depository Services. The transition to Visa will improve program procedures for cardholders and program administrators. AMEX cards will be deactivated when cardholders receive their new Visa card. The new program is scheduled to go live on August 1, 2024. This is a pass-through expense account and is not to exceed.

*This is exempt from Bid under the Illinois State Statute (110 ILCS 805/3-27.1)
Exemption: Miscellaneous small commodity purchases, and as such, this is not required to bid since individual or collective purchases do not exceed the \$25,000 threshold.*

FY2025 Budgeted Expense

D. Abatement Services – (Capital – Downtown West Site Improvements)

Hogan Environmental Cleaning	East Troy, WI	\$457,380.00*(4)
NES Inc	Frankfort, IL	\$ 466,334.00
Husar Abatement LTD	Franklin Park, IL	\$ 503,800.00
Colfax Corporation	Chicago, IL	\$ 647,900.00

4. This expense is for abatement services at the Downtown West campus. Bid #24-17 Abatement for Downtown West Campus was opened on June 25, 2024. Hogan Environmental was vetted and determined to be the lowest responsible bidder. This award includes a 10% contingency.

FY2025 Capital Expense

Purchase Report-B – FY2025 Purchases

E. Cyber Security Assessment – (Other Contractual Services – General Institution Exp)

Illumination Consulting, LTD	Cherry Valley, IL	\$29,340.00*(5)
Sikich LLC	Rockford, IL	\$ 64,000.00
Sentinel Technologies	Downers Grove, IL	\$ 143,455.00
CDW-G	Chicago, IL	\$ 188,475.00

5. This expense is for a cyber security penetration test and risk assessment. These services will identify and evaluate any vulnerabilities in the security of the RVC network, applications, and IT infrastructure. This expense is necessary to ensure the College proactively addresses cyber security weaknesses and enhances defenses against threats.

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

FY2025 Budgeted Expense

F. Robots and Training Carts – (Instructional Equipment – Mechatronics)

Lincoln Electric Company	Cleveland, OH	\$345,800.00*(6)
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6. This expense is for four (4) ClassMate Pro robotic welding systems with Prism Compact Fume Extraction Systems. Robotic welding and manufacturing control are critical components of modern manufacturing processes. This equipment will incorporate cutting-edge technologies into the Mechatronics curriculum and significantly enhance the Mechatronics Department’s ability to deliver exceptional training to students.

*This is exempt from Bid under the Illinois State Statute (110 ILCS 805/3-27.1)
Exemption L: Contracts for goods or services which are economically procurable from only one source.*

FY2025 Restricted Expense

Purchase Report-B – FY2025 Purchases

G. Professional Services – (Capital – Downtown West Site Improvements)

**MidWest Environmental Consulting Yorkville, IL \$48,100.00*(7)
Not to Exceed**

7. This expense is for professional services regarding the abatement project at the Downtown West campus. MidWest Environmental Consulting will provide project management, oversight of abatement requirements, and air quality testing. This is a not to exceed.

*This is exempt from Bid under the Illinois State Statute (110 ILCS 805/3-27.1)
Exemption A: Contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part.*

FY2025 Capital Expense

H. Professional Services – (Remodeling: Professional Services – Security System Upgrades)

Schneider Electric Homewood, IL \$34,336.00*(8)

8. This expense is for professional services regarding the security system upgrades for Spring Brook House, Support Services Building, Bell School, and Building E. Schneider Electric will provide services as project engineer and consultant for the security system upgrade project. The cost includes a campus-wide wireless lock survey to determine the scope of work for subcontractors and assistance in drafting bid specifications for installing the new system. Schneider Electric provided the current system; their expertise is necessary to ensure a smooth transition to the updated technology.

*This is exempt from Bid under the Illinois State Statute (110 ILCS 805/3-27.1)
Exemption A: Contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part.
Exemption L: Contracts for goods or services which are economically procurable from only one source.*

FY2025 Capital Expense

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

**Reimbursement Resolution
Classroom Building II (CLII) and Health Sciences (HSC) Project**

Background: Rock Valley College will be altering, remodeling, and equipping district facilities, including Classroom Building II and the Health Sciences Center. The Classroom II project will be managed by the Capital Development Board, as the state will partially fund this project.

It is expected that Rock Valley College will be issuing debt obligations in order to pay for this capital project.

The intent of this resolution is in anticipation of the obligation to permit Rock Valley College to reimburse itself for a portion of the capital expenditures associated with this project. These items may include design costs, architecture and engineering services, construction, furniture, fixtures and equipment, and potential EPA mitigation costs.

Recommendation: It is recommended that the Board of Trustees approves the resolution to permit reimbursement for a portion of the capital expenditures associated with the altering, remodeling, and equipping Classroom Building II and the Health Sciences Center not to exceed \$14,700,000.

Attorney Reviewed.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

MINUTES of a regular public meeting of the Board of Trustees of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry and State of Illinois, held in the Performing Arts Room of the Educational Resource Center, 3301 North Mulford Road, Rockford, Illinois, in said Community College District at 5:15 o'clock P.M., on the 23rd day of July 2024.

* * *

The meeting was called to order by the Chair, and upon the roll being called, Robert Trojan, the Chair, and the following Trustees were physically present at said location: _____

_____ and _____ (non-voting student trustee).

The following Trustees were allowed by a majority of the members of the Board of Trustees in accordance with and to the extent allowed by rules adopted by the Board of Trustees to attend the meeting by video or audio conference: _____

No Trustee was not permitted to attend the meeting by video or audio conference.

The following Trustees were absent and did not participate in the meeting in any manner or to any extent whatsoever: _____

The Chair announced that the District has developed a list of capital projects for which it reasonably expects to reimburse itself for the expenditures related thereto with the proceeds of an obligation and that the Board of Trustees would consider the adoption of a resolution expressing its official intent with regard to such expenditures.

Whereupon Trustee _____ presented and the Secretary read by title a resolution as follows, a copy of which was provided to each member of the Board of Trustees prior to said meeting and to everyone in attendance at said meeting who requested a copy:

RESOLUTION expressing official intent regarding certain capital expenditures to be reimbursed from proceeds of an obligation to be issued by Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb, and McHenry, and the State of Illinois.

* * *

WHEREAS, the Board of Trustees (the “*Board*”) of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb, and McHenry and State of Illinois (the “*District*”), has developed a list of capital projects described in *Exhibit A* hereto (the “*Projects*”); and

WHEREAS, all or a portion of the expenditures relating to the Projects (the “*Expenditures*”) (i) have been paid within the 60 days prior to the passage of this Resolution or (ii) will be paid on or after the passage of this Resolution; and

WHEREAS the District reasonably expects to reimburse itself for the Expenditures with the proceeds of an obligation:

NOW, THEREFORE, Be It, and It Is Hereby Resolved by the Board of Trustees of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb, and McHenry and State of Illinois, as follows:

Section 1. Incorporation of Preambles. The Board hereby finds that all of the recitals contained in the preambles to this Resolution are full, true, and correct and does incorporate them into this Resolution by this reference.

Section 2. Intent to Reimburse. The District reasonably expects to reimburse the Expenditures with proceeds of an obligation.

Section 3. Maximum Amount. The maximum amount of the Expenditures expected to be reimbursed with the obligation is \$14,700,000.

Section 4. Ratification. All actions of the officers, agents, and employees of the District that are in conformity with the purposes and intent of this Resolution, whether taken before or after the adoption hereof, are hereby ratified, confirmed, and approved.

Section 5. Severability. If any section, paragraph, or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, or provision shall not affect any of the remaining provisions of this Resolution.

Section 6. Repeal. All resolutions or parts thereof in conflict herewith be, and the same are hereby repealed, and this Resolution shall be in full force and effect forthwith upon its adoption.

Adopted July 23, 2024.

Chair, Board of Trustees

Secretary, Board of Trustees

EXHIBIT A

DESCRIPTION OF CAPITAL PROJECTS

Alter, repair, and equip District facilities, including Classroom Building II and the Health Sciences Center.

Trustee _____ moved, and Trustee _____
seconded the motion that said resolution as presented and read by title be adopted.

After a full and complete discussion thereof, the Chair directed that the roll be called for a vote upon the motion to adopt said resolution.

Upon the roll being called, the following Trustees voted AYE: _____

The following Trustees voted NAY: _____

Whereupon the Chair declared the motion carried and said resolution adopted, approved, and signed the same in open meeting and directed the Secretary to record the same in the records of the Board of Trustees of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb, and McHenry and the State of Illinois, which was done.

Other business not pertinent to the adoption of said resolution was duly transacted at the meeting.

Upon motion duly made, seconded, and carried, the meeting was adjourned.

Secretary, Board of Trustees

STATE OF ILLINOIS)
) SS
COUNTY OF WINNEBAGO)

CERTIFICATION OF MINUTES AND RESOLUTION

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb, and McHenry and State of Illinois (the “Board”), and as such official, I am the keeper of the records and files of the Board.

I do further certify that the foregoing constitutes a full, true, and complete transcript of the minutes of the meeting of the Board held on the 23rd day of July 2024, insofar as same relates to the adoption of a resolution entitled:

RESOLUTION expressing official intent regarding certain capital expenditures to be reimbursed from proceeds of an obligation to be issued by Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb, and McHenry. and the State of Illinois.

a true, correct and complete copy of which said resolution as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 96 hours in advance of the holding of said meeting, that at least one copy of said agenda was continuously available for public review during the entire 96-hour period preceding said meeting, that a true, correct and complete copy of said agenda as so posted is attached hereto as *Exhibit A*, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Public Community College Act of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Acts and with all of the procedural rules of the Board in the conduct of said meeting and in the adoption of said resolution.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 23rd day of July, 2024.

Secretary, Board of Trustees

**Reimbursement Resolution
New District Facility Downtown Rockford, Illinois**

Background: Rock Valley College will be constructing and equipping a new district facility in downtown Rockford, Illinois.

Rock Valley College is expected to issue debt obligations to pay for this capital project.

The intent of this resolution is in anticipation of the obligation to permit Rock Valley College to reimburse itself for a portion of the capital expenditures associated with this project. These items may include design costs, architecture and engineering services, demolition, and potential EPA mitigation costs.

Recommendation: It is recommended that the Board of Trustees approves the resolution to permit reimbursement for a portion of the capital expenditures associated with the construction and equipping of the future downtown location not to exceed \$9,000,000. **Attorney Reviewed.**

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

MINUTES of a regular public meeting of the Board of Trustees of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb and McHenry and State of Illinois, held in the Performing Arts Room of the Educational Resource Center, 3301 North Mulford Road, Rockford, Illinois, in said Community College District at 5:15 o'clock P.M., on the 23rd day of July 2024.

* * *

The meeting was called to order by the Chair, and upon the roll being called, Robert Trojan, the Chair, and the following Trustees were physically present at said location: _____

_____ and _____ (non-voting student trustee).

The following Trustees were allowed by a majority of the members of the Board of Trustees in accordance with and to the extent allowed by rules adopted by the Board of Trustees to attend the meeting by video or audio conference: _____

No Trustee was not permitted to attend the meeting by video or audio conference.

The following Trustees were absent and did not participate in the meeting in any manner or to any extent whatsoever: _____

The Chair announced that the District has developed a list of capital projects for which it reasonably expects to reimburse itself for the expenditures related thereto with the proceeds of an obligation and that the Board of Trustees would consider the adoption of a resolution expressing its official intent with regard to such expenditures.

Whereupon Trustee _____ presented and the Secretary read by title a resolution as follows, a copy of which was provided to each member of the Board of Trustees prior to said meeting and to everyone in attendance at said meeting who requested a copy:

RESOLUTION expressing official intent regarding certain capital expenditures to be reimbursed from proceeds of an obligation to be issued by Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb, and McHenry, and the State of Illinois.

* * *

WHEREAS, the Board of Trustees (the “*Board*”) of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb, and McHenry and State of Illinois (the “*District*”), has developed a list of capital projects described in *Exhibit A* hereto (the “*Projects*”); and

WHEREAS, all or a portion of the expenditures relating to the Projects (the “*Expenditures*”) (i) have been paid within the 60 days prior to the passage of this Resolution or (ii) will be paid on or after the passage of this Resolution; and

WHEREAS the District reasonably expects to reimburse itself for the Expenditures with the proceeds of an obligation:

NOW, THEREFORE, Be It, and It Is Hereby Resolved by the Board of Trustees of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb, and McHenry and State of Illinois, as follows:

Section 1. Incorporation of Preambles. The Board hereby finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and does incorporate them into this Resolution by this reference.

Section 2. Intent to Reimburse. The District reasonably expects to reimburse the Expenditures with proceeds of an obligation.

Section 3. Maximum Amount. The maximum amount of the Expenditures expected to be reimbursed with the obligation is \$9,000,000.

Section 4. Ratification. All actions of the officers, agents, and employees of the District that are in conformity with the purposes and intent of this Resolution, whether taken before or after the adoption hereof, are hereby ratified, confirmed, and approved.

Section 5. Severability. If any section, paragraph, or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph or provision shall not affect any of the remaining provisions of this Resolution.

Section 6. Repeal. All resolutions or parts thereof in conflict herewith be, and the same are hereby repealed, and this Resolution shall be in full force and effect forthwith upon its adoption.

Adopted July 23, 2024.

Chair, Board of Trustees

Secretary, Board of Trustees

EXHIBIT A

DESCRIPTION OF CAPITAL PROJECTS

Improving the site and constructing and equipping a new District facility in downtown Rockford, Illinois, including design costs, architecture and engineering services, demolition, and potential EPA mitigation costs.

Trustee _____ moved, and Trustee _____
seconded the motion that said resolution as presented and read by title be adopted.

After a full and complete discussion thereof, the Chair directed that the roll be called for a vote upon the motion to adopt said resolution.

Upon the roll being called, the following Trustees voted AYE: _____

The following Trustees voted NAY: _____

Whereupon the Chair declared the motion carried and said resolution adopted, approved, and signed the same in open meeting and directed the Secretary to record the same in the records of the Board of Trustees of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb, and McHenry and the State of Illinois, which was done.

Other business not pertinent to the adoption of said resolution was duly transacted at the meeting.

Upon motion duly made, seconded, and carried, the meeting was adjourned.

Secretary, Board of Trustees

STATE OF ILLINOIS)
) SS
COUNTY OF WINNEBAGO)

CERTIFICATION OF MINUTES AND RESOLUTION

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees of Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb, and McHenry and State of Illinois (the “Board”), and as such official, I am the keeper of the records and files of the Board.

I do further certify that the foregoing constitutes a full, true, and complete transcript of the minutes of the meeting of the Board held on the 23rd day of July 2024, insofar as same relates to the adoption of a resolution entitled:

RESOLUTION expressing official intent regarding certain capital expenditures to be reimbursed from proceeds of an obligation to be issued by Community College District No. 511, Counties of Winnebago, Ogle, Boone, Stephenson, DeKalb, and McHenry, and the State of Illinois.

a true, correct and complete copy of which said resolution as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 96 hours in advance of the holding of said meeting, that at least one copy of said agenda was continuously available for public review during the entire 96-hour period preceding said meeting, that a true, correct and complete copy of said agenda as so posted is attached hereto as *Exhibit A*, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Public Community College Act of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Acts and with all of the procedural rules of the Board in the conduct of said meeting and in the adoption of said resolution.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 23rd day of July, 2024.

Secretary, Board of Trustees

**2024 - 2025 Dual and Articulated Credit Memorandum of Understanding
Between Belvidere Community Unit School District #100 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 District 100 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 Belvidere Community Unit School District #100 beginning August 1, 2024, and ending June 30, 2025. **Attorney Reviewed.**

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Dual and Articulated Credit
Memorandum of Understanding between
Rock Valley College and Belvidere School District 100

This Memorandum of Understanding ("MOU" or "Agreement") is entered into this 17th day of June, 2024 between Belvidere School District 100 ("School District"), located at 1201 5th Avenue, Belvidere, Illinois 61008 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.

Dr. Cassandra Schug



6/18/24

High School Superintendent

Date

Rock Valley College President

Date

Sarah Brenner

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 Belvidere School District 100 as dual credit effective during this Agreement:

Dual Credit Courses	Campus Location
ATM 106 – Advanced Automotive Technology/Introduction to Electrical System/Power Trn	D100
EDU 224 – Introduction to Teaching	D100
FRE 223 – EMT	RVC
MEC 113 – Electrical Systems	D100
MEC 133 – Robotics and Automation	D100
MKT 288 - Customer Relations	D100
PCT 110 – Network Essentials	D100
PCT 270 – Introduction to UNIX/Linux	D100
WLD 100 – Introduction to Welding	RVC

The following Belvidere School District 100 courses are eligible for Rock Valley College articulated credit:

RVC Course Eligible for Articulated Credit	Student Earns Articulated Credit by:
ATM 105 – Automotive Technology	Successful Completion of ATM 106
BUS 101 – Introduction to Business	Successful Completion of 3 credits of any BUS/MGT/MKT course
CIS 102 – Computer Applications	Successful Completion of 3 credits of any CIS, PCT, or WEB
ECE 100 – Introduction to Early Childhood	Successful Completion of EDU 224
PCT 262 – DC Networking and Coding/A+ Essentials	Successful Completion of PCT 110 or PCT 270
HLT 110 – Human Disease and Medical Terminology	Successful Completion of NAD 101, FRE 223, or 3 credits of BIO, FWS
MET 100 – Intro to Drafting/CAD and Print Reading	Successful Completion of MET 110

Appendix B Curriculum Development, Feedback, and Approval

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

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

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 Boylan Catholic High 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.

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 Boylan Catholic High 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 Boylan Catholic High School beginning August 1, 2024, and ending June 30, 2025. **Attorney Reviewed.**

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

**Dual and Articulated Credit
Memorandum of Understanding between
Rock Valley College and Boylan Catholic High School**

This Memorandum of Understanding ("MOU" or "Agreement") is entered into this 6 day of June, 2024 between Boylan Catholic High School ("School District"), located at 4000 St. Francis Drive, Rockford, Illinois 61103 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.

Handwritten signature

CUMIS NOZANISKI 6/6/24

High School Superintendent Date

Rock Valley College President Date

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 Boylan Catholic High School as dual credit effective during this Agreement:

Dual Credit Courses
ART 131 – Introduction to Visual Arts
ENG 101 - English Composition I

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 Byron Community School District #226 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 Byron Community School District 226 as dual credit for the 2024 - 2025 academic year.

Recommendation: It is recommended that the Rock Valley College Board of Trustees approve the Dual and Articulated Credit Memorandum of Understanding between Rock Valley College and Byron Community School District #226, beginning August 1, 2024, and ending June 30, 2025. **Attorney Reviewed.**

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

**Dual and Articulated Credit
Memorandum of Understanding between
Rock Valley College and Byron Community School District
226**

This Memorandum of Understanding ("MOU" or "Agreement") is entered into this ____ day of June, 2024 between Byron Community School District 226 ("School District"), located at 696 North Colfax Street, Byron, Illinois 61010 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.

Buster Barton _____

Buster Barton 5/30/24
High School Superintendent Date

Rock Valley College President Date

Christine Lynde _____

Christine M Lynde 5-30-24
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 Byron Community School District 226 as dual credit effective during this Agreement:

Dual Credit Courses
ATM 106 – Advanced Automotive Technology/Introduction to Electrical System/Power Trn (Auto 6)
BUS 130 - Entrepreneurship Principles
BUS 131 – Entrepreneurship Planning
CIS 102 - Introduction to Computers and Information Systems
EDU 224 - Introduction to Education
EDU 244 – Students with Disabilities in Schools
ENG 101 – Composition I
HLT 110 – Medical Terminology
HST 141 – Western Civilization I
MTH 220 – Elements of Statistics
NAD 101 – Nursing Aide
SPN 203 – Intermediate Spanish
SPN 204 – Continuation of Intermediate Spanish

The following Byron Community School District 226 courses are eligible for Rock Valley College articulated credit:

RVC Course Eligible for Articulated Credit	Student Earns Articulated Credit by:
ATM 105 (Auto 1-5)	Successful Completion of ATM 106
BUS 101 – Introduction to Business	Successful Completion of 3 credits of any BUS/MGT/MKT course

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 Harlem Consolidated School District #122 and Rock Valley College**

Background: The Dual and Articulated Credit initiative is designed to provide qualified high school students the opportunity to enroll in dual credit classes at their high school in designated transfer, career, and technical education pathways that lead to advanced standing for certificate and degree opportunities at Rock Valley College. Furthermore, this initiative facilitates students' transition from secondary coursework 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 District #122 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 Harlem Consolidated School District beginning August 1, 2024, and ending June 30, 2025. **Attorney Reviewed.**

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

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

This Memorandum of Understanding ("MOU" or "Agreement") is entered into this 10th day of June, 2024 between Harlem Consolidated School District No. 122 ("School District"), located at 8605 N. 2nd Street, Machesney Park, Illinois 61115 and Rock Valley College ("RVC" or "the College"), located at 3301 N. Mulford Road, Rockford, Illinois 61114 (collectively, the "Parties").

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

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

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

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

1. School District and Rock Valley College will make available to eligible students participating in the Dual and Articulated Credit Program certain agreed upon "dual credit courses" and "articulated credit courses," as listed in Appendix A which is attached hereto and incorporated herein.
2. All dual credit courses shall be taught by qualified and approved School District instructors ("School District Dual Credit Instructors") during the academic year.
3. All dual credit and articulated credit courses shall be taught at the School District's campuses, 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.

P. Terrell 6-11-24
High School Superintendent Date

Rock Valley College President Date

Michael Sterling

[Signature] 6/10/24
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 Harlem Consolidated School District as dual credit effective during this Agreement:

Dual Credit Courses	Campus Location
EDU 224 – Introduction to Education	Harlem
FRE 223 – EMT	RVC
GAT 110 – Introduction to Photoshop	Harlem
GAT 115 – Introduction to Illustrator	Harlem
HLT 110 - Medical Terminology	Harlem
MGT 270 - Principles of Management	Harlem
MKT 260 - Principles of Marketing	Harlem
MKT 288 – Customer Relations	Harlem
NAD 101 - Nursing Aide	RVC
PCT 110 - Network Essentials	Harlem
PCT 262 - A+ Essentials	Harlem
PCT 270 – Intro to Linux/Unix	Harlem
SPH 131 - Fundamentals of Communication	Harlem
WEB 101 - Programming	Harlem

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

RVC Course Eligible for Articulated Credit	Student Earns Articulated Credit by:	RVC Course Eligible for Articulated Credit
BUS 101 – Introduction to Business	Successful Completion of 3 credits in any BUS/MGT/MKT course	BUS 101 – Introduction to Business
CIS 102 – Computer Applications (part of Business and Computer pathways)	Successful Completion of PCT 110 or PCT 262 or WEB 101	CIS 102 – Computer Applications (part of Business and Computer pathways)
WLD –100 Introduction to Welding (Welding 1 &2)	Successful Completion of WLD 153	WLD –100 Introduction to Welding (Welding 1 &2)

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 Hononegah Community High School District #207 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 Hononegah Community High School District #207 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 Hononegah Community High School District #207, beginning August 1, 2024, and ending June 30, 2025. **Attorney Reviewed.**

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachment: Dual and Articulated Credit Memorandum of Understanding – Hononegah Community High School District #207

**Dual and Articulated Credit
Memorandum of Understanding between
Rock Valley College and Hononegah Community High School
District 207**

This Memorandum of Understanding ("MOU" or "Agreement") is entered into this ____ day of June, 2024 between Hononegah Community High School District 207 ("School District"), located at 307 Salem Street, Rockton, Illinois 61072 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.

Michael J. Dugan 6.27.24
High School Superintendent Date

Rock Valley College President Date

Dugan 6/26/24
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 Hononegah School District as dual credit effective during this Agreement:

Dual Credit Courses	Campus Location
ATM 106 – Introduction to Automotive Electrical Systems & Powertrains	Hononegah
FRE 223 – EMT	RVC
GAT 110 – Introduction to Photoshop	Hononegah
GAT 115 – Digital Design & Illustration	Hononegah
GAT 178 – Fundamentals of Desktop Publishing	Hononegah
NAD 101 – Nursing Aide	RVC
WEB 101 – Programming Related to the Internet	Hononegah

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

RVC Course Eligible for Articulated Credit	Student Earns Articulated Credit by:
ATM 105 – Introduction to Brake & Chassis Systems	Successful completion of ATM 106
GAT 101 – Introduction to Graphic Arts	Successful completion of GAT 110, 115, or 178

Appendix B Curriculum Development, Feedback, and Approval

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

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

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

1. School District Dual Credit Instructors set up their Rock Valley College network account and password to complete the following processes in RVC Self Service. Individual notices will be sent to each instructor at the start of each course with EVR, midterm, and final deadline dates. Reminder emails will also be sent prior to each deadline date. Missed deadline dates for EVR, midterm grades, and final grades will result in manual processes for the instructor and RVC.
2. Instructors complete the Enrollment Verification ("EVR") process by the tenth day of classes to ensure the high school roster **matches** the Rock Valley College course roster of registered students seeking college credit for their participation in the course. This includes an instructor duty to initiate the following:
 - a) Drop any student who has never attended the course 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 Keith Country Day 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.

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 Keith Country Day 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 Keith Country Day School beginning August 1, 2024, and ending June 30, 2025. **Attorney Reviewed.**

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

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

This Memorandum of Understanding ("MOU" or "Agreement") is entered into this 25th day of June, 2024 between Keith Country Day School ("School District"), located at 1 Jacoby Pl, Rockford, IL 61107 and Rock Valley College ("RVC" or "the College"), located at 3301 N. Mulford Road, Rockford, Illinois 61114 (collectively, the "Parties").

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

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

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

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

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

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

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

academic support to participating students to ensure delivery of quality instruction.

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

Charo Chaney 6/25/24
High School Superintendent Date

Rock Valley College President Date


Board of Education 6/27/24
Date

Rock Valley College Board of Trustees _____
Date

Appendix A
Dual Credit Courses

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

Dual Credit Courses
BIO 103 – Introductory Life Science
BIO 104 – Introductory Life Science Laboratory

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 Oregon Community Unit District 220 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 Oregon Community Unit District 220 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 Oregon Community Unit District 220 beginning August 1, 2024, and ending June 30, 2025. **Attorney Reviewed.**

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachment: Dual and Articulated Credit Memorandum of Understanding–Oregon Community Unit District 220

**Dual and Articulated Credit
Memorandum of Understanding between
Rock Valley College and Oregon Community Unit District 220**

This Memorandum of Understanding ("MOU" or "Agreement") is entered into this ____ day of June, 2024 between Oregon Community Unit School District 220 ("School District"), located at 206 S. 10th Street, Oregon, IL 61061 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.

Thom D. McHugh 6.17.24
High School Superintendent Date

Rock Valley College President Date

[Signature] 6.17.24
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 Oregon School District as dual credit effective during this Agreement:

Dual Credit Courses
LIT 141 – Film and Literature
LIT 144 – Exploring Literature: Fiction

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 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)
Belvidere Community Unit School District #100**

Background: Running Start is a formal program that allows qualified students from Belvidere Community Unit School District #100 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 Belvidere Community Unit School District #100.

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 Belvidere Community Unit School District #100 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 Belvidere Community Unit School District #100, effective the date both parties have approved and executed the Agreement, for classes beginning Summer 2024. **Attorney Reviewed.**

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

**INTERGOVERNMENTAL AGREEMENT BETWEEN BOARD
OF EDUCATION OF
BELVIDERE COMMUNITY UNIT SCHOOL DISTRICT NO. 100,
BOONE 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 Belvidere Community Unit School District No. 100, Boone County, Illinois ("DISTRICT") and the Board of Trustees of Illinois Community College District No. 511, Winnebago County, Illinois ("COLLEGE") (together, the "Parties") in the exercise of their intergovernmental cooperation powers under the Illinois Constitution of 1970, and the Illinois Intergovernmental Cooperation Act and their respective powers under the School Code and the Public Community COLLEGE Act.

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

WHEREAS, 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 Belvidere 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 Early College Coordinator 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 Early College Coordinator 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 Early College Coordinator 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 Early College Coordinator 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 Early College Coordinator 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 100 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 provide work space and related services for a designated DISTRICT Early College Coordinator in the Early College office in order for DISTRICT and COLLEGE to provide ongoing support to DISTRICT students.
- J. 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.

- K. 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 Early College Coordinator and commit to ensuring any schedule changes of DISTRICT 100 students are approved by DISTRICT Early College Coordinator or DISTRICT Director of Career Readiness before being made. In such circumstances the COLLEGE will notify the Early College Coordinator of such changes.
- L. 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 Early College Coordinator in advance of assigned priority registration dates. If the DISTRICT has a full-time Early College Coordinator, students can meet with that individual and the Early College Coordinator can communicate student schedules to the COLLEGE advisor.
- E. Student will schedule an appointment each semester with a designated DISTRICT Early College Coordinator 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 Early College Coordinator 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 Early College Coordinator 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:

Belvidere Community Unit DISTRICT No.
100
Att'n: Superintendent
1201 Fifth Avenue
Belvidere, IL 61008
Facsimile: (815) 544-4260

with a copy to counsel;

G. Robb Cooper
Ottosen Brtiz Kelly Cooper Gilbert &
DiNolfo
1804 N. Naper Blvd., Suite 305
Naperville, IL 60563
Facsimile: (630) 682-0788

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 St, Suite 2550
Chicago, IL 60603-3410
Facsimile: (312) 332-7768
Email: jperkoski@robbins-schwartz.com

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

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

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

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

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

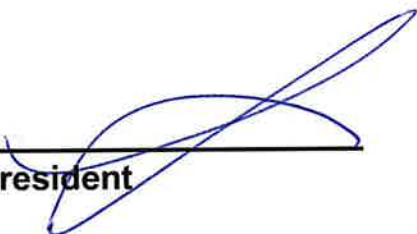
I. **Signature in Counterparts.** This Agreement may be executed in counterparts, each

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

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

**Board of Education
Belvidere Community
Unit School District
No. 100
Boone County, Illinois**

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



President

President



Secretary

Secretary

6-17-24

Date

Date

APPENDIX A
DISTRICT Running Start Program Process Procedures

Pre-Selection Criteria for DISTRICT High School Students

1. Meet with the DISTRICT high school counselor regarding the selection process.
2. Must be in their high school 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 Early College Coordinator 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 Belvidere DISTRICT 100. "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 wavier 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 or Early College Coordinator 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 or DISTRICT Early College Coordinator 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 or DISTRICT Early College Coordinator for students enrolled in the DISTRICT Running Start Program.
21. DISTRICT Counselors or DISTRICT Early College Coordinator 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 or DISTRICT Early College Coordinator 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 or Early College Coordinator submit the signed "RVC Schedule Change Form" to RVC for processing.
25. RVC provides student transcripts to DISTRICT Counselor or Early College Coordinator for each semester completed by participating students within two weeks of final grades posting.

APPENDIX C

Running Start Student Academic Conduct Policies

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

ADVISING & COMMUNICATION

Running Start students are expected to:

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

ATTENDANCE POLICY

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

MAINTAINING ACADEMIC INTEGRITY

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

ACADEMIC EARLY WARNING

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

ACADEMIC PROBATION & INDIVIDUAL ACADEMIC RECOVERY PLAN (IARP)

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

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

DISMISSAL FROM PROGRAM

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

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

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

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

Appendix D

Running Start Program Course Offerings 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 Name	HS Credits	HS Requirement
FWS-110	Fitness Walking	1	RVCRS Fitness Walking 110	0.5	Students exempt from PE in RS
FWS-116	Step Aerobics	1	RVCRS Step Aerobics 116	0.5	Students exempt from PE in RS
FWS-119	Cardio Kickboxing	1	RVCRS Cardio Kickboxing 119	0.5	Students exempt from PE in RS
FWS-121	Cardio Fitness & Conditioning	1	RVCRS Cardio Fitness & Conditioning 121	0.5	Students exempt from PE in RS
FWS-126	Beginning Weight Lifting	1	RVCRS Beginning Weight Lifting 126	0.5	Students exempt from PE in RS
FWS-127	Advanced Weight Lifting	2	RVCRS Advanced Weight Lifting 127	0.5	Students exempt from PE in RS
FWS-128	Sports Performance Fitness	1	RVCRS Sports Performance Fitness 128	0.5	Students exempt from PE in RS
FWS-131	Basketball & Touch Football	1	RVCRS Basketball & Touch Football 131	0.5	Students exempt from PE in RS
FWS-133	Power Volleyball	1	RVCRS Power Volleyball 133	0.5	Students exempt from PE in RS
FWS-151	Tae Kwon Do	1	RVCRS Tae Kwon Do 151	0.5	Students exempt from PE in RS
FWS-220	Intro Career Opportunity in PE	3	RVCRS Intro Career Opportunity in PE 220	0.5	
FWS-231	Contemporary Health Issues	3	RVCRS Contemporary Health Issues 231	0.5	
FWS-233	Community Health	3	RVCRS Community Health 233	0.5	
FWS-235	Alcohol and Drug Education	3	RVCRS Alcohol and Drug Education 235	0.5	
FWS-236	Human Sexuality	3	RVCRS Human Sexuality 236	0.5	
FWS-237	Nutrition for Optimum Living	3	RVCRS Nutrition for Optimum Living 237	0.5	
FWS-243	First Aid/Gen Safety/CPR/AED	3	RVCRS First Aid/Gen Safety/CPR/AED 243	0.5	
FWS-250	Introduction Sport Management	3	RVCRS Introduction Sport Management 250	0.5	
FWS-253	Introduction to Coaching	3	RVCRS Introduction to Coaching 253	0.5	
FWS-254	ASEP Sport First Aid and CPR	3	RVCRS ASEP Sport First Aid and CPR 254	0.5	
FWS-255	Sociology of Sport	3	RVCRS Sociology of Sport 255	0.5	
FWS-256	History of Phy Ed & Sport	3	RVCRS History of Phy Ed & Sport 256	0.5	
FWS-258	Sport & Exercise Psychology	3	RVCRS Sport & Exercise Psychology 258	0.5	
FWS-260	Intro to Exercise Science	3	RVCRS Intro to Exercise Science 260	0.5	
FWS-261	Nutrition for Fitness&Sport	3	RVCRS Nutrition for Fitness&Sport 261	0.5	
FWS-263	Nutrit, Exercise & Weight Cntr	3	RVCRS Nutrit, Exercise & Weight Cntr 263	0.5	
FWS-265	Personal Fitness and Wellness	3	RVCRS Personal Fitness and Wellness 265	0.5	
FWS-266	Personal Tmg I-Concepts&Appl	3	RVCRS Personal Tmg I-Concepts&Appl 266	0.5	
FWS-267	Persnl Tmg II-Concepts&Appl.	3	RVCRS Persnl Tmg II-Concepts&Appl. 267	0.5	
HLT-110	Medical Terminology	2	RVCRS Medical Terminology 110	0.5	
Business					
RVC Course Code	RVC Course Name	RVC Credits	HS Course Name	HS Credits	
ATG-110	Financial Accounting	4	RVCRS Financial Accounting 110	1	
ATG-111	Managerial Accounting	4	RVCRS Managerial Accounting 111	1	
BUS-101	Introduction to Business	3	RVCRS Introduction to Business 101	0.5	
BUS-103	Business Mathematics	3	RVCRS Business Mathematics 103	0.5	
BUS-105	Consumer Econ and Prsnl Fin	3	RVCRS Consumer Econ and Prsnl Fin 105	0.5	
BUS-130	Entrepreneurship Principles	3	RVCRS Entrepreneurship Principles 130	0.5	
BUS-131	Entrepreneurship Planning	3	RVCRS Entrepreneurship Planning 131	0.5	
BUS-170	Intro Organizational Behavior	3	RVCRS Intro Organizational Behavior 170	0.5	
BUS-200	Legal Environment in Bus	3	RVCRS Legal Environment in Bus 200	0.5	
BUS-223	Business Statistics	3	RVCRS Business Statistics 223	0.5	
BUS-230	Entrepreneurship Capstone	3	RVCRS Entrepreneurship Capstone 230	0.5	
BUS-279	Principles of Finance	3	RVCRS Principles of Finance 279	0.5	
BUS-282	International Business	3	RVCRS International Business 282	0.5	
MGT-170	Business Communications	3	RVCRS Business Communications 170	0.5	
MGT-270	Principles of Management	3	RVCRS Principles of Management 270	0.5	
MGT-271	Human Resource Manage	3	RVCRS Human Resource Manage 271	0.5	
MGT-274	Leadership	3	RVCRS Leadership 274	0.5	
MKT-260	Principles of Marketing	3	RVCRS Principles of Marketing 260	0.5	
MKT-265	Salesmanship	3	RVCRS Salesmanship 265	0.5	
MKT-266	Principles of Advertising	3	RVCRS Principles of Advertising 266	0.5	
MKT-288	Customer Relations	3	RVCRS Customer Relations 288	0.5	
OFF-118	Computer Keyboarding	1	RVCRS Computer Keyboarding 118	0.5	
Communications					
RVC Course Code	RVC Course Name	RVC Credits	HS Course Name	HS Credits	
COM-113	Intro to Public Relations	3	RVCRS Intro to Public Relations 113	0.5	
COM-119	News Writing	3	RVCRS News Writing 119	0.5	
COM-120	News Editing	3	RVCRS News Editing 120	0.5	
COM-130	Intro to Mass Communication	3	RVCRS Intro to Mass Communication 130	0.5	
COM-140	Writing for Multimedia	3	RVCRS Writing for Multimedia 140	0.5	
COM-156	Audio Production I	3	RVCRS Audio Production I 156	0.5	

COM-157	Video Production I	3	RVCRS Video Production I 157	0.5
COM-208	Screenwriting	3	RVCRS Screenwriting 208	0.5
COM-218	Broadcast Performance	3	RVCRS Broadcast Performance 218	0.5
COM-221	Photojournalism	3	RVCRS Photojournalism 221	0.5
COM-251	Film History and Appreciation	3	RVCRS Film History and Appreciation 251	0.5
COM-252	International History of Film	3	RVCRS International History of Film 252	0.5
COM-256	Advanced Audio Production	3	RVCRS Advanced Audio Production	0.5
COM-257	Advanced Video Production	3	RVCRS Advanced Video Production 257	0.5

COM-260	Advanced Post-Production	3	RVCRS Advanced Post-Production 260	0.5
COM-296	Documentary Production	3	RVCRS Documentary Production 296	0.5
COM-297	Motion Picture Production	3	RVCRS Motion Picture Production 297	0.5
ENG-101	Composition I	3	RVCRS Composition I 101	0.5
ENG-103	Composition II	3	RVCRS Composition II 103	0.5
ENG-108	Intro Creative Writing	3	RVCRS Intro Creative Writing 108	0.5
ENG-109	Creative Writing II	3	RVCRS Creative Writing II 109	0.5
ENG-110	Intro to Technical Writing	3	RVCRS Intro to Technical Writing 110	0.5
ENG-200	Language, Power & Public Life	3	RVCRS Language, Power & Public Life 200	0.5
LIT-101	Introduction to Literature	3	RVCRS Introduction to Literature 101	0.5
LIT-139	Mythology	3	RVCRS Mythology 139	0.5
LIT-140	The Bible As Literature	3	RVCRS The Bible As Literature 140	0.5
LIT-141	Film and Literature	3	RVCRS Film and Literature 141	0.5
LIT-142	Exploring Literature: Poetry	3	RVCRS Exploring Literature: Poetry 142	0.5
LIT-144	Exploring Literature: Fiction	3	RVCRS Exploring Literature: Fiction 144	0.5
LIT-152	Multicultural American Lit	3	RVCRS Multicultural American Lit 152	0.5
LIT-154	Intro Non-Western Literature	3	RVCRS Intro Non-Western Literature 154	0.5
LIT-201	American Lit Before 1865	3	RVCRS American Lit Before 1865 201	0.5
LIT-202	American Literature Since 1865	3	RVCRS American Literature Since 1865 202	0.5
SPH-131	Fundamentals of Communication	3	RVCRS Fundamentals of Communication 131	0.5
SPH-201	Interpersonal Communication	3	RVCRS Interpersonal Communication 201	0.5
SPH-202	Intercultural Communication	3	RVCRS Intercultural Communication 202	0.5
SPH-211	Group Leadership	3	RVCRS Group Leadership	0.5

Computers and Information Systems

RVC Course Code	RVC Course Name	RVC Credits	HS Course Name	HS Credits
CIS-102	Intro Computer & Info Systems	3	RVCRS Intro Computer & Info Systems 102	0.5
CIS-120	Intro to Microsoft Word	1	RVCRS Intro to Microsoft Word 120	0.5
CIS-121	Introduction to Excel	1	RVCRS Introduction to Excel 121	0.5
CIS-124	Introduction to Powerpoint	1	RVCRS Introduction to Powerpoint 124	0.5
CIS-130	Introduction to Access	2	RVCRS Introduction to Access 130	0.5
CIS-170	Programming Logic & Design	3	RVCRS Programming Logic & Design 170	0.5
CIS-180	Intro to Visual Basic Prgrmg.	4	RVCRS Intro to Visual Basic Prgrmg. 180	1
CIS-240	Intro to Java Programming	4	RVCRS Intro to Java Programming 240	1
CIS-245	Program Android-Mobile Devices	4	RVCRS Program Android-Mobile Devices 245	1
CIS-254	Database Programming	4	RVCRS Database Programming 254	1
CIS-276	Intro to C/C++ Programming	4	RVCRS Intro to C/C++ Programming 276	1
CIS-277	Advanced C/C++ Programming	4	RVCRS Advanced C/C++ Programming 277	1
CIS-279	Visual C# Programming	4	RVCRS Visual C# Programming 279	1
CIS-280	Program iOS Apple Mobile Dev	4	RVCRS Program iOS Apply Mobile Dev 280	1
CIS-290	Special Topics in CIS	1	RVCRS Special Topics in CIS 290	0.5
CIS-291	Internship Field Project	1	RVCRS Internship Field Project 291	0.5
GAT-101	Intro to Graphic Arts Tech	4	RVCRS Intro to Graphic Arts Tech 101	1
GAT-110	Introduction to Photoshop	2	RVCRS Introduction to Photoshop 110	0.5
GAT-115	Introduction to Illustrator	2	RVCRS Introduction to Illustrator 115	0.5
GAT-150	Typography	2	RVCRS Typography 150	0.5
GAT-178	Fundamentals of Desktop Publis	3	RVCRS Fundamentals of Desktop Publis 178	0.5
GAT-190	Image Generation and Output	2	RVCRS Image Generation and Output 190	0.5
GAT-215	Advanced Illustrator	2	RVCRS Advanced Illustrator 215	0.5
GAT-220	Adv Photoshop Grap Arts Indus.	3	RVCRS Adv Photoshop Grap Arts Indus. 220	0.5
PCT-110	Networking Essentials	3	RVCRS Networking Essentials 110	0.5
PCT-111	Windows Active Directory	3	RVCRS Windows Active Directory 111	0.5
PCT-112	Windows Server Fundamentals	3	RVCRS Windows Server Fundamentals 112	0.5
PCT-113	Microsoft Win Infrastructure	3	RVCRS Microsoft Win Infrastructure 113	0.5
PCT-120	Cisco Networking I	4	RVCRS Cisco Networking I 120	1
PCT-122	Cisco Networking II	4	RVCRS Cisco Networking II 122	1
PCT-124	Cisco Networking III	4	RVCRS Cisco Networking III 124	1
PCT-126	Cisco Networking IV	4	RVCRS Cisco Networking IV 126	1
PCT-130	Intro Network Security Fndmntl	3	RVCRS Intro Network Security Fndmntl 130	0.5
PCT-132	Advanced Network Security	3	RVCRS Advanced Network Security 132	0.5
PCT-140	IP Telephony I	4	RVCRS IP Telephony I 140	1
PCT-142	IP Telephony II	4	RVCRS IP Telephony II 142	1
PCT-211	VMWare vSphere:Install/Config	3	RVCRS VMWare vSphere:Install/Config 211	0.5
PCT-262	A+ Essentials	3	RVCRS A+ Essentials 262	0.5
PCT-270	Introduction to Unix/Linux	3	RVCRS Introduction to Unix/Linux 270	0.5

PCT-275	Cisco Firewall Design	4	RVCRS Cisco Firewall Design 275	1
PCT-290	Special Topic in PC Tech	1	RVCRS Special Topic in PC Tech 290	0.5
WEB-101	Programming Related-Internet	4	RVCRS Programming Related-Internet 101	1
WEB-102	Adv Program Related - Internet	4	RVCRS Adv Program Related - Internet 102	1
WEB-111	Introduction to Multimedia	3	RVCRS Introduction to Multimedia 111	0.5
WEB-225	Digital Photography	3	RVCRS Digital Photography 225	0.5
WEB-233	Introduction to Javascript	4	RVCRS Introduction to Javascript 233	1
WEB-234	PHP Programming	4	RVCRS PHP Programming 234	1

Engineering and Technology				
RVC Course Code	RVC Course Name	RVC Credits	HS Course Name	HS Credits
EGR-101	Introduction to Engineering	2	RVCRS Introduction to Engineering 101	0.5
EGR-135	Engineering Graphics/CAD	4	RVCRS Engineering Graphics/CAD 135	1
EGR-206	Statics	3	RVCRS Statics 206	0.5
EGR-207	Dynamics	3	RVCRS Dynamics 207	0.5
EGR-221	Elem Mech of Defmabl Bodies	3	RVCRS Elem Mech of Defmabl Bodies 221	0.5
EGR-231	Engineering Circuit Analysis	4	RVCRS Engineering Circuit Analysis 231	1
EGR-250	Digital Electronics	4	RVCRS Digital Electronics 250	1
Humanities / Fine Arts				
RVC Course Code	RVC Course Name	RVC Credits	HS Course Name	HS Credits
ART-101	Drawing and Composition I	3	RVCRS Drawing and Composition I 101	0.5
ART-102	Drawing and Composition II	3	RVCRS Drawing and Composition II 102	0.5
ART-103	Design I	3	RVCRS Design I 103	0.5
ART-111	Painting I	3	RVCRS Painting I 111	0.5
ART-121	Ceramics I	3	RVCRS Ceramics I 121	0.5
ART-122	Ceramics II	3	RVCRS Ceramics II 122	0.5
ART-131	Introduction to Visual Art	3	RVCRS Introduction to Visual Art 131	0.5
ART-141	Intro Non-Western Visual Art	3	RVCRS Intro Non-Western Visual Art 141	0.5
ART-201	Life Drawing	3	RVCRS Life Drawing 201	0.5
ART-203	Design II	3	RVCRS Design II 203	0.5
ART-212	Painting II	3	RVCRS Painting II 212	0.5
ART-216	Relief Printmaking	3	RVCRS Relief Printmaking 216	0.5
ART-251	History of Art I	3	RVCRS History of Art I 251	0.5
ART-252	History of Art II	3	RVCRS History of Art II 252	0.5
CRM-101	Intro to Criminal Justice	3	RVCRS Intro to Criminal Justice 101	0.5
CRM-102	Intro to Probation & Parole	3	RVCRS Intro to Probation & Parole 102	0.5
CRM-103	Intro to Corrections	3	RVCRS Intro to Corrections 103	0.5
CRM-104	Intro to Private Security	3	RVCRS Intro to Private Security 104	0.5
CRM-105	Police Report Writing	3	RVCRS Police Report Writing 105	0.5
CRM-120	Criminal Investigation	3	RVCRS Criminal Investigation 120	0.5
CRM-125	Criminal Proced & Civil Rights	3	RVCRS Criminal Proced & Civil Rights 125	0.5
CRM-127	Ethics in Law Enforcement	3	RVCRS Ethics in Law Enforcement 127	0.5
CRM-210	Criminal Law	3	RVCRS Criminal Law 210	0.5
CRM-225	Juvenile Procedures	3	RVCRS Juvenile Procedures 225	0.5
CRM-260	Police Organization & Admin	3	RVCRS Police Organization & Admin 260	0.5
CRM-271	Patrol Procedures	3	RVCRS Patrol Procedures 271	0.5
CRM-281	Rules of Evidence	3	RVCRS Rules of Evidence 281	0.5
CRM-282	Interviews & Interrogations	3	RVCRS Interviews & Interrogations 282	0.5
ECE-100	Intro to Early Childhood Ed.	3	RVCRS Intro to Early Childhood Ed. 100	0.5
ECE-101	The Developing Child	3	RVCRS The Developing Child 101	0.5
ECE-103	Health, Safety & Nutrition of Young Child	3	RVCRS Health, Safety & Nutrition of Young Child 103	0.5
ECE-105	Observation and Assessment of Young Children	3	RVCRS Observation and Assessment of Young Children 105	0.5
ECE-113	Infant and Toddler Curriculum	3	RVCRS Infant and Toddler Curriculum 113	0.5
ECE-201	Language Development	3	RVCRS Language Development 201	0.5
ECE-202	Child, Family & Community	3	RVCRS Child, Family & Community 202	0.5
ECE-203	Curriculum Plan-Young Child	3	RVCRS Curriculum Plan-Young Child 203	0.5
ECE-205	Org & Superv-Early Child Facil	3	RVCRS Org & Superv-Early Child Facil 205	0.5
EDU-202	Children's Literature	3	RVCRS Children's Literature 202	0.5
EDU-224	Introduction to Education	3	RVCRS Introduction to Education 224	0.5
EDU-234	Intro Technology for Teachers	3	RVCRS Intro Technology for Teachers 234	0.5
EDU-244	Students With Disabilities	3	RVCRS Students With Disabilities 244	0.5
FRN-101	Beginning French	4	RVCRS Beginning French 101	1
FRN-102	Continuath of Begng French	4	RVCRS Continuath of Begng French 102	1
GRM-101	Beginning German	4	RVCRS Beginning German 101	1
GRM-102	Continuath of Begng German	4	RVCRS Continuath of Begng German 102	1
HUM-111	Intro to Humanities I	3	RVCRS Intro to Humanities I 111	0.5
HUM-112	Intro to Humanities II	3	RVCRS Intro to Humanities II 112	0.5
HUM-114	Intro Hum III:Contem West Wrl	3	RVCRS Intro Hum III:Contem West Wrl 114	0.5
HUM-125	Intro Non-Western Humanities	3	RVCRS Intro Non-Western Humanities 125	0.5
HUM-211	War & West Hum Thru Mid Ages	3	RVCRS War & West Hum Thru Mid Ages 211	0.5
HUM-212	War & W.Hum-Renaiss to Present	3	RVCRS War & W.Hum-Renaiss to Present 212	0.5
HUM-250	Leadership Development Stud	3	RVCRS Leadership Development Stud 250	0.5

MUS-101	Fundamentals of Music	3	RVCRS Fundamentals of Music 101	0.5
MUS-102	Intro to Music Literature	3	RVCRS Intro to Music Literature 102	0.5
MUS-104	Intro to American Music	3	RVCRS Intro to American Music 104	0.5
MUS-106	Intro to Non-Western Music	3	RVCRS Intro to Non-Western Music 106	0.5
MUS-131	Class Piano I	2	RVCRS Class Piano I 131	0.5
MUS-132	Class Piano II	2	RVCRS Class Piano II 132	0.5
MUS-191	Chorus I	1	RVCRS Chorus I 191	0.5
MUS-194	Instrumental Ensemble I	1	RVCRS Instrumental Ensemble I 194	0.5
MUS-195	Band I	1	RVCRS Band I 195	0.5
MUS-198	Orchestra I	1	RVCRS Orchestra I 198	0.5
MUS-294	Instrumental Ensemble II	1	RVCRS Instrumental Ensemble II 294	0.5
MUS-295	Band II	1	RVCRS Band II 295	0.5
MUS-298	Orchestra II	1	RVCRS Orchestra II 298	0.5
PHL-150	Intro to Philosophy	3	RVCRS Intro to Philosophy 150	0.5
PHL-151	Intro Non-Western Philosophy	3	RVCRS Intro Non-Western Philosophy 151	0.5
PHL-152	Environmental Ethics	3	RVCRS Environmental Ethics 152	0.5
PHL-153	Medical Ethics	3	RVCRS Medical Ethics 153	0.5
PHL-154	Introduction to Religion	3	RVCRS Introduction to Religion 154	0.5
PHL-155	World Religions	3	RVCRS World Religions 155	0.5
PHL-156	Religion in American Society	3	RVCRS Religion in American Society 156	0.5
PHL-157	Foundational Religious Texts	3	RVCRS Foundational Religious Texts 157	0.5
PHL-255	Logic	3	RVCRS Logic 255	0.5
PHL-256	Contemporary Moral Issues	3	RVCRS Contemporary Moral Issues 256	0.5
PHL-260	Philosophy of Religion	3	RVCRS Philosophy of Religion 260	0.5
SPN-101	Beginning Spanish	4	RVCRS Beginning Spanish 101	1
SPN-102	Continuation Beginning Spanish	4	RVCRS Continuation Beginning Spanish 102	1
SPN-203	Intermediate Spanish	3	RVCRS Intermediate Spanish 203	0.5
SPN-204	Continue Intermediate Spanish	3	RVCRS Continue Intermediate Spanish 204	0.5
THE-133	Introduction to the Theater	3	RVCRS Introduction to the Theater 133	0.5
THE-134	Stagecraft & Theater Lighting	3	RVCRS Stagecraft & Theater Lighting 134	0.5
THE-135	Acting I	3	RVCRS Acting I 135	0.5
THE-235	Acting II	3	RVCRS Acting II 235	0.5
Life Sciences				
RVC Course Code	RVC Course Name	RVC Credits	HS Course Name	HS Credits
BIO-100	Introductory Human Biology	3	RVCRS Introductory Human Biology 100	0.5
BIO-103	Introductory Life Science	3	RVCRS Introductory Life Science 103	0.5
BIO-104	Intro Life Science Lab	1	RVCRS Intro Life Science Lab 104	0.5
BIO-106	Environmental Science	3	RVCRS Environmental Science 106	0.5
BIO-107	Environmental Biology Lab	1	RVCRS Environmental Biology Lab 107	0.5
BIO-113	Plants and Society	4	RVCRS Plants and Society 113	1
BIO-140	Introduction to Evolution	3	RVCRS Introduction to Evolution 140	0.5
BIO-150	Microbes and Society	3	RVCRS Microbes and Society 150	0.5
BIO-152	Microbes & Society Laboratory	1	RVCRS Microbes & Society Laboratory 152	0.5
BIO-162	Human Heredity	3	RVCRS Human Heredity 162	0.5
BIO-171	Biology of Human Disease	3	RVCRS Biology of Human Disease 171	0.5
BIO-185	Foundations Anat & Physiol	5	RVCRS Foundations Anat & Physiol 185	1
BIO-201	Fundamentals of Biology I	4	RVCRS Fundamentals of Biology I 201	1
BIO-202	Fundamentals of Biology II	4	RVCRS Fundamentals of Biology II 202	1
BIO-274	Microbiology	4	RVCRS Microbiology 274	1
BIO-281	Anatomy and Physiology I	4	RVCRS Anatomy and Physiology I 281	1
BIO-282	Anatomy and Physiology II	4	RVCRS Anatomy and Physiology II 282	1
Mathematics				
RVC Course Code	RVC Course Name	RVC Credits	HS Course Name	HS Credits
MTH-115	General Education Math	3	RVCRS General Education Math 115	0.5
MTH-120	College Algebra	3	RVCRS College Algebra 120	0.5
MTH-125	Plane Trigonometry	3	RVCRS Plane Trigonometry 125	0.5
MTH-132	College Algebra & Trigonometry	5	RVCRS College Algebra & Trigonometry 132	1
MTH-135	Calculus W/Analytic Geom I	5	RVCRS Calculus W/Analytic Geom I 135	1
MTH-164	Computer in Mathematics C/C++	4	RVCRS Computer in Mathematics C/C++ 164	1
MTH-211	Calc for Business & Soc Scienc	4	RVCRS Calc for Business & Soc Scienc 211	1
MTH-216	Math for Elem Teachers I	3	RVCRS Math for Elem Teachers I 216	0.5
MTH-217	Math for Elem Teachers II	3	RVCRS Math for Elem Teachers II 217	0.5
MTH-220	Elements of Statistics	3	RVCRS Elements of Statistics 220	0.5
MTH-235	Calculus W/Analytic Geom II	4	RVCRS Calculus W/Analytic Geom II 235	1
MTH-236	Calculus W/Analyt Geom III	4	RVCRS Calculus W/Analyt Geom III 236	1
MTH-240	Differential Equations	3	RVCRS Differential Equations 240	0.5
MTH-250	Modern Linear Algebra	4	RVCRS Modern Linear Algebra 250	1
Physical Sciences				
RVC Course Code	RVC Course Name	RVC Credits	HS Course Name	HS Credits
ATS-105	Intro to Atmospheric Science	4	RVCRS Intro to Atmospheric Science 105	1

CHM-110	General Organic & BioChem I	4	RVCRS General Organic & BioChem I 110	1
CHM-120	General Chemistry I	4	RVCRS General Chemistry I 120	1
CHM-130	General Chemistry II	4	RVCRS General Chemistry II 130	1
CHM-210	General, Organic & BioChem II	4	RVCRS General, Organic & BioChem II 210	1
CHM-220	Organic Chemistry I	5	RVCRS Organic Chemistry I 220	1
CHM-230	Organic Chemistry II	5	RVCRS Organic Chemistry II 230	1
CHM-240	General Biological Chemistry	3	RVCRS General Biological Chemistry 240	0.5
GEL-101	Introduction to Geology	4	RVCRS Introduction to Geology 101	1
GEL-107	Geology of the Solar System	3	RVCRS Geology of the Solar System 107	0.5
GEL-206	Environmental Geology	3	RVCRS Environmental Geology 206	0.5
PGE-100	Physical Geography	3	RVCRS Physical Geography 100	0.5
PGE-102	Physical Geography With Lab	4	RVCRS Physical Geography With Lab 102	1
PGE-240	Global Climate Change	3	RVCRS Global Climate Change 240	0.5
PHY-201	Mechanics and Heat	5	RVCRS Mechanics and Heat 201	1
PHY-202	Waves/Elec/Light & Modm Phys	5	RVCRS Waves/Elec/Light & Modm Phys 202	1
PHY-215	Mechanics, Wave Motion, Thermo	5	RVCRS Mechanics, Wave Motion, Thermo 215	1
PHY-225	Electr, Magnetism, Light, Phys	5	RVCRS Electr, Magnetism, Light, Phys 225	1
Social Sciences				
RVC Course Code	RVC Course Name	RVC Credits	HS Course Name	HS Credits
ANP-102	Intro Biolo Anthro & Archaeol	3	RVCRS Intro Biolo Anthro & Archaeol 102	0.5
ANP-103	Intro to Cultural Anthro	3	RVCRS Intro to Cultural Anthro 103	0.5
GEO-130	World Geography	3	RVCRS World Geogrpahy 130	0.5
HST-140	History of Western Civ I	3	RVCRS History of Western Civ I 140	0.5
HST-141	History of Western Civ II	3	RVCRS History of Western Civ II 141	0.5
HST-142	History of U S to 1865	3	RVCRS History of U S to 1865 142	0.5
HST-143	History of U S Since 1865	3	RVCRS History of U S Since 1865 143	0.5
HST-144	Current Hist 1945 to Present	3	RVCRS Current Hist 1945 to Present 144	0.5
HST-151	African History Survey to 1600	3	RVCRS African History Survey to 1600 151	0.5
HST-152	African Hist Survey Since 1600	3	RVCRS African Hist Survey Since 1600 152	0.5
HST-162	History of Latin America I	3	RVCRS History of Latin America I 162	0.5
HST-163	History of Latin America II	3	RVCRS History of Latin America II 163	0.5
HST-172	History of Middle East to 1453	3	RVCRS History of Middle East to 1453 172	0.5
HST-173	History Middle East Since 1453	3	RVCRS History Middle East Since 1453 173	0.5
HST-182	Hist of Eastern Civ to 1500	3	RVCRS Hist of Eastern Civ to 1500 182	0.5
HST-183	Hist of East Civ Since 1500	3	RVCRS Hist of East Civ Since 1500 183	0.5
HST-192	History of World Until 1750	3	RVCRS History of World Until 1750 192	0.5
HST-193	Hist of the World Since 1750	3	RVCRS Hist of the World Since 1750 193	0.5
HST-210	History of Women of the U.S.	3	RVCRS History of Women of the U.S. 210	0.5
PSC-150	Intro to Political Science	3	RVCRS Intro to Political Science 150	0.5
PSC-160	American National Government	3	RVCRS American National Government 160	0.5
PSC-161	State and Local Government	3	RVCRS State and Local Government 161	0.5
PSC-210	Intro to Legal System	3	RVCRS Intro to Legal System 210	0.5
PSC-211	The American Presidency	3	RVCRS The American Presidency 211	0.5
PSC-269	International Relations	3	RVCRS International Relations 269	0.5
SOC-190	Introduction to Sociology	3	RVCRS Introduction to Sociology 190	0.5
SOC-290	Social Problems	3	RVCRS Social Problems 290	0.5
SOC-291	Criminology	3	RVCRS Criminology 291	0.5
SOC-292	Sociology of Deviance	3	RVCRS Sociology of Deviance 292	0.5
SOC-294	Urban Sociology	3	RVCRS Urban Sociology 294	0.5
SOC-295	Racial and Ethnic Relations	3	RVCRS Racial and Ethnic Relations 295	0.5
SOC-298	Sociology of Sex and Gender	3	RVCRS Sociology of Sex and Gender 298	0.5
SOC-299	Sociology of the Family	3	RVCRS Sociology of the Family 299	0.5
STU Student Development				
RVC Course Code	RVC Course Name	RVC Credits	HS Course Name	HS Credits
STU-100	Planning for Success	1	RVCRS Planning for Success 100	0.5
STU-101	Career Planning	2	RVCRS Career Planning 101	0.5
STU-103	Workplace Ethics	1	RVCRS Workplace Ethics 103	0.5

**2024 - 2025 Running Start Intergovernmental Agreement (IGA)
Byron Community School District #226**

Background: Running Start is a formal program that allows qualified students from Byron Community School District #226 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 Byron Community School District #226.

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 school district has elected not to provide financial assistance to its students. Program participants will be charged by Rock Valley College the cost equivalent of tuition and fees for courses taken per Running Start. Students will also be financially responsible for all associated program costs, including textbooks, supplies, and repeated courses.

Recommendation: It is recommended that the Rock Valley College Board of Trustees approves the Running Start Intergovernmental Agreement with Byron Community School District #226, effective the date both parties have approved and executed the Agreement, for classes beginning Summer 2024. **Attorney Reviewed.**

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

**INTERGOVERNMENTAL AGREEMENT BETWEEN BOARD
OF EDUCATION OF
BYRON COMMUNITY SCHOOL DISTRICT NO. 226,
OGLE 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 Byron Community School District No. 226, Ogle 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 Byron 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 then charge the cost of in-district tuition and fees directly to each individual participating student.
- 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 226 students and their parents or a guardian that they are responsible for covering textbooks, associated instructional material costs, and 100% of the in-district tuition and fees for the Running Start Program.
- M. 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.
- N. 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 Self Service, Eagle, and RVC Mail.
- B. COLLEGE will provide a mandatory orientation, including a review of COLLEGE policies and procedures and a copy of COLLEGE's Student Handbook.
- C. COLLEGE will offer the mandatory STU 100, Planning for Success, during the summer semester preceding their fall semester enrollment. Students are 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 226 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:

Byron Community School District No. 226
Att'n: Superintendent
696 N. Colfax St.
Byron, IL 61010
Facsimile: (815) 335-7574

with a copy to counsel;

Caroline A. Roselli
Robbins-Schwartz
190 South LaSalle Street; Suite 2550
Chicago, IL 60603-3410
Facsimile: (312) 332-7768
Email: croselli@robbins-schwartz.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

- 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.

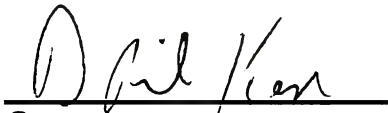
WHEREFORE, the Parties by their respective officers have executed this Agreement on the dates set forth below.

**Board of Education
Byron School District No.
226
Ogle County, Illinois**

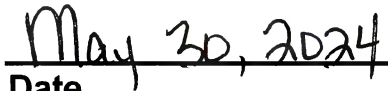
**Board of Trustees
Illinois Community COLLEGE
District No. 511
Winnebago County, Illinois**


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 Byron DISTRICT 226. "RVC" refers to Rock Valley COLLEGE's Early COLLEGE Office.

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

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

APPENDIX C

Running Start Student Academic Conduct Policies

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

ADVISING & COMMUNICATION

Running Start students are expected to:

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

ATTENDANCE POLICY

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

MAINTAINING ACADEMIC INTEGRITY

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

ACADEMIC EARLY WARNING

Transitioning from high school to college can be a challenge and students may find it difficult to adjust. 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 Name	HS Credits	HS Grad Requirement
FWS-110	Fitness Walking	1	RVC-RS plus RVC Course Name	0.5	District has PE Waiver
FWS-116	Step Aerobics	1	RVC-RS plus RVC Course Name	0.5	District has PE Waiver
FWS-119	Cardio Kickboxing	1	RVC-RS plus RVC Course Name	0.5	District has PE Waiver
FWS-121	Cardio Fitness & Conditioning	1	RVC-RS plus RVC Course Name	0.5	District has PE Waiver
FWS-126	Beginning Weight Lifting	1	RVC-RS plus RVC Course Name	0.5	District has PE Waiver
FWS-127	Advanced Weight Lifting	2	RVC-RS plus RVC Course Name	0.5	District has PE Waiver
FWS-128	Sports Performance Fitness	1	RVC-RS plus RVC Course Name	0.5	District has PE Waiver
FWS-131	Basketball & Touch Football	1	RVC-RS plus RVC Course Name	0.5	District has PE Waiver
FWS-133	Power Volleyball	1	RVC-RS plus RVC Course Name	0.5	
FWS-151	Tae Kwon Do	1	RVC-RS plus RVC Course Name	0.5	
FWS-220	Intro Career Opportunity in PE	3	RVC-RS plus RVC Course Name	0.5	
FWS-231	Contemporary Health Issues	3	RVC-RS plus RVC Course Name	0.5	
FWS-233	Community Health	3	RVC-RS plus RVC Course Name	0.5	
FWS-235	Alcohol and Drug Education	3	RVC-RS plus RVC Course Name	0.5	
FWS-236	Human Sexuality	3	RVC-RS plus RVC Course Name	0.5	
FWS-237	Nutrition for Optimum Living	3	RVC-RS plus RVC Course Name	0.5	
FWS-243	First Aid/Gen Safety/CPR/AED	3	RVC-RS plus RVC Course Name	0.5	
FWS-250	Introduction Sport Management	3	RVC-RS plus RVC Course Name	0.5	
FWS-253	Introduction to Coaching	3	RVC-RS plus RVC Course Name	0.5	
FWS-254	ASEP Sport First Aid and CPR	3	RVC-RS plus RVC Course Name	0.5	

FWS-255	Sociology of Sport	3	RVC-RS plus RVC Course Name	0.5
FWS-256	History of Phy Ed & Sport	3	RVC-RS plus RVC Course Name	0.5
FWS-258	Sport & Exercise Psychology	3	RVC-RS plus RVC Course Name	0.5
FWS-260	Intro to Exercise Science	3	RVC-RS plus RVC Course Name	0.5
FWS-261	Nutrition for Fitness&Sport	3	RVC-RS plus RVC Course Name	0.5
FWS-263	Nutrit, Exercise & Weight Cntr	3	RVC-RS plus RVC Course Name	0.5
FWS-265	Personal Fitness and Wellness	3	RVC-RS plus RVC Course Name	0.5
FWS-266	Personal Trng I-Concepts&Appl	3	RVC-RS plus RVC Course Name	0.5
FWS-267	Persnl Trng II-Concepts&Appl.	3	RVC-RS plus RVC Course Name	0.5
HLT-110	Medical Terminology	2	RVC-RS plus RVC Course Name	0.5

Business

RVC Course Code	RVC Course Name	RVC Credits	HS Course Name	HS Credits	HS GRAD REQUIREMENT
ATG-110	Financial Accounting	4	RVC-RS plus RVC Course Name	0.5	
ATG-111	Managerial Accounting	4	RVC-RS plus RVC Course Name	0.5	
BUS-101	Introduction to Business	3	RVC-RS plus RVC Course Name	0.5	
BUS-103	Business Mathematics	3	RVC-RS plus RVC Course Name	0.5	
BUS-105	Consumer Econ and Prsnl Fin	3	RVC-RS plus RVC Course Name	0.5	
BUS-130	Entrepreneurship Principles	3	RVC-RS plus RVC Course Name	0.5	
BUS-131	Entrepreneurship Planning	3	RVC-RS plus RVC Course Name	0.5	
BUS-170	Intro Organizational Behavior	3	RVC-RS plus RVC Course Name	0.5	
BUS-200	Legal Environment in Bus	3	RVC-RS plus RVC Course Name	0.5	
BUS-223	Business Statistics	3	RVC-RS plus RVC Course Name	0.5	
BUS-230	Entrepreneurship Capstone	3	RVC-RS plus RVC Course Name	0.5	
BUS-279	Principles of Finance	3	RVC-RS plus RVC Course Name	0.5	

BUS-282	International Business	3	RVC-RS plus RVC Course Name	0.5
MGT-170	Business Communications	3	RVC-RS plus RVC Course Name	0.5
MGT-270	Principles of Management	3	RVC-RS plus RVC Course Name	0.5
MGT-271	Human Resource Manage	3	RVC-RS plus RVC Course Name	0.5
MGT-274	Leadership	3	RVC-RS plus RVC Course Name	0.5
MKT-260	Principles of Marketing	3	RVC-RS plus RVC Course Name	0.5
MKT-265	Salesmanship	3	RVC-RS plus RVC Course Name	0.5
MKT-266	Principles of Advertising	3	RVC-RS plus RVC Course Name	0.5
MKT-288	Customer Relations	3	RVC-RS plus RVC Course Name	0.5
OFF-118	Computer Keyboarding	1	RVC-RS plus RVC Course Name	0.5

Communications

RVC Course Code	RVC Course Name	RVC Credits	HS Course Name	HS Credits	HS Graduation Requiremen
COM-113	Intro to Public Relations	3	RVC-RS plus RVC Course Name	0.5	
COM-119	News Writing	3	RVC-RS plus RVC Course Name	0.5	
COM-120	News Editing	3	RVC-RS plus RVC Course Name	0.5	
COM-130	Intro to Mass Communication	3	RVC-RS plus RVC Course Name	0.5	
COM-140	Writing for Multimedia	3	RVC-RS plus RVC Course Name	0.5	
COM-156	Audio Production I	3	RVC-RS plus RVC Course Name	0.5	
COM-157	Video Production I	3	RVC-RS plus RVC Course Name	0.5	
COM-208	Screenwriting	3	RVC-RS plus RVC Course Name	0.5	
COM-218	Broadcast Performance	3	RVC-RS plus RVC Course Name	0.5	
COM-221	Photojournalism	3	RVC-RS plus RVC Course Name	0.5	
COM-251	Film History and Appreciation	3	RVC-RS plus RVC Course Name	0.5	
COM-252	International History of Film	3	RVC-RS plus RVC Course Name	0.5	

COM-256	Advanced Audio Production	3	RVC-RS plus RVC Course Name	0.5	
COM-257	Advanced Video Production	3	RVC-RS plus RVC Course Name	0.5	
COM-260	Advanced Post-Production	3	RVC-RS plus RVC Course Name	0.5	
COM-296	Documentary Production	3	RVC-RS plus RVC Course Name	0.5	
COM-297	Motion Picture Production	3	RVC-RS plus RVC Course Name	0.5	
ENG-101	Composition I	3	RVC-RS Composition I	0.5	Required: English 3
ENG-103	Composition II	3	RVC-RS Composition II	0.5	Required: English 3
ENG-108	Intro Creative Writing	3	RVC-RS plus RVC Course Name	0.5	
ENG-109	Creative Writing II	3	RVC-RS plus RVC Course Name	0.5	
ENG-110	Intro to Technical Writing	3	RVC-RS plus RVC Course Name	0.5	
ENG-200	Language, Power & Public Life	3	RVC-RS plus RVC Course Name	0.5	
LIT-101	Introduction to Literature	3	RVC-RS plus RVC Course Name	0.5	1 LIT course required: English 4
LIT-139	Mythology	3	RVC-RS plus RVC Course Name	0.5	1 LIT course required: English 4
LIT-140	The Bible As Literature	3	RVC-RS plus RVC Course Name	0.5	1 LIT course required: English 4
LIT-141	Film and Literature	3	RVC-RS plus RVC Course Name	0.5	1 LIT course required: English 4
LIT-142	Exploring Literature: Poetry	3	RVC-RS plus RVC Course Name	0.5	1 LIT course required: English 4
LIT-144	Exploring Literature: Fiction	3	RVC-RS plus RVC Course Name	0.5	1 LIT course required: English 4
LIT-152	Multicultural American Lit	3	RVC-RS plus RVC Course Name	0.5	1 LIT course required: English 4
LIT-154	Intro Non-Western Literature	3	RVC-RS plus RVC Course Name	0.5	1 LIT course required: English 4
LIT-201	American Lit Before 1865	3	RVC-RS plus RVC Course Name	0.5	1 LIT course required: English 4
LIT-202	American Literature Since 1865	3	RVC-RS plus RVC Course Name	0.5	1 LIT course required: English 4
SPH-131	Fundamentals of Communication	3	RVC-RS plus RVC Course Name	0.5	Required: English 4
SPH-201	Interpersonal Communication	3	RVC-RS plus RVC Course Name	0.5	
SPH-202	Intercultural Communication	3	RVC-RS plus RVC Course Name	0.5	
SPH-211	Group Leadership	3	RVC-RS plus RVC Course Name	0.5	

Computers and Information Systems

RVC Course Code	RVC Course Name	RVC Credits	HS Course Name	HS Credits	HS Graduation Requiremen
CIS-102	Intro Computer & Info Systems	3	RVC-RS plus RVC Course Name	0.5	
CIS-120	Intro to Microsoft Word	1	RVC-RS plus RVC Course Name	0.5	
CIS-121	Introduction to Excel	1	RVC-RS plus RVC Course Name	0.5	
CIS-124	Introduction to Powerpoint	1	RVC-RS plus RVC Course Name	0.5	
CIS-130	Introduction to Access	2	RVC-RS plus RVC Course Name	0.5	
CIS-170	Programming Logic & Design	3	RVC-RS plus RVC Course Name	0.5	
CIS-180	Intro to Visual Basic Prgrmg.	4	RVC-RS plus RVC Course Name	0.5	
CIS-240	Intro to Java Programming	4	RVC-RS plus RVC Course Name	0.5	
CIS-245	Program Android-Mobile Devices	4	RVC-RS plus RVC Course Name	0.5	
CIS-254	Database Programming	4	RVC-RS plus RVC Course Name	0.5	
CIS-276	Intro to C/C++ Programming	4	RVC-RS plus RVC Course Name	0.5	
CIS-277	Advanced C/C++ Programming	4	RVC-RS plus RVC Course Name	0.5	
CIS-279	Visual C# Programming	4	RVC-RS plus RVC Course Name	0.5	
CIS-280	Program iOS Apple Mobile Dev	4	RVC-RS plus RVC Course Name	0.5	
CIS-290	Special Topics in CIS	1	RVC-RS plus RVC Course Name	0.5	
CIS-291	Internship Field Project	1	RVC-RS plus RVC Course Name	0.5	
GAT-101	Intro to Graphic Arts Tech	4	RVC-RS plus RVC Course Name	0.5	
GAT-110	Introduction to Photoshop	2	RVC-RS plus RVC Course Name	0.5	
GAT-115	Introduction to Illustrator	2	RVC-RS plus RVC Course Name	0.5	
GAT-150	Typography	2	RVC-RS plus RVC Course Name	0.5	
GAT-178	Fundamentals of Desktop Publis	3	RVC-RS plus RVC Course Name	0.5	
GAT-190	Image Generation and Output	2	RVC-RS plus RVC Course Name	0.5	

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

Engineering and Technology

RVC Course Code	RVC Course Name	RVC Credits	HS Course Name	HS Credits	HS Graduation Requiremen
EGR-101	Introduction to Engineering	2	RVC-RS plus RVC Course Name	0.5	
EGR-135	Engineering Graphics/CAD	4	RVC-RS plus RVC Course Name	0.5	
EGR-206	Statics	3	RVC-RS plus RVC Course Name	0.5	
EGR-207	Dynamics	3	RVC-RS plus RVC Course Name	0.5	
EGR-221	Elem Mech of Defmabl Bodies	3	RVC-RS plus RVC Course Name	0.5	
EGR-231	Engineering Circuit Analysis	4	RVC-RS plus RVC Course Name	0.5	
EGR-250	Digital Electronics	4	RVC-RS plus RVC Course Name	0.5	

Humanities / Fine Arts

RVC Course Code	RVC Course Name	RVC Credits	HS Course Name	HS Credits	HS Graduation Requiremen
ART-101	Drawing and Composition I	3	RVC-RS plus RVC Course Name	0.5	
ART-102	Drawing and Composition II	3	RVC-RS plus RVC Course Name	0.5	
ART-103	Design I	3	RVC-RS plus RVC Course Name	0.5	
ART-111	Painting I	3	RVC-RS plus RVC Course Name	0.5	
ART-121	Ceramics I	3	RVC-RS plus RVC Course Name	0.5	
ART-122	Ceramics II	3	RVC-RS plus RVC Course Name	0.5	
ART-131	Introduction to Visual Art	3	RVC-RS plus RVC Course Name	0.5	
ART-141	Intro Non-Western Visual Art	3	RVC-RS plus RVC Course Name	0.5	
ART-201	Life Drawing	3	RVC-RS plus RVC Course Name	0.5	
ART-203	Design II	3	RVC-RS plus RVC Course Name	0.5	
ART-212	Painting II	3	RVC-RS plus RVC Course Name	0.5	
ART-216	Relief Printmaking	3	RVC-RS plus RVC Course Name	0.5	

ART-251	History of Art I	3	RVC-RS plus RVC Course Name	0.5
ART-252	History of Art II	3	RVC-RS plus RVC Course Name	0.5
CRM-101	Intro to Criminal Justice	3	RVC-RS plus RVC Course Name	0.5
CRM-102	Intro to Probation & Parole	3	RVC-RS plus RVC Course Name	0.5
CRM-103	Intro to Corrections	3	RVC-RS plus RVC Course Name	0.5
CRM-104	Intro to Private Security	3	RVC-RS plus RVC Course Name	0.5
CRM-105	Police Report Writing	3	RVC-RS plus RVC Course Name	0.5
CRM-120	Criminal Investigation	3	RVC-RS plus RVC Course Name	0.5
CRM-125	Criminal Proced & Civil Rights	3	RVC-RS plus RVC Course Name	0.5
CRM-127	Ethics in Law Enforcement	3	RVC-RS plus RVC Course Name	0.5
CRM-210	Criminal Law	3	RVC-RS plus RVC Course Name	0.5
CRM-225	Juvenile Procedures	3	RVC-RS plus RVC Course Name	0.5
CRM-260	Police Organization & Admin	3	RVC-RS plus RVC Course Name	0.5
CRM-271	Patrol Procedures	3	RVC-RS plus RVC Course Name	0.5
CRM-281	Rules of Evidence	3	RVC-RS plus RVC Course Name	0.5
CRM-282	Interviews & Interrogations	3	RVC-RS plus RVC Course Name	0.5
ECE-100	Intro to Early Childhood Ed.	3	RVC-RS plus RVC Course Name	0.5
ECE-101	The Developing Child	3	RVC-RS plus RVC Course Name	0.5
ECE-103	Health, Safety & Nutrition of Young Child	3	RVC-RS plus RVC Course Name	0.5
ECE-105	Observation and Assessment of Young Children	3	RVC-RS plus RVC Course Name	0.5
ECE-113	Infant and Toddler Curriculum	3	RVC-RS plus RVC Course Name	0.5
ECE-201	Language Development	3	RVC-RS plus RVC Course Name	0.5
ECE-202	Child, Family & Community	3	RVC-RS plus RVC Course Name	0.5
ECE-203	Curriculum Plan-Young Child	3	RVC-RS plus RVC Course Name	0.5
ECE-205	Org & Superv-Early Child Facil	3	RVC-RS plus RVC Course Name	0.5

EDU-202	Children's Literature	3	RVC-RS plus RVC Course Name	0.5
EDU-224	Introduction to Education	3	RVC-RS plus RVC Course Name	0.5
EDU-234	Intro Technology for Teachers	3	RVC-RS plus RVC Course Name	0.5
EDU-244	Students With Disabilities	3	RVC-RS plus RVC Course Name	0.5
FRN-101	Beginning French	4	RVC-RS plus RVC Course Name	0.5
FRN-102	Continuatn of Begng French	4	RVC-RS plus RVC Course Name	0.5
GRM-101	Beginning German	4	RVC-RS plus RVC Course Name	0.5
GRM-102	Continuatn of Begng German	4	RVC-RS plus RVC Course Name	0.5
HUM-111	Intro to Humanities I	3	RVC-RS plus RVC Course Name	0.5
HUM-112	Intro to Humanities II	3	RVC-RS plus RVC Course Name	0.5
HUM-114	Intro Hum III:Contem West Wrl	3	RVC-RS plus RVC Course Name	0.5
HUM-125	Intro Non-Western Humanities	3	RVC-RS plus RVC Course Name	0.5
HUM-211	War & West Hum Thru Mid Ages	3	RVC-RS plus RVC Course Name	0.5
HUM-212	War & W.Hum-Renaiss to Present	3	RVC-RS plus RVC Course Name	0.5
HUM-250	Leadership Development Stud	3	RVC-RS plus RVC Course Name	0.5
MUS-101	Fundamentals of Music	3	RVC-RS plus RVC Course Name	0.5
MUS-102	Intro to Music Literature	3	RVC-RS plus RVC Course Name	0.5
MUS-104	Intro to American Music	3	RVC-RS plus RVC Course Name	0.5
MUS-106	Intro to Non-Western Music	3	RVC-RS plus RVC Course Name	0.5
MUS-131	Class Piano I	2	RVC-RS plus RVC Course Name	0.5
MUS-132	Class Piano II	2	RVC-RS plus RVC Course Name	0.5
MUS-191	Chorus I	1	RVC-RS plus RVC Course Name	0.5
MUS-194	Instrumental Ensemble I	1	RVC-RS plus RVC Course Name	0.5
MUS-195	Band I	1	RVC-RS plus RVC Course Name	0.5
MUS-198	Orchestra I	1	RVC-RS plus RVC Course Name	0.5

MUS-294	Instrumental Ensemble II	1	RVC-RS plus RVC Course Name	0.5
MUS-295	Band II	1	RVC-RS plus RVC Course Name	0.5
MUS-298	Orchestra II	1	RVC-RS plus RVC Course Name	0.5
PHL-150	Intro to Philosophy	3	RVC-RS plus RVC Course Name	0.5
PHL-151	Intro Non-Western Philosophy	3	RVC-RS plus RVC Course Name	0.5
PHL-152	Environmental Ethics	3	RVC-RS plus RVC Course Name	0.5
PHL-153	Medical Ethics	3	RVC-RS plus RVC Course Name	0.5
PHL-154	Introduction to Religion	3	RVC-RS plus RVC Course Name	0.5
PHL-155	World Religions	3	RVC-RS plus RVC Course Name	0.5
PHL-156	Religion in American Society	3	RVC-RS plus RVC Course Name	0.5
PHL-157	Foundational Religious Texts	3	RVC-RS plus RVC Course Name	0.5
PHL-255	Logic	3	RVC-RS plus RVC Course Name	0.5
PHL-256	Contemporary Moral Issues	3	RVC-RS plus RVC Course Name	0.5
PHL-260	Philosophy of Religion	3	RVC-RS plus RVC Course Name	0.5
SPN-101	Beginning Spanish	4	RVC-RS plus RVC Course Name	0.5
SPN-102	Continuation Beginning Spanish	4	RVC-RS plus RVC Course Name	0.5
SPN-203	Intermediate Spanish	3	RVC-RS plus RVC Course Name	0.5
SPN-204	Continue Intermediate Spanish	3	RVC-RS plus RVC Course Name	0.5
THE-133	Introduction to the Theater	3	RVC-RS plus RVC Course Name	0.5
THE-134	Stagecraft & Theater Lighting	3	RVC-RS plus RVC Course Name	0.5
THE-135	Acting I	3	RVC-RS plus RVC Course Name	0.5
THE-235	Acting II	3	RVC-RS plus RVC Course Name	0.5

Life Sciences

RVC Course Code	RVC Course Name	RVC Credits	HS Course Name	HS Credits	HS Graduation Requiremen
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BIO-100	Introductory Human Biology	3	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physical)
BIO-103	Introductory Life Science	3	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physical)
BIO-104	Intro Life Science Lab	1	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physical)
BIO-106	Environmental Science	3	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physical)
BIO-107	Environmental Biology Lab	1	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physical)
BIO-113	Plants and Society	4	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physical)
BIO-140	Introduction to Evolution	3	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physical)
BIO-150	Microbes and Society	3	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physical)
BIO-152	Microbes & Society Laboratory	1	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physical)
BIO-162	Human Heredity	3	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physical)
BIO-171	Biology of Human Disease	3	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physical)
BIO-185	Foundations Anat & Physiol	5	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physical)
BIO-201	Fundamentals of Biology I	4	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physical)
BIO-202	Fundamentals of Biology II	4	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physical)
BIO-274	Microbiology	4	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physical)
BIO-281	Anatomy and Physiology I	4	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physical)
BIO-282	Anatomy and Physiology II	4	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physical)

Mathematics

RVC Course Code	RVC Course Name	RVC Credits	HS Course Name	HS Credits	HS Graduation Requirement
MTH-115	General Education Math	3	RVC-RS plus RVC Course Name	0.5	2 maths required for graduation
MTH-120	College Algebra	3	RVC-RS plus RVC Course Name	0.5	2 maths required for graduation
MTH-125	Plane Trigonometry	3	RVC-RS plus RVC Course Name	0.5	2 maths required for graduation
MTH-132	College Algebra & Trigonometry	5	RVC-RS plus RVC Course Name	0.5	2 maths required for graduation
MTH-135	Calculus W/Analytic Geom I	5	RVC-RS plus RVC Course Name	0.5	2 maths required for graduation

MTH-164	Computer in Mathematics C/C++	4	RVC-RS plus RVC Course Name	0.5	2 maths required for graduation
MTH-211	Calc for Business & Soc Scienc	4	RVC-RS plus RVC Course Name	0.5	2 maths required for graduation
MTH-216	Math for Elem Teachers I	3	RVC-RS plus RVC Course Name	0.5	2 maths required for graduation
MTH-217	Math for Elem Teachers II	3	RVC-RS plus RVC Course Name	0.5	2 maths required for graduation
MTH-220	Elements of Statistics	3	RVC-RS plus RVC Course Name	0.5	2 maths required for graduation
MTH-235	Calculus W/Analytic Geom II	4	RVC-RS plus RVC Course Name	0.5	2 maths required for graduation
MTH-236	Calculus W/Analyt Geom III	4	RVC-RS plus RVC Course Name	0.5	2 maths required for graduation
MTH-240	Differential Equations	3	RVC-RS plus RVC Course Name	0.5	2 maths required for graduation
MTH-250	Modern Linear Algebra	4	RVC-RS plus RVC Course Name	0.5	2 maths required for graduation

Physical Sciences

RVC Course Code	RVC Course Name	RVC Credits	HS Course Name	HS Credits	HS Graduation Requirement
ATS-105	Intro to Atmospheric Science	4	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physcial)
CHM-110	General Organic & BioChem I	4	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physcial)
CHM-120	General Chemistry I	4	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physcial)
CHM-130	General Chemistry II	4	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physcial)
CHM-210	General, Organic & BioChem II	4	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physcial)
CHM-220	Organic Chemistry I	5	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physcial)
CHM-230	Organic Chemistry II	5	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physcial)
CHM-240	General Biological Chemistry	3	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physcial)
GEL-101	Introduction to Geology	4	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physcial)
GEL-107	Geology of the Solar System	3	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physcial)
GEL-206	Environmental Geology	3	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physcial)
PGE-100	Physical Geography	3	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physcial)
PGE-102	Physical Geography With Lab	4	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physcial)

PGE-240	Global Climate Change	3	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physical)
PHY-201	Mechanics and Heat	5	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physical)
PHY-202	Waves/Elec/Light & Modern Physics	5	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physical)
PHY-215	Mechanics, Wave Motion, Thermo	5	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physical)
PHY-225	Electr, Magnetism, Light, Phys	5	RVC-RS plus RVC Course Name	0.5	2 sciences required (life or physical)

Social Sciences

RVC Course Code	RVC Course Name	RVC Credits	HS Course Name	HS Credits	HS Course Code
ANP-102	Intro Biolo Anthro & Archaeol	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
ANP-103	Intro to Cultural Anthro	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
ECO-101	Introduction to Economics	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
ECO-110	Principles of Economics: Macro	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
ECO-111	Principles of Economics: Micro	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
GEO-130	World Geography	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
HST-140	History of Western Civ I	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
HST-141	History of Western Civ II	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
HST-142	History of U S to 1865	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
HST-143	History of U S Since 1865	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
HST-144	Current Hist 1945 to Present	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
HST-151	African History Survey to 1600	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
HST-152	African Hist Survey Since 1600	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
HST-162	History of Latin America I	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
HST-163	History of Latin America II	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
HST-172	History of Middle East to 1453	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
HST-173	History Middle East Since 1453	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required

HST-182	Hist of Eastern Civ to 1500	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
HST-183	Hist of East Civ Since 1500	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
HST-192	History of World Until 1750	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
HST-193	Hist of the World Since 1750	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
HST-210	History of Women of the U.S.	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
PSC-150	Intro to Political Science	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
PSC-160	American National Government	3	RVC-RS plus RVC Course Name	0.5	Required for graduation
PSC-161	State and Local Government	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
PSC-210	Intro to Legal System	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
PSC-211	The American Presidency	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
PSC-269	International Relations	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
SOC-190	Introduction to Sociology	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
SOC-290	Social Problems	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
SOC-291	Criminology	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
SOC-292	Sociology of Deviance	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
SOC-294	Urban Sociology	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
SOC-295	Racial and Ethnic Relations	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
SOC-298	Sociology of Sex and Gender	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
SOC-299	Sociology of the Family	3	RVC-RS plus RVC Course Name	0.5	1 social science elective required
				0.5	1 social science elective required

STU Student Development

RVC Course Code	RVC Course Name	RVC Credits	HS Course Name	HS Credits	HS Course Code
STU-100	Planning for Success	1	RVC-RS plus RVC Course Name	0.5	
STU-101	Career Planning	2	RVC-RS plus RVC Course Name	0.5	

STU-103	Workplace Ethics	1	RVC-RS plus RVC Course Name	0.5	
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**2024-2025 Running Start Intergovernmental Agreement (IGA)
Durand Community Unit School District #322**

Background: Running Start is a formal program that allows qualified students from Durand Community Unit School District #322 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 Durand Community Unit School District #322.

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 school district has elected not to provide financial assistance to its students. Program participants will be charged by Rock Valley College the cost equivalent of tuition and fees for courses taken per Running Start. Students will also be financially responsible for all associated program costs, including textbooks, supplies, and repeated courses.

Recommendation: It is recommended that the Rock Valley College Board of Trustees approves the Running Start Intergovernmental Agreement with Durand Community Unit School District #322, effective the date both parties have approved and executed the Agreement, for classes beginning Summer 2024. **Attorney Reviewed.**

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

**INTERGOVERNMENTAL AGREEMENT BETWEEN BOARD
OF EDUCATION OF
DURAND HIGH SCHOOL DISTRICT NO. 322,
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 Durand High School District No. 322, 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 Durand 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 then charge the cost of in-district tuition and fees directly to each individual participating student.
- 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 322 students and their parents or a guardian that they are responsible for covering textbooks, associated instructional material costs, and 100% of the in-district tuition and fees for the Running Start program.
- M. 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.
- N. 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 322 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:

Durand High School DISTRICT No. 322
Att'n: Superintendent
200 West South Street
Durand, IL 61104
Facsimile: (815) 248-2599

with a copy to counsel;

Phil Gerner
Robbin-Schwartz
190 South LaSalle Street; Suite 2550
Chicago, IL 60603-3410
Facsimile: (815) 332-7768
Email: pgerner@robbins-schwartz.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 St, Suite 2550
Chicago, IL 60603-3410
Facsimile: (312) 332-7768
Email: jperkoski@robbins-schwartz.com

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

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

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

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

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

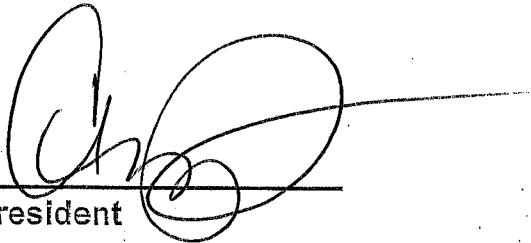
I. Signature in Counterparts. This Agreement may be executed in counterparts, each

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

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

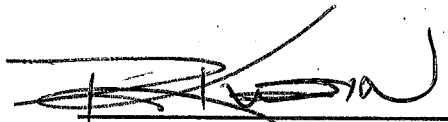
Board of Education
Durand High School
District No. 322
Winnebago County,
Illinois

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



President

President



Secretary

Secretary

6/10/2024

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 Durand DISTRICT 322. "RVC" refers to Rock Valley COLLEGE's Early COLLEGE Office.

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

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

APPENDIX C

Running Start Student Academic Conduct Policies

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

ADVISING & COMMUNICATION

Running Start students are expected to:

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

ATTENDANCE POLICY

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

MAINTAINING ACADEMIC INTEGRITY

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

ACADEMIC EARLY WARNING

Transitioning from high school to college can be a challenge and students may find it difficult to adjust. 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.

**2024-2025 Running Start Program
Harlem Consolidated School District #122**

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

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

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

Recommendation: It is recommended that the Rock Valley College Board of Trustees approves the Running Start Intergovernmental Agreement with Harlem Consolidated School District #122, effective the date both parties have approved and executed the Agreement, for classes beginning Summer 2024. **Attorney Reviewed.**

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachment: Intergovernmental Agreement: Running Start – Harlem Consolidated School District #122

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

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

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

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

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

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

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

Section 1 Incorporation of Preamble Recitals

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

Section 2 Implementation of Running Start

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

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

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

Section 3 DISTRICT Obligations

DISTRICT will:

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

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

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

Section 4 COLLEGE Obligations

COLLEGE will provide participating DISTRICT students with:

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

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

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

Section 5 Participating DISTRICT Students' Obligations

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

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

Section 6 Shared Obligations and Understandings of the Parties

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

against the other party or against third parties.

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

Section 7 Participation in Running Start Program by Students with Disabilities

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

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

supplementary aids and/or accommodations for eligible students.

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

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

Section 8 Miscellaneous Provisions

- A. **Effective Date.** This Agreement becomes effective upon the date as of which it has been approved and fully executed by both of the Board of Education of DISTRICT and the Board of Trustees of COLLEGE.
- B. **Term of Agreement; Non-Assignability.** This initial term of this Agreement shall commence on the Effective Date and expire automatically on June 30, 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:

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

with a copy to counsel;

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

If to COLLEGE:

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

with a copy to counsel;

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

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

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

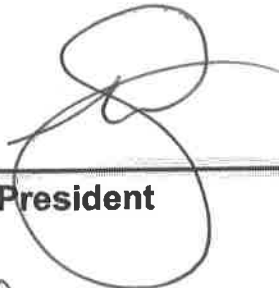
H. **Governing Law.** This Agreement shall be governed by and interpreted according to the laws of the State of Illinois.

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

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

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

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



President

President



Secretary

Secretary



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

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

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

APPENDIX C

Running Start Student Academic Conduct Policies

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

ADVISING & COMMUNICATION

Running Start students are expected to:

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

ATTENDANCE POLICY

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

MAINTAINING ACADEMIC INTEGRITY

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

ACADEMIC EARLY WARNING

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

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

Business

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

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

Communications

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

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

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

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

Engineering and Technology

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

EGR-231	Engineering Circuit Analysis	4	RSEGR231	Engineering Circuit Analysis	Elective- .75	
EGR-250	Digital Electronics	4	RSEGR250	Digital Electronics	Elective- .75	
Humanities / Fine Arts						
RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits	
ART-101	Drawing and Composition I	3	RSART101	Drawing and Composition I	Elective- .50	
ART-102	Drawing and Composition II	3	RSART102	Drawing and Composition II	Elective- .50	
ART-103	Design I	3	RSART103	Design I	Elective- .50	
ART-111	Painting I	3	RSART111	Painting I	Elective- .50	
ART-121	Ceramics I	3	RSART121	Ceramics I	Elective- .50	
ART-122	Ceramics II	3	RSART122	Ceramics II	Elective- .50	
ART-131	Introduction to Visual Art	3	RSART131	Introduction to Visual Arts	Elective- .50	
ART-141	Intro Non-Western Visual Art	3	RSART141	Intro Non-Western Visual Art	Elective- .50	
ART-201	Life Drawing	3	RSART201	Life Drawing	Elective- .50	
ART-203	Design II	3	RSART203	Design II	Elective- .50	
ART-212	Painting II	3	RSART212	Painting II	Elective- .50	
ART-216	Relief Printmaking	3	RSART216	Relief Printmaking	Elective- .50	
ART-251	History of Art I	3	RSART251	History of Art I	Elective- .50	
ART-252	History of Art II	3	RSART252	History of Art II	Elective- .50	
CRM-101	Intro to Criminal Justice	3	RSCRM101	Intro to Criminal Justice	Elective- .50	
CRM-102	Intro to Probation & Parole	3	RSCRM102	Intro to Probation & Parole	Elective- .50	
CRM-103	Intro to Corrections	3	RSCRM103	Intro to Corrections	Elective- .50	
CRM-104	Intro to Private Security	3	RSCRM104	Intro to Private Security	Elective- .50	
CRM-105	Police Report Writing	3	RSCRM105	Police Report Writing	Elective- .50	
CRM-120	Criminal Investigation	3	RSCRM120	Criminal Investigation	Elective- .50	
CRM-125	Criminal Proced & Civil Rights	3	RSCRM125	Criminal Proced & Civil Rights	Elective- .50	
CRM-127	Ethics in Law Enforcement	3	RSCRM127	Ethics in Law Enforcement	Elective- .50	
CRM-210	Criminal Law	3	RSCRM210	Criminal Law	Elective- .50	
CRM-225	Juvenile Procedures	3	RSCRM225	Juvenile Procedures	Elective- .50	
CRM-260	Police Organization & Admin	3	RSCRM260	Police Organization & Admin	Elective- .50	

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

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

THE-134	Stagecraft & Theater Lighting	3	RSTHE134	Stagecraft & Theater Lighting	Elective- .50	
THE-135	Acting I	3	RSTHE135	Acting I	Elective- .50	
THE-235	Acting II	3	RSTHE235	Acting II	Elective- .50	
Life Sciences						
RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits	
BIO-100	Introductory Human Biology	3	RSBIO100	Introductory Human Biology	Life Science-.50	Science
BIO-103	Introductory Life Science	3	RSBIO103	Introductory Life Science	Life Science-.50	Science
BIO-104	Intro Life Science Lab	1	RSBIO104	Intro Life Science Lab	Life Science-.25	Science
BIO-106	Environmental Science	3	RSBIO106	Environmental Science	Life Science-.50	Science
BIO-107	Environmental Biology Lab	1	RSBIO107	Environmental Biology Lab	Life Science-.25	Science
BIO-113	Plants and Society	4	RSBIO113	Plants and Society	Life Science-.75	Science
BIO-140	Introduction to Evolution	3	RSBIO140	Introduction to Evolution	Life Science-.50	Science
BIO-150	Microbes and Society	3	RSBIO150	Microbes and Society	Life Science-.50	Science
BIO-152	Microbes & Society Laboratory	1	RSBIO152	Microbes & Society Laboratory	Life Science-.25	Science
BIO-162	Human Heredity	3	RSBIO162	Human Heredity	Life Science-.50	Science
BIO-171	Biology of Human Disease	3	RSBIO171	Biology of Human Disease	Life Science-.50	Science
BIO-185	Foundations Anat & Physiol	5	RSBIO185	Foundations Anat & Physiol	Life Science-1.0	Science
BIO-201	Fundamentals of Biology I	4	RSBIO201	Fundamentals of Biology I	Life Science-.75	Science
BIO-202	Fundamentals of Biology II	4	RSBIO202	Fundamentals of Biology II	Life Science-.75	Science
BIO-274	Microbiology	4	RSBIO274	Microbiology	Life Science-.75	Science
BIO-281	Anatomy and Physiology I	4	RSBIO281	Anatomy and Physiology I	Life Science-.75	Science
BIO-282	Anatomy and Physiology II	4	RSBIO282	Anatomy and Physiology II	Life Science-.75	Science
Mathematics						

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

Physical Sciences

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

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

Social Sciences

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

HST-162	History of Latin America I	3	RSHST162	History of Latin America I	Elective- .50	
HST-163	History of Latin America II	3	RSHST163	History of Latin America II	Elective- .50	
HST-172	History of Middle East to 1453	3	RSHST172	History of Middle East to 1453	Elective- .50	
HST-173	History Middle East Since 1453	3	RSHST173	History Middle East Since 1453	Elective- .50	
HST-182	Hist of Eastern Civ to 1500	3	RSHST182	Hist of Eastern Civ to 1500	Elective- .50	
HST-183	Hist of East Civ Since 1500	3	RSHST183	Hist of East Civ Since 1500	Elective- .50	
HST-192	History of World Until 1750	3	RSHST192	History of World Until 1750	Elective- .50	
HST-193	Hist of the World Since 1750	3	RSHST193	Hist of the World Since 1750	Elective- .50	
HST-210	History of Women of the U.S.	3	RSHST210	History of Women of the U.S.	Elective- .50	
PSC-150	Intro to Political Science	3	RSPSC150	Intro to Political Science	Elective- .50	
PSC-160	American National Government	3	RSPSC160	American National Government	Government- .50	Government
PSC-161	State and Local Government	3	RSPSC161	State and Local Government	Elective- .50	
PSC-210	Intro to Legal System	3	RSPSC210	Intro to Legal System	Elective- .50	
PSC-211	The American Presidency	3	RSPSC211	The American Presidency	Elective- .50	
PSC-269	International Relations	3	RSPSC269	International Relations	Elective- .50	
SOC-190	Introduction to Sociology	3	RSSOC190	Introduction to Sociology	Elective- .50	
SOC-290	Social Problems	3	RSSOC290	Social Problems	Elective- .50	
SOC-291	Criminology	3	RSSOC291	Criminology	Elective- .50	
SOC-292	Sociology of Deviance	3	RSSOC292	Sociology of Deviance	Elective- .50	
SOC-294	Urban Sociology	3	RSSOC294	Urban Sociology	Elective- .50	
SOC-295	Racial and Ethnic Relations	3	RSSOC295	Racial and Ethnic Relations	Elective- .50	
SOC-298	Sociology of Sex and Gender	3	RSSOC298	Sociology of Sex and Gender	Elective- .50	
SOC-299	Sociology of the Family	3	RSSOC299	Sociology of the Family	Elective- .50	
STU Student Development						
RVC Course Code	RVC Course Name	RVC Credits	HS Course Code	HS Course Name	HS Credits	
STU-100	Planning for Success	1	RSSTU100	Planning for Success	Elective- .25	

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

**2024 - 2025 Senior Semester Intergovernmental Agreement (IGA)
Byron Community School District #226**

Background: Senior Semester is a formal program being launched in partnership with the Byron Community School District 226 during the 2024 - 2025 school year. The program allows up to 20 qualified District students to attend Rock Valley College (RVC) for their final high school semester of senior year. Students take dual credit courses that meet the requirements for both a high school diploma and one semester of Rock Valley College credit courses simultaneously. The Senior Semester program is administered through the Early College office at RVC in conjunction with Byron Community School District #226.

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

The school district has elected not to provide financial assistance to its students. Rock Valley College will charge program participants the equivalent tuition and fees for courses taken per Senior Semester. Students will also be financially responsible for all associated program costs, including textbooks, supplies, and repeated courses.

Recommendation: It is recommended that the Rock Valley College Board of Trustees approves the Senior Semester Intergovernmental Agreement with Byron Community School District #226, effective upon signature for classes beginning January 2025. The agreement shall expire on June 30, 2025. **Attorney Reviewed.**

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

**INTERGOVERNMENTAL AGREEMENT BETWEEN
BYRON COMMUNITY SCHOOL DISTRICT NO. 226,
OGLE COUNTY, ILLINOIS
AND
BOARD OF TRUSTEES OF ILLINOIS COMMUNITY COLLEGE DISTRICT NO. 511,
WINNEBAGO COUNTY, ILLINOIS
FOR SENIOR SEMESTER PROGRAM**

This Agreement is made and entered into by and between the Byron Community School District No. 226, Ogle County, Illinois ("DISTRICT") and the Board of Trustees of Illinois Community COLLEGE DISTRICT No. 511, Winnebago County, Illinois ("COLLEGE") (together, the Parties") in the exercise of their intergovernmental cooperation powers under the Illinois Constitution of 1970, and the Illinois Intergovernmental Cooperation Act and their respective powers under the School Code and the Public Community COLLEGE Act.

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

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

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

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

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

Section 1 Incorporation of Preamble Recitals

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

Section 2 Implementation of Senior Semester

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

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

Section 3 DISTRICT Obligations

DISTRICT will:

- A. DISTRICT will recruit eligible students to participate in Senior Semester, identifying a maximum of 10 eligible students to participate In Senior Semester per school year.
- B. DISTRICT will ensure students who meet the free lunch or breakfast eligibility guidelines pursuant to Section 10-20.13(b) of the Illinois School Code (105 ILCS 5110- 20.13(b)) and who are accepted into Senior Semester are provided equal access to Senior Semester consistent with the requirements of the Illinois School Code.
- C. DISTRICT will be responsible for communicating to the COLLEGE the list of eligible and approved students for the Senior Semester program by the COLLEGE's annual deadline.
- D. DISTRICT will be responsible for communicating to the Senior Semester students and a parent or guardian the enrollment and selection of courses defined as Senior Semester schedules.
- E. DISTRICT will be responsible for communicating to Senior Semester students and their parents or a guardian in regard to resolving disputes within the overall operation of the Senior Semester program, including but not limited to the DISTRICT Senior Semester selection process results and qualifications and expectations of student independence not governed by in loco parentis.

- F. DISTRICT will be responsible for securing COLLEGE placement test scores from students for the selection process (pursuant to Appendix B).
- G. DISTRICT will be responsible for the pre-selection and final selection process (pursuant to Appendix B).
- H. DISTRICT will provide the COLLEGE with one point-of-contact i.e.; Principal, to ensure effective and accurate communication.
- I. DISTRICT will provide advising for high school graduation requirements to Senior Semester students.
- J. DISTRICT will provide all personal and academic success counseling services to Senior Semester students.
- K. DISTRICT will provide students who successfully complete Senior Semester with credit towards a high school diploma.
- A. DISTRICT will communicate to the DISTRICT 226 students and their parents or a guardian that they are responsible for covering textbooks, associated instructional material costs, and 100% of the in-district tuition and fees for the Running Start Program.
- L. District agrees to work with their Senior Semester students who have an IEP or 504 plan annually. DISTRICT will be responsible for including in the annual transition planning meeting a comprehensive transitional plan for Senior Semester. Rock Valley College Disability Support Services and Early College Department are available to assist with the transition planning.

Section 4 COLLEGE Obligations

COLLEGE will:

- A. COLLEGE will provide technology accounts for Self Service, Eagle, and RVC Mail.
- B. COLLEGE will provide a mandatory orientation, including a review of COLLEGE Policies and procedures and a copy of COLLEGE's Student Handbook.
- C. COLLEGE will offer the mandatory STU 100, Planning for Success, during the Senior Semester enrollment. The student is responsible for tuition and fees for STU 100, Planning for Success.
- D. COLLEGE will provide final grades for courses within two weeks of the completion of each semester.
- E. COLLEGE will be responsible for administering COLLEGE placement test with and for students (pursuant to Appendix B).
- F. COLLEGE will ensure that any employee or agent of COLLEGE who has direct and regular contact with participating DISTRICT students undergoes a criminal history records check.

- G. COLLEGE will ensure that instructors for Senior Semester courses are properly qualified to teach such courses, consistent with the Dual Credit Quality Act, 110 ILCS 27/16(5) and 110 ILCS 27/20. COLLEGE shall approve any instructors which DISTRICT identifies and recommends for use in the Senior Semester Program. Any DISTRICT-recommended instructors shall be hired and compensated by DISTRICT.
- H. COLLEGE will take appropriate steps to ensure that Senior Semester courses are equivalent in quality and rigor to other courses offered at the COLLEGE for college credit. COLLEGE will ensure that Senior Semester student learning outcomes are the same as other courses taught at COLLEGE. In addition, COLLEGE will annually evaluate course content, delivery, and rigor, consistent with COLLEGE'S review and evaluation policy for on-campus adjunct faculty, in consultation with the DISTRICT'S superintendent.
- I. COLLEGE reserves the right to modify or cancel classes based on instructor availability and/or student interest. COLLEGE will support and implement schedule request changes made by DISTRICT Counselor and commit to ensuring any schedule changes of DISTRICT 200 students are approved by DISTRICT Counselor or DISTRICT Director of Career Readiness before being made. In such circumstances the COLLEGE will notify the DISTRICT counselor of such changes.
- J. COLLEGE will maintain appropriate academic control over the curriculum of all Senior Semester Program courses, consistent with State and/or Federal law and as required or negotiated by the Higher Learning Commission.
- K. COLLEGE will evaluate and document the performance of students who complete dual credit courses, and share such data with DISTRICT. To the extent applicable, the evaluation shall not impact the instructor's performance evaluation under the School Code.
- L. COLLEGE will make publicly available and provide to each student all institutional policies relating to the academic standing of students enrolled in dual credit courses or the transfer of credit for dual credit courses.

Section 5 Participating DISTRICT Students' Obligations

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

- A. Student will complete information in the COLLEGE Welcome Packet.
- B. Student will attend mandatory COLLEGE Senior Semester Orientation.
- C. Student will respond to email communication via COLLEGE Mail on a daily basis.
- D. Student will schedule an advising appointment at the midterm of the Senior Semester with a COLLEGE advisor and DISTRICT counselor in advance of assigned priority registration dates.
- E. Student will keep all scheduled appointments.
- F. Student will adhere to COLLEGE and DISTRICT policies and procedures.
- G. Student will demonstrate qualities of integrity, honesty, civility and respect in their conduct both in and out of the classroom as noted in the COLLEGE Student Handbook.

- H. Student will meet and maintain requirements as set forth in the Senior Semester Academic Conduct Policies (pursuant to Appendix C).
- I. Student will meet with the DISTRICT and a parent or guardian to ensure the applicable high school graduation requirements are met prior to the start of the Senior Semester.

Section 6 Shared Obligations and Understandings of the Parties

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

arise in the course of their collaboration. The Parties shall, not less than annually, review the provisions of this Agreement and identify any updates, as may be needed. Any such updates are subject to the requirements of Section 8.E, below.

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

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

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

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

Section 8 Miscellaneous Provisions

- A. **Effective Date.** This Agreement becomes effective upon the date as of which It has been approved and fully executed by both of the Board of Education of DISTRICT and the Board of Trustees of COLLEGE.
- B. **Term of Agreement; Non-Assignability.** This initial term of this Agreement shall commence on the Effective Date and expire automatically on June 30, 2025, but may be mutually extended by the parties for subsequent one (1) year terms. This Agreement is not transferable or assignable by the Parties. There are no third-party beneficiaries to this Agreement.
- C. **Termination.** Either Party shall have the right to terminate this Agreement at the end of any semester during the initial term and any extension thereof, in whole or in part upon providing written notice of termination to the other Party at least 30 days prior to the last day of student attendance in any such semester.
- D. **Notices.** All notice required pursuant to this Agreement shall be sent by means capable of providing a confirmation of receipt, including (a) deposit with postage pre-paid in the U.S. mail, certified and return receipt requested, (b) personal service, or (c) facsimile transmittal, to the Parties at their addresses set out below or as otherwise specified in writing to one another. All notices mailed shall be deemed effective three days after mailing.

If to DISTRICT:

Byron Community School District No. 226
Att'n: Superintendent
696 N. Colfax St.
Byron, IL 61010
Facsimile: (815) 335-7574

with a copy to counsel;

Caroline A. Roselli
Robbins-Schwartz
190 South LaSalle Street; Suite 2550
Chicago, IL 60603-3410
Facsimile: (312) 332-7768
Email: croSELLI@robbins-schwartz.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

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

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

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

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


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

I. Signature In Counterparts. This Agreement may be executed in counterparts, each of which shall be an original, but all of which shall constitute one 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
Byron School District
No. 226
Ogle County, Illinois

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



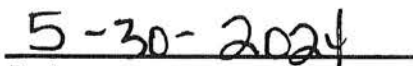
President

President



Secretary

Secretary



Date

Date

APPENDIX A

DISTRICT Senior Semester Program Process Procedures

Pre-Selection Criteria for DISTRICT High School Students

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

APPENDIX B

DISTRICT Procedures to Fulfill Qualifications and Admissions

Note: "DISTRICT" refers to Byron School District 226. "RVC" refers to Rock Valley COLLEGE's Early COLLEGE Office.

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

approved DISTRICT Senior Semester students.

17. Accepted DISTRICT students return completed welcome packet forms and transcripts to COLLEGE.
18. DISTRICT staff manages DISTRICT Senior Semester waiting list.
19. Students and DISTRICT Counselors are responsible for ensuring students will meet Byron School District 226 graduation requirements.
20. COLLEGE provides schedules to district staff for students enrolled in the DISTRICT Senior Semester program.
21. District staff distributes schedules to DISTRICT counselors.
22. District staff will work with DISTRICT students and COLLEGE on any changes to schedules offered to the DISTRICT.
23. COLLEGE provides students access to college advisors to assist with scheduling, as needed
24. When a student scheduling change is requested by the DISTRICT or the DISTRICT student, the student submits the "RVC Schedule Change Form" to DISTRICT Counselor for approval.
25. If approved, DISTRICT Counselor submits the signed "RVC Schedule Change Form" to District staff for processing to the Early College Office.
26. COLLEGE provides student transcripts to district staff for semester completed by participating students within two weeks of final grades posting.

APPENDIX C

Senior Semester Academic Conduct Policies

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

ADVISING & COMMUNICATION

Senior Semester students are expected to:

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

ATTENDANCE POLICY

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

MAINTAINING ACADEMIC INTEGRITY

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

ACADEMIC EARLY WARNING

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

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

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

DISMISSAL FROM PROGRAM

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

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

Personnel Report

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

A. Appointments

Gina McConoughey, Business Instructor, Full-time Faculty, Lane VII, Step 19, \$81,833, effective August 17, 2024.

Clayton Duffy, Business Instructor, Full-time Faculty, Lane V, Step 3, \$72,922, effective August 17, 2024.

Atiya Roby, Nursing Lab/Simulation Instructor, Full-time Faculty, Lane II, Step 10, \$70,552, effective August 17, 2024.

Takesha Brooks, Interim Director of Student Life and Intercultural Student Services, Full-time, ADM, Grade P, \$68,495, effective July 22, 2024.

Heidi Penney, Nursing Instructor, Full-time Faculty, Lane VII, Step 15, \$81,833, effective August 17, 2024.

Jennifer Freund, Nursing Instructor, Full-time Faculty, Lane II, Step 10, \$70,552, effective August 17, 2024

Beth Lipton, Chemistry Instructor, Full-time Faculty, Lane VII, Step 14, \$81,833, effective August 17, 2024.

Alexander Luft, Director of Career Services and Job Placement, Full-time, ADM, Grade P, \$69,522, effective July 29, 2024.

B. Departures

Michael Youngblood, Economics Professor, Full-time Faculty, is retiring effective August 11, 2024.

Mark Adolphson, Aviation Professor, Full-time Faculty, is retiring with a revised effective date of December 31, 2024. (*original effective retirement date of July 19, 2024 was approved at the April 23, 2024 Board Meeting*)

Jessica Higgins, Nursing Assistant Professor, Full-time Faculty, is resigning effective August 11, 2024.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

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Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

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Closed Session Minutes Through June 2024

Background: In accordance with the Illinois Open Meetings Act, the Board of Trustees of Community College District No. 511 is required to review the minutes and verbatim recordings of all closed meetings at least semi-annually. After such review, the Board in open session must determine whether or not there is a need for confidentiality to exist as to all or part of the written minutes.

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

Recommendation:

1. That the minutes of the closed session meetings of January 20, 2024 through June 25, 2024 shall be approved.
2. That the need for confidentiality still exists for the closed meeting minutes for the period of January 20, 2024 through June 25, 2024.
3. That the verbatim recordings shall be maintained pursuant to an existing litigation hold on College records.
4. That minutes identified in this document shall continue to be confidential until further action of the Board of Trustees.
5. That the Board's legal counsel shall, after consulting with the Board's chair, have the ability to review any closed session meeting minutes that the Board previously approved to remain confidential, to respond to any Freedom of Information Act request, litigation discovery requests, or as otherwise required by court order, and to produce any said closed session meeting minutes or parts thereof where the need for confidentiality no longer exists.

Joseph J. Perkoski
Board Attorney

Board Approval: _____
Secretary, Board of Trustees

Election for Members of the Board of Trustees

Background: The Consolidated Election for members of the Board of Trustees of Community College District No. 511 is required to be held on April 1, 2025. At this election, three Board members shall be elected for a term of six years each. Said election shall be conducted by the County Clerks of the Counties within this District and the Board of Election Commissioners of the City of Rockford in the manner provided in the “Illinois Election Code” for conducting such elections.

The first day to circulate nominating petitions is August 20, 2024.

The filing period for filing statements of candidacy and nominating petitions with the Secretary of the Board or designated representative for the April 1, 2025 Consolidated Election is November 12, 2024 through November 18, 2024 between the hours of 8:30 a.m. and 4:30 p.m. *

Recommendation: The Rock Valley College Board of Trustees acknowledges the scheduling of an election for members of the Community College Board to be held Tuesday, April 1, 2025, to elect three board members for a term of six years each. The Board of Trustees also appoints the Chief Financial Officer and staff as the Board’s designated representative to receive the statements of candidacy, nominating petitions, and election results from the various local election authorities and to transmit the results to the Board of Trustees within the time permitted by law (110 ILCS 805/3-7. 10).

Statements of candidacy and nominating petitions shall be filed in the Financial Services office in the Support Services Building at Rock Valley College, 3301 N. Mulford Road, Rockford, Illinois, between the hours of 8:30 a.m. and 4:30 p.m. CST each day except Saturdays, Sundays, and legal holidays beginning on November 12, 2024 and ending November 18, 2024. Names of the candidates shall be submitted to the voters in the order determined by the applicable provisions of the Illinois Election Code.

Attorney Reviewed.

** Dates were provided by Winnebago County in anticipation of enactment of House Bill 4488, which was enacted as P.A. 103-0600 after passing both chambers of the General Assembly on May 25, 2024, and being approved by the Governor on July 1, 2024.*

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Rock Valley College Student Trustee Report
Nico Mikos, Student Trustee
Board of Trustees Meeting, July 23, 2024

1. We are currently in the final stretch of Summer II classes. Summer II classes will end on August 6 and the Fall Semester will shortly begin after on August 17.
2. The amazing people of the Starlight Theater crew and cast have produced several great performances this summer and are now showing their second run of productions including *Beauty and the Beast*, *The Color Purple*, *Guys and Dolls*, and *Legally Blonde*. The upcoming play this weekend is *The Color Purple* with shows from July 24-28.
3. There were several new student welcome events: The New Student Welcome on July 17, the Aspire New Student Welcome on July 18, which both took place in the Stenstrom Student Center, and the Running Start Orientation will be on August 6 in the Performing Arts Room. There are several Summer Registration events that will continue to support student enrollment efforts. These events will all occur in the Stenstrom Student Center.
4. I am looking forward to attending Welcoming Week, which is the week of August 26-30. This will be a fun and engaging series of events to kick off the new semester and the start of the 2024-2025 school year.
5. It is also a pleasure to be serving as Student Trustee at Rock Valley College. I hope I can continue to use my voice to represent the students on the Board of Trustees and with that, I conclude my first report. Thank you, everyone!!!

Rock Valley College Board of Trustees

Freedom of Information Act Report

June 15 – July 15, 2024

Date Received	FOIA#	Requestor	Request	Response Date
6/16/2024	2024-44	David Ansari, HonorSociety.org	<p>A public records request for the following below for each of your campuses:</p> <ul style="list-style-type: none"> • URL of any webpages that discuss Phi Theta Kappa (PTK / PTK.org) on your school's internal or external websites. • All available information or metadata on when the page was created or modified and by whom. • All communications (e-mails or otherwise) by all persons who edited responsive pages that mention: Phi Theta Kappa, PTK, PTK.org, Lynn Tincher-Ladner, or Rod Risley. <p>Please note for clarification: This request is on behalf of HonorSociety.org, not affiliated with Phi Theta Kappa.</p>	commercial request; completed 6/24/2024
6/16/2024	2024-45	David Ansari, HonorSociety.org	<p>A public records request for the following below for each of your campuses:</p> <p>Current faculty and staff directory, including all contact information as permissible by FERPA.</p>	commercial request; completed 6/24/2024
6/20/2024	2024-46	Justin Cunningham, Zip Buffalo	<p>Request related to the college's fund management system to handle fund compliance, donor reporting, stewardship management, and scholarship management. Respond with information for each vendor:</p> <ul style="list-style-type: none"> • Request for Proposal (RFP) • Proposal submitted by the winning vendor • The contract signed with the vendor outlining prices and features • The purchase order for the product 	commercial request; completed 7/16/2024
6/23/2024	2024-47	Sid Kincaid	<p>This is a non-commercial FOIA request for a copy of the 2022 NSLVE report for RVC.</p>	completed 6/24/2024; no responsive record
6/25/2024	2024-48	Ed Luberda	<p>Bid results for Bid 2024-16.</p>	completed 7/8/2024
7/3/2024	2025-01	Hannah Sleger	<p>Copy of RVCPD report RV24-000061 from June 30, 2024</p>	completed; 7/12/2024
7/5/2024	2025-02	Justin Cunningham, Zip Buffalo	<p>Request for your most recent contract documentation (RFP, RFP proposal, contract, and purchase order) with the following student planning software vendors and products:</p> <p>Ellucian (DegreeWorks) Ellucian (CampusLogic (StudentForms)) Ellucian (EduNav) Civitas Learning (CollegeScheduler) EAB (Navigate360) PowerFAIDS</p> <p>Respond with the following four documents for each vendor you have a contract with</p> <ul style="list-style-type: none"> • Request for Proposal (RFP) • Proposal submitted by the winning vendor (slide deck or document outlining features) 	commercial request; completed 7/15/2024; no responsive records

			<ul style="list-style-type: none"> The contract signed with the vendor outlining prices and features The purchase order for the product 	
7/5/2024	2025-03	SSG Jennifer St. Amand	2010 police report for marijuana possession	no responsive record; referred to Winnebago County
7/9/2024	2025-04	Michelle Hobbs, Acme Research	Capital and operating expenditures for payments made by or on behalf of Rock Valley College during FY2024. Specifically, for any payee, other than an employee or student, who was paid a cumulative total of \$10,000 or more. We seek payee name, address, and cumulative dollar amount paid to the subject payee over the relevant time period.	commercial request; due 8/7/2024
7/11/2024	2025-05	Benjamin Donovan	Any and all records pertaining to the submitted bid by Hogan Environmental Cleaning Bid #24-17, regarding abatement services at the Downtown West Campus	due 7/18/2024
7/15/2024	2025-06	Justin Cunningham, Zip Buffalo	<p>Request for all current employee/staff contact information. The specific information requested from your record keeping system is:</p> <ul style="list-style-type: none"> First Name Last Name Position Title Department Employment Type i.e.: full-time, part-time, contractor General Office Phone Number Direct Office Phone Number Business Cell Phone Office Fax Email Address Office Physical Address Office Mailing Address 	commercial request; completed 7/16/2024