

**Rock Valley College
Community College District No. 511
3301 N Mulford Road, Rockford, IL 61114
COMMITTEE OF THE WHOLE MEETING**

**Educational Resource Center, Performing Arts Room, Room 0214
5:15 p.m. Tuesday, September 10, 2024**

Livestreaming Link: https://www.youtube.com/channel/UCswa3Fs6l4pWAR_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. Review of Minutes:** Committee of the Whole August 13, 2024
- G. General Presentations:**
 - 1. Higher Learning Commission (HLC) Visit Training for the Board
 - 2. Rock Valley College Foundation Update
- H. Teaching, Learning & Communications Discussion: Board Liaison Trustee Simpson**
 - 1. Enrollment Update
 - 2. Dual and Articulated Credit Memorandum of Understanding (MOU)
 - a. Rockford Public School District #205
 - 3. Running Start Intergovernmental Agreements (IGA)
 - a. Rockford Public School District #205
- I. Finance Discussion: Board Liaison Trustee Gorski**
 - 1. Cash and Investment Report
- J. Operations Discussion: Board Liaison Trustee Kennedy**
 - 1. Personnel Report
 - 2. Fiscal Year 2024 Annual Personnel Report
 - 3. Board Policy Manual Update: Article 1 Board of Trustees Bylaws / First Reading
 - 4. Intergovernmental Storage Agreement (IGA) with City of Loves Park for Fire Truck
 - 5. Classroom Building II Update
 - 6. Change Order Update
 - 7. Rock Valley College Events Calendar
- K. Other Business: Unfinished Business/New Business**
- L. Adjourn to Closed Session** to discuss: 1) The acquisition, purchase or lease of real property for the use of the public body per Section 2 (c) (5); and/or 2) Litigation has been filed and is pending, or an action is probable or imminent per Section 2 (c) (11), all in accordance with the Illinois Open Meetings Act.
- M. Reconvene to Open Session**
- N. Next Regular Board of Trustees Meeting:** September 24, 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 main campus.
- O. Next Committee of the Whole Meeting:** October 8, 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.
- P. 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, August 13, 2024
MINUTES

Call to Order

The Rock Valley College (RVC) Board of Trustees Committee of the Whole meeting convened on Tuesday, August 13, 2024, in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC) on the main campus. 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:

Mr. Robert Trojan	Mr. Paul Gorski joined the meeting at 5:16 p.m.
Ms. Gloria Cardenas Cudia	Ms. Crystal Soltow
Mr. Richard Kennedy	Mr. Nico Mikos, RVC Student Trustee, joined the
Ms. Kristen Simpson	meeting at 5:19 p.m.

The following Trustee was absent at roll call: Mr. John Nelson.

Also present: Dr. Howard J. Spearman, President; Mr. Keith Barnes, Vice President of Equity and Inclusion; Dr. Patrick Peyer, Vice President of Student Affairs; Ms. Heather Snider, Vice President of Institutional Effectiveness and Communications; Ms. Terrica Huntley, Interim Vice President of Human Resources; 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. Araceli Olvera, Interim Executive Assistant; Ms. Tracy Luethje, Executive Assistant to the Vice President of Operations; Attorney Aaron Kacel, 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 be recognized.

Recognition of Visitors

Dr. Spearman introduced Attorney Aaron Kacel from Robbins Schwartz as Rock Valley College's attorney of record for tonight's meeting.

Review of Minutes

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

General Presentations

1. PMA Presentation

Ms. Ellen Olson, vice president of finance, introduced Ms. Tammie Beckwith Schallmo, Senior Vice President and Managing Director with PMA Securities, who presented the Rock Valley College (RVC) Financing Plan for Capital Projects. Ms. Schallmo discussed the following:

- RVC's existing and annual debt service levies
- Financing considerations

- Upcoming capital projects
 - Classroom Building II (CLII)
 - Health Sciences Center
 - To be funded with \$14.7 million Series 2024 Working Cash Bonds
 - Downtown Rockford Facility
 - To be funded with Debt Certificates-to-Funding Bonds
- Arbitrage Rebate discussion
- Sources of funding
- Tax-exempt bonds
 - IRS requirements
 - Historical tax-exempt interest rates since 2020
- Two financing scenarios for the RVC Downtown West Campus
 - \$14.7 million Working Cash Bond proceeds generated in November 2024 (CLII and HSC) AND
 - Scenario One
 - 18-month spend-down plan
 - \$50.785 million in Debt Certificate proceeds generated in April 2025
 - Subsequent Funding Bonds issued in August 2025 OR
 - Scenario Two
 - 18-month spend-down plan
 - \$36.4 million in Debt Certificate proceeds generated in April 2025
 - \$14.385 million Debt Certificate proceeds generated in March 2026
 - Subsequent funding bonds issued in July 2026.

Ms. Schallmo stated that PMA recommends that the College proceed with Scenario One, the 18-month spend-down plan. Ms. Schallmo noted that it was too early to decide and that she would return to RVC with updated recommendations at the beginning of 2025. 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 she had updated information to provide. RVC is at 92% to goal for Summer II and 88% to goal for Fall. In Summer II and Fall, the College is 93% to goal and 90% to the stretch goal.

2. Higher Learning Commission (HLC) Quarterly Update

Dr. Lisa Mehlig, executive director of outcomes assessment and HLC liaison, presented the HLC quarterly update. Dr. Mehlig discussed the institutional accreditation reaffirmation and the next steps to be taken. Dr. Mehlig stated that the HLC Assurance Argument Lock Date is September 16, 2024, and the HLC site visit will be October 14-15, 2024.

Dr. Mehlig stated that the Criterion Subcommittees disbanded, and three new subcommittees were formed: Writing, Engagement, and Site Visit. Dr. Mehlig explained that the Assessment Academy Project is in the final year of a five-year project. The next step is the impact report. Part One/Reflection will be held on October 6, 2024, and the Results Forum will be held on October 16-17, 2024.

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.

The Senior Semester Intergovernmental Agreement (IGA) allows qualified district students to attend 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 RVC credit courses simultaneously. Discussion ensued.

Dual and Articulated Credit Memorandum of Understanding (MOU)

- Meridian C.U.S.D. #223**
- North Boone C.U.S.D. #200**
- Winnebago C.U.S.D. #323**

Running Start Intergovernmental Agreement (IGA)

- North Boone C.U.S.D. #200**
- Winnebago C.U.S.D. #323**

Senior Semester Intergovernmental Agreement (IGA)

- North Boone C.U.S.D. #200**

Finance Discussion: Board Liaison Trustee Gorski

1. Purchase Reports

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

Purchase Report A – FY2025 Amendment:

A. Software Licensing – (Maintenance Services Software Support – IT Administration)

1. CDW Government Inc.	Chicago, IL	\$ 10,300.00 (1)*
		Not to Exceed

Purchase Report B – FY2025 Purchases:

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

1. Helm Service	Freeport, IL	\$ 52,800.00 (1)*
		Not to Exceed

B. Proctoring Software – (Administrative Software – Online Learning)

2. Honorlock Inc.	Boca Raton, FL	\$ 72,000.00 (2)*
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C. Police Squad Car – (Automotive – RVC Police Department)

3. Morrow Brothers Ford Inc.	Greenfield, IL	\$ 55,560.00 (3)*
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D. Demolition – (Capital – Downtown West Site Improvements)

4. Northern Illinois Service Company	Rockford, IL	\$ 914,929.00 (4)*
Green Demolition Contractors	LaPorte, IN	\$ 915,800.00
N-TRAK Group	Loves Park, IL	\$ 1,196,959.00
McDonagh Demolition	Chicago, IL	\$ 1,724,835.00
Alpine Demolition Services	St. Charles, IL	\$ 2,225,254.00

E. Electric Vehicle – (Instructional Equipment – IGEN E-Vehicle Grant)

5. Tesla	Schaumburg, IL	\$ 51,000.00 (5)*
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F. Lighting Upgrade – (Facilities, Plan Operations, and Maintenance – Capital Expense)

6. Helm Electric Facility Solutions	Freeport, IL	\$ 502,252.00 (6)* Not to Exceed
Kelso-Burnett	Rockford, IL	\$ 729,600.00

Discussion ensued on Purchase Report B. Trustee Gorski stated he is questioning item B and the exemption used. Trustee Gorski would like item B taken off the Board Report and put on a separate Board Report, as he will not support it. Board Chair Trojan and Dr. Spearman agreed that Item B would be removed from Purchase Report B and placed on a new Purchase Report C so it could be voted upon separately at the August 27, 2024, regular Board meeting.

2. Cash and Investment Report

Ms. Olson presented the Cash and Investment Report through July 31, 2024. Total operating cash is \$46,165,281. Total operating cash and investments are \$94,170,928. Total capital funds are \$18,966,575. Since June 30, 2024, the change in capital funds is \$233,014. The change in operating cash and investments since June 30, 2024, is <\$1,019,393>. Ms. Olson stated that the total operating cash and investment funds were 92.58% of the FY2025 operating budget.

3. Resolution Calling for Bond Issue Notification Act Public Hearing Working Cash Bonds Not to Exceed \$14,700,000

Ms. Olson presented the Resolution Calling for Bond Issue Notification Act Public Hearing Working Cash Bonds, not to exceed \$14,700,000. Ms. Olson stated that RVC will be altering, remodeling, and equipping Classroom II (CLII) and the Health Sciences Center (HSC). Ms. Olson explained that the Capital Development Board will manage the CLII project as the state will partially fund the project. RVC is expected to issue debt obligations to pay for the capital projects. The resolution's intent is in anticipation of the obligation to call for a Bond Issue Notification Act (BINA) Public Hearing to be held on September 24, 2024, before the Regular Board of Trustees Meeting. At the hearing, the Board will present the reasons for the proposed bond issue and permit the public to show the reasons for the proposed bond issue and permit the public to present oral or written testimony on the proposal to sell bonds in an amount not to exceed \$14,700,000 to increase the working cash fund of RVC.

4. *Informational Only* / Quarterly Purchase Activity

The purchase orders quarterly report was included in the August 13, 2024, Committee of the Whole packet. The report listed purchase orders for \$10,000 to \$25,000 from April 2024 through June 2024.

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 were two appointments and one departure.

2. College Bookstore Contract

Mr. Jenks presented the College Bookstore Contract. Mr. Jenks stated that on April 24, 2024, RVC requested proposals for bookstore services. A request for a proposal was sent out inviting vendors to submit proposals for one of two models: a fully virtual bookstore or a hybrid with both a virtual and a physical bookstore. RVC is seeking a three-year contract with two one-year optional renewals. RVC received ten proposals from seven vendors.

A seventeen-member selection committee was formed, comprised of faculty, staff, and administration from various departments. The committee used a scoring matrix to evaluate the responses and shortlist the respondents. The top four respondents were invited to give presentations detailing their virtual bookstore and user experience.

The committee used a second scoring matrix to evaluate the finalists, primarily focusing on each respondent's alignment with RVC's goals and student's needs. After careful consideration, the committee determined that a hybrid model with both a virtual bookstore and a physical, on-campus presence would be the best fit for a hybrid model.

The selection committee selected BibliU Campus because it demonstrated an excellent user interface for students and faculty, a proven ability to integrate seamlessly with Ellucian Colleague and Canvas, flexibility to meet the College's evolving needs, and a solid transition plan to a hybrid bookstore. Discussion ensued.

3. 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 the CDB has narrowed down the architects that bid from nine to four and that CDB set a date of August 26, 2024, to choose the architect.

4. Rock Valley College Events Calendar

Mr. Jenks presented the RVC on-campus events calendar for August and September 2024 and highlighted Professional Development Day on September 3, 2024, along with several other events.

New Business/Unfinished Business

1. Unfinished Business:

There was no unfinished business.

2. New Business:

Dr. Spearman invited trustees to participate in Professional Development Day, to be held Tuesday after Labor Day, September 3, 2024, as there will be many interesting breakout sessions.

Welcome Week is starting, and Dr. Spearman wanted to thank the volunteers who signed up as greeters and other duties. It is a fun time to be on campus, and if trustees get a chance to be on campus, he encouraged them to say hello to students as they walk around.

Dr. Spearman praised Ms. Jennifer Thompson for her beautiful job directing "Beauty and the Beast." He saw the production and was awed by the performances.

Dr. Spearman announced that RVC was highlighted in the recent Association of Community College Trustees (ACCT) newsletter that Bourn and Koch, Inc. received the 2024 industry partner award from the Illinois Community College Trustees Association (ICCTA).

Dr. Spearman thanked Winnebago County Chairman Joe Chiarelli, who helped establish a rural transit system to help families in rural areas get to the city, RVC's campus, and medical support. The transit system should be effective in the next few months. Trustee Gorski asked who would provide the transportation, and Dr. Spearman stated it was the Reagan Mass Transit District (RMTD).

Adjourn to Closed Session

At 6:35 p.m., a motion was made by Trustee Kennedy, seconded by Trustee Cardenas Cudia, to adjourn to closed session to discuss: 1) The purchase or lease of real property for the use of the public body per Section 2 (c) (5) in accordance with the Illinois Open Meetings Act. The motion was approved by a unanimous roll call vote.

Reconvene Open Session

At 6:53 p.m., a motion was made by Trustee Cardenas Cudia, seconded by Trustee Gorski, to adjourn the closed session and reconvene to the open session. The motion was approved by a unanimous roll call vote. No action was taken as a result of the closed session.

Next Regular Board of Trustees Meeting

The next Regular Board of Trustees Meeting will be held on August 27, 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 September 10, 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 6:55 p.m., Trustee Gorski made a motion, seconded by Student Trustee Mikos, to adjourn the meeting. The motion was approved by a unanimous vote.

Submitted by: Tracy L. Luethje

Richard Kennedy, Secretary

Robert Trojan, Chairperson

DRAFT



Criteria for Accreditation

Policy Number: CRRT.B.10.010

Upcoming Criteria Revisions

At its February 2024 meeting, HLC's Board of Trustees approved on first reading proposed changes to the Criteria for Accreditation. Review the proposal and submit comments at hlcommission.org/criteria.

The Board will consider the proposed changes for adoption at its June 2024 meeting. If adopted, the revised Criteria will go into effect on September 1, 2025.

The Criteria for Accreditation are the standards of quality by which HLC determines whether an institution merits accreditation or reaffirmation of accreditation. They are as follows:

Criterion 1. Mission

The institution's mission is clear and articulated publicly; it guides the institution's operations.

Core Components

1.A. The institution's mission is articulated publicly and operationalized throughout the institution.

1. The mission was developed through a process suited to the context of the institution.
2. The mission and related statements are current and reference the institution's emphasis on the various aspects of its mission, such as instruction, scholarship, research, application of research, creative works, clinical service, public service, economic development and religious or cultural purpose.
3. The mission and related statements identify the nature, scope and intended constituents of the higher education offerings and services the institution provides.
4. The institution's academic offerings, student support services and enrollment profile are consistent with its stated mission.
5. The institution clearly articulates its mission through public information, such as statements of purpose, vision, values, goals, plans or institutional priorities.

1.B. The institution's mission demonstrates commitment to the public good.

1. The institution's actions and decisions demonstrate that its educational role is to serve the public, not solely the institution or any superordinate entity.
2. The institution's educational responsibilities take primacy over other purposes, such as generating financial returns for investors, contributing to a related or parent organization, or supporting external interests.
3. The institution engages with its external constituencies and responds to their needs as its mission and capacity allow.

1.C. The institution provides opportunities for civic engagement in a diverse, multicultural society and globally connected world, as appropriate within its mission and for the constituencies it serves.

1. The institution encourages curricular or cocurricular activities that prepare students for informed citizenship and workplace success.
2. The institution's processes and activities demonstrate inclusive and equitable treatment of diverse populations.
3. The institution fosters a climate of respect among all students, faculty, staff and administrators from a range of diverse backgrounds, ideas and perspectives.

Criterion 2. Integrity: Ethical and Responsible Conduct

The institution acts with integrity; its conduct is ethical and responsible.

Core Components

2.A. The institution establishes and follows policies and processes to ensure fair and ethical behavior on the part of its governing board, administration, faculty and staff.

1. The institution develops and the governing board adopts the mission.
2. The institution operates with integrity in its financial, academic, human resources and auxiliary functions.

2.B. The institution presents itself clearly and completely to its students and to the public.

1. The institution ensures the accuracy of any representations it makes regarding academic offerings, requirements, faculty and staff, costs to students, governance structure and accreditation relationships.
2. The institution ensures evidence is available to support any claims it makes regarding its contributions to the educational experience through research, community engagement, experiential learning, religious or spiritual purpose and economic development.

2.C. The governing board of the institution is autonomous to make decisions in the best interest of the institution in compliance with board policies and to ensure the institution's integrity.

1. The governing board is trained and knowledgeable so that it makes informed decisions with respect to the institution's financial and academic policies and practices; the board meets its legal and fiduciary responsibilities.
2. The governing board's deliberations reflect priorities to preserve and enhance the institution.
3. The governing board reviews the reasonable and relevant interests of the institution's internal and external constituencies during its decision-making deliberations.
4. The governing board preserves its independence from undue influence on the part of donors, elected officials, ownership interests or other external parties.
5. The governing board delegates day-to-day management of the institution to the institution's administration and expects the institution's faculty to oversee academic matters.

2.D. The institution is committed to academic freedom and freedom of expression in the pursuit of truth in teaching and learning.

2.E. The institution's policies and procedures call for responsible acquisition, discovery and application of knowledge by its faculty, staff and students.

1. Institutions supporting basic and applied research maintain professional standards and provide oversight ensuring regulatory compliance, ethical behavior and fiscal accountability.
2. The institution provides effective support services to ensure the integrity of research and scholarly practice conducted by its faculty, staff and students.
3. The institution provides students guidance in the ethics of research and use of information resources.
4. The institution enforces policies on academic honesty and integrity.

Criterion 3. Teaching and Learning: Quality, Resources, and Support

The institution provides quality education, wherever and however its offerings are delivered.

Core Components

3.A. The rigor of the institution's academic offerings is appropriate to higher education.

1. Courses and programs are current and require levels of student performance appropriate to the credential awarded.
2. The institution articulates and differentiates learning goals for its undergraduate, graduate, post-baccalaureate, post-graduate and certificate programs.
3. The institution's program quality and learning goals are consistent across all modes of delivery and all locations (on the main campus, at additional locations, by distance delivery, as dual credit, through contractual or consortial arrangements, or any other modality).



Find It Online

hlcommission.org/criteria

3.B. The institution offers programs that engage students in collecting, analyzing and communicating information; in mastering modes of intellectual inquiry or creative work; and in developing skills adaptable to changing environments.

1. The general education program is appropriate to the mission, educational offerings and degree levels of the institution. The institution articulates the purposes, content and intended learning outcomes of its undergraduate general education requirements.
2. The program of general education is grounded in a philosophy or framework developed by the institution or adopted from an established framework. It imparts broad knowledge and intellectual concepts to students and develops skills and attitudes that the institution believes every college-educated person should possess.
3. The education offered by the institution recognizes the human and cultural diversity and provides students with growth opportunities and lifelong skills to live and work in a multicultural world.
4. The faculty and students contribute to scholarship, creative work and the discovery of knowledge to the extent appropriate to their offerings and the institution's mission.

3.C. The institution has the faculty and staff needed for effective, high-quality programs and student services.

1. The institution strives to ensure that the overall composition of its faculty and staff reflects human diversity as appropriate within its mission and for the constituencies it serves.
2. The institution has sufficient numbers and continuity of faculty members to carry out both the classroom and the non-classroom roles of faculty, including oversight of the curriculum and expectations for student performance, assessment of student learning, and establishment of academic credentials for instructional staff.
3. All instructors are appropriately qualified, including those in dual credit, contractual and consortial offerings.
4. Instructors are evaluated regularly in accordance with established institutional policies and procedures.
5. The institution has processes and resources for assuring that instructors are current in their disciplines and adept in their teaching roles; it supports their professional development.

6. Instructors are accessible for student inquiry.
7. Staff members providing student support services, such as tutoring, financial aid advising, academic advising and cocurricular activities, are appropriately qualified, trained and supported in their professional development.

3.D. The institution provides support for student learning and resources for effective teaching.

1. The institution provides student support services suited to the needs of its student populations.
2. The institution provides for learning support and preparatory instruction to address the academic needs of its students. It has a process for directing entering students to courses and programs for which the students are adequately prepared.
3. The institution provides academic advising suited to its offerings and the needs of its students.
4. The institution provides to students and instructors the infrastructure and resources necessary to support effective teaching and learning (technological infrastructure, scientific laboratories, libraries, performance spaces, clinical practice sites and museum collections, as appropriate to the institution's offerings).

Criterion 4. Teaching and Learning: Evaluation and Improvement

The institution demonstrates responsibility for the quality of its educational programs, learning environments and support services, and it evaluates their effectiveness for student learning through processes designed to promote continuous improvement.

Core Components

4.A. The institution ensures the quality of its educational offerings.

1. The institution maintains a practice of regular program reviews and acts upon the findings.
2. The institution evaluates all the credit that it transcripts, including what it awards for experiential learning or other forms of prior learning, or relies on the evaluation of responsible third parties.
3. The institution has policies that ensure the quality of the credit it accepts in transfer.

4. The institution maintains and exercises authority over the prerequisites for courses, rigor of courses, expectations for student learning, access to learning resources, and faculty qualifications for all its programs, including dual credit programs. It ensures that its dual credit courses or programs for high school students are equivalent in learning outcomes and levels of achievement to its higher education curriculum.
5. The institution maintains specialized accreditation for its programs as appropriate to its educational purposes.
6. The institution evaluates the success of its graduates. The institution ensures that the credentials it represents as preparation for advanced study or employment accomplish these purposes. For all programs, the institution looks to indicators it deems appropriate to its mission.

4.B. The institution engages in ongoing assessment of student learning as part of its commitment to the educational outcomes of its students.

1. The institution has effective processes for assessment of student learning and for achievement of learning goals in academic and cocurricular offerings.
2. The institution uses the information gained from assessment to improve student learning.
3. The institution's processes and methodologies to assess student learning reflect good practice, including the substantial participation of faculty, instructional and other relevant staff members.

4.C. The institution pursues educational improvement through goals and strategies that improve retention, persistence and completion rates in its degree and certificate programs.

1. The institution has defined goals for student retention, persistence and completion that are ambitious, attainable and appropriate to its mission, student populations and educational offerings.
2. The institution collects and analyzes information on student retention, persistence and completion of its programs.
3. The institution uses information on student retention, persistence and completion of programs to make improvements as warranted by the data.
4. The institution's processes and methodologies for collecting and analyzing information on student retention, persistence and completion of programs

reflect good practice. (Institutions are not required to use IPEDS definitions in their determination of persistence or completion rates. Institutions are encouraged to choose measures that are suitable to their student populations, but institutions are accountable for the validity of their measures.)

Criterion 5. Institutional Effectiveness, Resources and Planning

The institution's resources, structures, processes and planning are sufficient to fulfill its mission, improve the quality of its educational offerings, and respond to future challenges and opportunities.

Core Components

5.A. Through its administrative structures and collaborative processes, the institution's leadership demonstrates that it is effective and enables the institution to fulfill its mission.

1. Shared governance at the institution engages its internal constituencies—including its governing board, administration, faculty, staff and students—through planning, policies and procedures.
2. The institution's administration uses data to reach informed decisions in the best interests of the institution and its constituents.
3. The institution's administration ensures that faculty and, when appropriate, staff and students are involved in setting academic requirements, policy and processes through effective collaborative structures.

5.B. The institution's resource base supports its educational offerings and its plans for maintaining and strengthening their quality in the future.

1. The institution has qualified and trained operational staff and infrastructure sufficient to support its operations wherever and however programs are delivered.
2. The goals incorporated into the mission and any related statements are realistic in light of the institution's organization, resources and opportunities.
3. The institution has a well-developed process in place for budgeting and for monitoring its finances.
4. The institution's fiscal allocations ensure that its educational purposes are achieved.

5.C. The institution engages in systematic and integrated planning and improvement.

1. The institution allocates its resources in alignment with its mission and priorities, including, as applicable, its comprehensive research enterprise, associated institutes and affiliated centers.
2. The institution links its processes for assessment of student learning, evaluation of operations, planning and budgeting.
3. The planning process encompasses the institution as a whole and considers the perspectives of internal and external constituent groups.
4. The institution plans on the basis of a sound understanding of its current capacity, including fluctuations in the institution's sources of revenue and enrollment.
5. Institutional planning anticipates evolving external factors, such as technology advancements, demographic shifts, globalization, the economy and state support.
6. The institution implements its plans to systematically improve its operations and student outcomes.

Determining Whether an Institution Meets the Criteria

HLC reviews institutions against the Criteria and Core Components according to the evaluative framework described in HLC policy (INST.A.10.020):

Core Components. The institution meets the Core Component if:

1. the Core Component is met without concerns, that is the institution meets or exceeds the expectations embodied in the Component, or to the extent opportunities for improvement exist, peer review or a decision-making body has determined that monitoring is not required; or
2. the Core Component is met with concerns, that is the institution demonstrates the characteristics expected by the Component, but performance in relation to some aspect of the Component must be improved.

The institution does not meet the Core Component if the institution fails to meet the Component in its entirety or is so deficient in the area covered by the Core Component that the Component is judged not to be met.

Criteria for Accreditation. The institution meets the Criterion if:

1. the Criterion is met without concerns, that is the institution meets or exceeds the expectations embodied in the Criterion, or to the extent opportunities for improvement exist, peer review or a decision-making body has determined that monitoring is not required; or

2. the Criterion is met with concerns, that is the institution demonstrates the characteristics expected by the Criterion, but performance in relation to some Core Components of the Criterion must be improved.

The Criterion is not met if the institution fails to meet the Criterion in its entirety or is so deficient in one or more Core Components of the Criterion that the Criterion is judged not to be met.

The institution meets the Criterion only if all Core Components are met. The team's judgment in applying this evaluative framework shall be exercised at the level of each Core Component and each Criterion for Accreditation. For purposes of compliance with the Criteria for Accreditation, findings of "met" and "met with concerns" both constitute compliance.

Providing Evidence for the Criteria for Accreditation

In evaluating the Criteria for Accreditation, HLC shall take into account varying institutional missions, models, and approaches within higher education. The distinctiveness of an institution's mission may condition the strategies it adopts and the evidence it provides that meets each Core Component.

An institution must provide a narrative and supporting evidence that demonstrate it meets HLC's Criteria for Accreditation. A team of peer reviewers evaluates the institution to validate its argument and determine if each Core Component of the Criteria is met.

HLC provides suggestions to assist institutions in thinking about possible sources of evidence in *Providing Evidence for the Criteria for Accreditation*, available at hlcommission.org/criteria.

Identifying Evidence

The evidence an institution provides to demonstrate that it complies with HLC's Criteria should do the following:

- Substantiate the facts and arguments presented in its institutional narrative.
- Respond to the prior peer review team's concerns and recommendations.
- Explain any nuances specific to the institution.
- Strengthen the institution's overall record of compliance with HLC's requirements.
- Affirm the institution's overall academic quality and financial sustainability and integrity.

HLC encourages institutions to provide thorough evidence and ensure that the sources selected are relevant and persuasive. To identify compelling evidence, it may be helpful to consider three categories of evidence: clear, corroborating and circumstantial.

- **Clear evidence** is precise, explicit and tends to directly establish the point it is presented to support. Institutions should provide clear evidence of their compliance with each Core Component.

Example: Clear evidence that a president was duly appointed by an institution's board would be a board resolution or meeting minutes showing a motion and vote to hire the president.

- **Corroborating evidence** is supplementary to evidence already given and tends to strengthen or confirm it. This type of evidence can be useful in illustrating points made in the institution's narrative, but it may not be persuasive to peer reviewers on its own.

Example: Corroborating evidence that a president was duly appointed by an institution's board would be a copy of the offer letter addressed to the president.

- **Circumstantial evidence** establishes a condition of surrounding circumstances, from which the principal fact may be inferred. This type of evidence is never sufficient on its own.

Example: Circumstantial evidence that a president was duly appointed by an institution's board would be a copy of a letter from the president to the chair of the board, accepting the presidential appointment.

Finally, institutions should remember the peer review team will base much of its recommendations on the evidence presented. To identify whether any gaps exist in their evidence, institutions should analyze each Core Component from the perspective of the peer review team. Peer reviewers will consider all materials presented and ask questions if they determine information is missing, but it is ultimately the institution's responsibility to present evidence of its compliance with the Criteria.



Assumed Practices

Policy Number: CRRT.C.10.010

Foundational to the Criteria and Core Components is a set of practices shared by institutions of higher education in the United States. Unlike the Criteria for Accreditation, these Assumed Practices are (1) generally matters to be determined as facts, rather than matters requiring professional judgment and (2) not expected to vary by institutional mission or context. Every institution is expected to be in compliance with all Assumed Practices at all times.

Because institutions are assumed to be adhering to the Assumed Practices on an ongoing basis, peer review teams will not review their compliance with these requirements except as follows:

1. When an institution is seeking HLC accreditation, and has not yet been granted initial accreditation by the Board of Trustees, the institution must provide evidence of its compliance with all the Assumed Practices as part of any reports to gain and maintain candidacy, and to gain initial accreditation.
2. When the Board of Trustees has placed an institution on the sanction of Probation and has cited the institution for being out of compliance with one or more Assumed Practices, the institution must provide evidence of its compliance with the cited Assumed Practices as part of its report to have Probation removed.
3. When the Board of Trustees has placed an institution under a Show-Cause Order, the institution must provide evidence of its compliance with all the Assumed Practices as part of its report to have the Show-Cause Order removed.
4. When an accredited institution's compliance with one or more Criteria for Accreditation raises questions concerning its compliance with related Assumed Practices, the institution must be prepared to provide evidence that it is in compliance with such related Assumed Practices.
5. When otherwise required by HLC as circumstances warrant.

An institution determined not to be in compliance with any Assumed Practice, even if in compliance with all other HLC requirements, may be subject to monitoring, Probation, a Show-Cause Order, or an adverse action, as defined by HLC policy based on the gravity of the finding as measured by (a) in the case of Probation, the extent to which a substantial remediation period is necessary to address such non-compliance or; (b) in the case of a Show-Cause Order or adverse action, the extent to which the very existence of the finding suggests that the institution should not remain accredited.

A. Integrity: Ethical and Responsible Conduct

1. The institution has a conflict of interest policy that ensures that the governing board and the senior administrative personnel act in the best interest of the institution.
2. The institution has ethics policies for faculty and staff regarding conflict of interest, nepotism, recruitment and admissions, financial aid, privacy of personal information, and contracting.
3. The institution provides its students, administrators, faculty, and staff with policies and procedures informing them of their rights and responsibilities within the institution.
4. The institution establishes and publicizes clear procedures for receiving complaints from students and other constituencies, responding to complaints in a timely manner, and analyzing complaints to improve its processes. The institution does not retaliate against those who raise complaints.

5. The institution makes readily available to students and to the general public clear and complete information including:
 - a. statements of mission, vision, and values
 - b. full descriptions of the requirements for its programs, including all pre-requisite courses
 - c. requirements for admission both to the institution and to particular programs or majors
 - d. its policies on acceptance of transfer credit, including how the institution applies such credit to its degree requirements. (Except for courses articulated through transfer policies or institutional agreements, the institution makes no promises to prospective students regarding the acceptance of credit awarded by examination, credit for prior learning, or credit for transfer until the institution has conducted an evaluation of such students' credits in accordance with its transfer policies.)
 - e. all student costs, including tuition, fees, training, and incidentals; its financial aid policies, practices, and requirements; and its policy on refunds
 - f. policies regarding academic good standing, probation, and dismissal; residency or enrollment requirements (if any)
 - g. its relationship with any parent organization (corporation, hospital, or church, or other entity that owns the institution) and any external providers of its instruction.
6. The institution assures that all data it makes public are accurate and complete, including those reporting on student achievement of learning and student persistence, retention, and completion.
7. The institution portrays clearly and accurately to the public its current status with the Higher Learning Commission and with any other institutional, specialized, and professional accreditation agencies.
 - a. An institution offering programs that require specialized accreditation or recognition by a state licensing board or other entity in order for its students to be certified or to sit for the licensing examination in states where its students reside either has the appropriate accreditation and recognition or discloses publicly and clearly the consequences to the students of the lack thereof. The institution makes clear to students the distinction between institutional and specialized or program accreditation and the relationships between licensure and the various types of accreditation.
 - b. An institution offering programs eligible for specialized accreditation at multiple locations discloses the accreditation status and recognition of the program by state licensing boards at each location.
 - c. An institution that provides a program that prepares students for a licensure, certification, or other qualifying examination publicly discloses its pass rate on that examination, unless such information is not available to the institution.
8. The governing board and its executive committee, if it has one, include some "public" members. Public members have no significant administrative position or any ownership interest in any of the following: the institution itself; a company that does substantial business with the institution; a company or organization with which the institution has a substantial partnership; a parent, ultimate parent, affiliate, or subsidiary corporation; an investment group or firm substantially involved with one of the above organizations. All publicly-elected members or members appointed by publicly-elected individuals or bodies (governors, elected legislative bodies) are public members.¹
9. The governing board has the authority to approve the annual budget and to engage and dismiss the chief executive officer.¹
10. The institution remains in compliance at all times with all applicable laws, including laws related to authorization of educational activities and consumer protection wherever it does business.
11. The institution documents outsourcing of all services in written agreements, including agreements with parent or affiliated organizations.
12. The institution takes responsibility for the ethical and responsible behavior of its contractual partners in relation to actions taken on its behalf.

¹ Institutions operating under federal control and authorized by Congress are exempt from these requirements. These institutions must have a public board that includes representation by individuals who do not have a current or previous employment or other relationship with the federal government or any military entity. This public board has a significant role in setting policy, reviewing the institution's finances, reviewing and approving major institutional priorities, and overseeing the academic programs of the institution.

B. Teaching and Learning: Quality, Resources, and Support

1. Programs, Courses, and Credits

- a. The institution conforms to commonly accepted minimum program length: 60 semester credits for associate's degrees, 120 semester credits for bachelor's degrees, and 30 semester credits beyond the bachelor's for master's degrees. Any variation from these minima must be explained and justified.
- b. The institution maintains structures or practices that ensure the coherence and quality of the programs for which it awards a degree. Typically institutions will require that at minimum 30 of the 120 credits earned for the bachelor's degree and 15 of the 60 credits for the associate's degree be credits earned at the institution itself, through arrangements with other accredited institutions, or through contractual relationships approved by HLC. Any variation from the typical minima must be explained and justified.
- c. The institution's policy and practice assure that at least 50% of courses applied to a graduate program are courses designed for graduate work, rather than undergraduate courses credited toward a graduate degree. (Cf. Criterion 3.A.1 and 2.) (An institution may allow well-prepared advanced students to substitute its graduate courses for required or elective courses in an undergraduate degree program and then subsequently count those same courses as fulfilling graduate requirements in a related graduate program that the institution offers. In "4+1" or "2+3" programs, at least 50% of the credits allocated for the master's degree – usually 15 of 30 – must be for courses designed for graduate work.)
- d. The institution adheres to policies on student academic load per term that reflect reasonable expectations for successful learning and course completion.
- e. Courses that carry academic credit toward college-level credentials have content and rigor appropriate to higher education.
- f. The institution has a process for ensuring that all courses transferred and applied toward degree requirements demonstrate equivalence with its own courses required for that degree or are of equivalent rigor.

- g. The institution has a clear policy on the maximum allowable credit for prior learning as a reasonable proportion of the credits required to complete the student's program. Credit awarded for prior learning is documented, evaluated, and appropriate for the level of degree awarded. (Note that this requirement does not apply to courses transferred from other institutions.)
- h. The institution maintains a minimum requirement for general education for all of its undergraduate programs whether through a traditional practice of distributed curricula (15 semester credits for AAS degrees, 24 for AS or AA degrees, and 30 for bachelor's degrees) or through integrated, embedded, interdisciplinary, or other accepted models that demonstrate a minimum requirement equivalent to the distributed model. Any variation is explained and justified.

2. Faculty Roles and Qualifications

- a. The institution establishes and maintains reasonable policies and procedures to determine that faculty are qualified. The factors that an institution considers as part of these policies and procedures could include, but are not limited to: the achievement of academic credentials, progress toward academic credentials, equivalent experience, or some combination thereof. The institution's obligations in this regard extend to all instructors and all other entities to which it assigns the responsibility of instruction. HLC will maintain "Institutional Policies and Procedures for Determining Faculty Qualifications Guidelines" to further explain requirements for reasonable policies and procedures in accordance with this Assumed Practice.
- b. Faculty participate substantially in:
 - i. oversight of the curriculum offered — its development, vetting and implementation; academic substance; currency; and relevance for internal and external constituencies;
 - ii. assurance of consistency in the level and quality of instruction and in the expectations of student performance;

- iii. establishment of the qualifications for instructors, including instructors provided by third parties;
- iv. analysis of data and appropriate action on assessment of student learning and program completion.

3. Support Services

- a. Financial aid advising clearly and comprehensively reviews students' eligibility for financial assistance and assists students in a full understanding of their debt and its consequences.
- b. The institution maintains timely and accurate transcript and records services.

C. Teaching and Learning: Evaluation and Improvement

1. Instructors (excluding for this requirement teaching assistants enrolled in a graduate program and supervised by faculty) have the authority for the assignment of any measures of student achievement. (This requirement allows for collective responsibility, as, for example, when a faculty committee has the authority to override a grade on appeal.)
2. The institution refrains from the transcription of credit from other institutions or providers that it will not apply to its own programs.
3. The institution has formal and current written agreements for managing any internships and clinical placements included in its programs.
4. A predominantly or solely single-purpose institution in fields that require licensure for practice is also accredited by or is actively in the process of applying to a relevant accreditor for each field, as sufficient for licensure, if such a recognized accreditor exists.
5. Instructors communicate course requirements to students in writing and in a timely manner.
6. Institutional data on assessment of student learning are accurate and address the full range of students who enroll.
7. Institutional data on student retention, persistence, and completion are accurate and address the full range of students who enroll.

D. Resources, Planning, and Institutional Effectiveness

1. The institution is able to meet its current financial obligations.
2. The institution has a prepared budget for the current year and the capacity to compare it with budgets and actual results of previous years.
3. The institution has future financial projections addressing its long-term financial sustainability.
4. The institution maintains effective systems for collecting, analyzing, and using institutional information.
5. The institution undergoes an external audit by a certified public accountant or a public audit agency that reports financial statements on the institution separately from any other related entity or parent corporation. For private institutions the audit is annual; for public institutions it is at least every two years.²
6. The institution's administrative structure includes a chief executive officer, chief financial officer, and chief academic officer (titles may vary) with appropriate credentials and experience and sufficient focus on the institution to ensure appropriate leadership and oversight. (An institution may outsource its financial functions but must have the capacity to assure the effectiveness of that arrangement.)
7. The institution's planning activities demonstrate careful and detailed consideration of student needs (including but not limited to the preservation of student records) and protocols to be followed in the event an orderly institutional closure becomes necessary.



Find It Online

hlcommission.org/assumed-practices

² Institutions under federal control are exempted provided that they have other reliable information to document the institution's fiscal resources and management.



Obligations of Membership

Policy Number: INST.B.30.020

While seeking and holding membership with HLC, an institution voluntarily agrees to meet obligations set forth by HLC as follows:

1. The institution participates in periodic evaluation through the structures and mechanisms set forth in HLC policies, submission of reports as requested by HLC, filing of the Institutional Update, and any other requirements set forth in its policies.
2. The institution regularly reviews current HLC policies and procedures. It adheres to such policies and procedures in good faith.
3. The institution designates an Accreditation Liaison Officer in accordance with HLC requirements.
4. The institution is candid, transparent, and forthcoming in its dealings with HLC, including cooperating with all requests for information from HLC.
5. The institution notifies HLC of any condition or situation that has the potential to affect the institution's status with HLC, such as a significant reduction in program offerings, potential institutional closure or serious legal investigation (including, but not limited to, conditions or situations included in HLC's policy on special monitoring).
6. As further defined and explained in HLC policy, the institution informs HLC of its relationship with any related entity wherein institutional decision-making is controlled by that entity and of any changes in that relationship that may affect the institution's compliance with HLC accreditation requirements.
7. The institution describes itself in identical terms to HLC and to any other recognized accreditor or regulatory body with which it holds or seeks membership with regard to purpose, operating authority, governance, programs, locations, degrees, diplomas, certificates, personnel, finances, and constituents.
8. The institution notifies HLC when it receives a pending or final adverse action from or has been placed on sanction by any other recognized accreditor; if a state has issued a pending or final action that affects the institution's legal status or authority to grant degrees; if it is placed on, or removed from, a provisional certification for participation in Title IV by the U.S. Department of Education; or if it is placed on, or removed from, the Reimbursement payment method or the Heightened Cash Monitoring 2 payment method by the U.S. Department of Education.
9. The institution notifies its constituents when it receives a pending or final adverse action from or has been placed on sanction by any other recognized accreditor or if a state has issued a pending or final action that affects the institution's legal status or authority to grant degrees.
10. The institution notifies applicable constituents whenever HLC has required it to submit a Provisional Plan for approval, and provides an accurate explanation as to the rationale for that Provisional Plan.
11. The institution accepts that HLC will, in the interest of transparency to the public, publish outcomes from its accreditation process in accordance with HLC policy.
12. The institution portrays its accreditation status with HLC clearly to the public, including the status of its branch campuses and related entities. The institution posts the electronic version of HLC's Mark of Accreditation Status in at least one place on its website, linking users directly to the institution's status on HLC's website.
13. The institution provides its constituents and applicants with any Public Disclosure Notice or Public Statement it receives from HLC and accurately communicates the significance of, and underlying reasons for, such Public Disclosure Notice or Public Statement as required by HLC.
14. The institution maintains prominently on its website a telephone number that includes an option for both current students and the public to speak with a representative of the institution.

15. The institution ensures that any information submitted to HLC generally will not include unredacted personally identifiable information (PII). If the institution submits information with unredacted PII because it is necessary for evaluative purposes or otherwise, it will clearly identify the information as such, if applicable.
16. The institution submits timely payment of dues and fees in accordance with the published Dues and Fees Schedule and accepts the fact of surcharges for late payment.
17. Prior to taking legal action against HLC, the institution agrees to submit to initial arbitration any dispute it may raise regarding an adverse action as such term is defined in HLC policy and that it is not able to resolve through HLC's processes.
18. The institution agrees that in the event it, or any third party, takes legal action against HLC related to any accreditation action or makes any legal inquiries of HLC related to the institution, the institution shall, to the extent allowed by law, be responsible for all expenses, including but not limited to attorneys' fees, expert witness, and related fees, incurred by HLC in responding to such legal inquiries and/or defending the action.

Meeting Obligations of Membership

Institutions must remain in compliance with the Obligations of Membership at all times. The HLC President shall make a final determination as to whether an institution is in violation of the Obligations of Membership such that Administrative Probation should be imposed. HLC may make use of any reasonable means to determine whether the institution has violated an Obligation of Membership including, but not limited to, seeking written information from the institution or scheduling one or more peer reviewers or staff members to meet with one or more institutional representatives either on-campus or through other appropriate method.

Administrative Probation

HLC staff or peer reviewer(s) may recommend an institution for Administrative Probation. Such recommendation shall be made to the President in writing and information about such recommendation shall be provided to the institution for an institutional

response. The institution shall have a minimum of 14 days to respond in writing to the recommendation. The HLC President shall then review the recommendation and the institution's response and make the decision whether to impose Administrative Probation. If the institution's response is unsatisfactory, the HLC President shall place the institution on Administrative Probation for a period not to exceed ninety days. The HLC President will notify the institution of the imposition of the Administrative Probation and the conditions for its removal in writing. During the ninety-day time period, the institution will be expected to remedy the situation that led to the imposition of Administrative Probation. At the end of the ninety-day period, the institution shall provide evidence that it has remedied the conditions leading to Administrative Probation to the President. Such evidence may be reviewed directly by HLC Staff, or peer reviewers as necessary to confirm the institution's compliance. Upon such validation, the President shall remove Administrative Probation.

If an institution fails to remedy the situation that led to Administrative Probation by the end of the ninety-day period, the HLC President shall take a recommendation concerning the institution to a decision-making body. Depending on the nature and the severity of the circumstances, such recommendation may involve a change in the institution's Pathway for Reaffirmation of Accreditation at the time of its next comprehensive evaluation, removal from the Notification Program for Additional Locations, interim monitoring on the underlying issue that led to Administrative Probation, the application of a sanction, the issuance of a Show-Cause Order or the withdrawal of accreditation, in accordance with HLC policies and procedures.

Disclosure of Administrative Probation

Administrative probation is noted on an institution's Statement of Accreditation Status along with the reason for the Administrative Probation until its removal.



Find It Online

hlcommission.org/obligations

The Accreditation Relationship

At HLC, we maintain active relationships with our member institutions. This involves frequent communication and regular reviews to support institutions in providing quality higher education.

Institutional Accreditation

HLC is an institutional accreditor recognized by the U.S. Department of Education and the Council for Higher Education Accreditation (CHEA) to accredit degree-granting colleges and universities. Institutional accreditation validates the quality of an institution's academic programs, whether delivered in person, online or otherwise. Institutional accreditation also examines the quality of the institution as a whole, including the soundness of its governance and administration, adherence to mission, the sustainability of its finances, and the sufficiency of its resources.

HLC Requirements and Policies

We partner with our member institutions and other stakeholders to define policies for quality higher education. Our foundational requirements are described in several policies:

- Criteria for Accreditation
(see page 30 or hlcommission.org/criteria)
- Assumed Practices
(see page 36 or hlcommission.org/assumed-practices)
- Eligibility Requirements
(see hlcommission.org/eligibility-requirements)
- Federal Compliance Requirements
(see hlcommission.org/federal)
- Obligations of Membership
(see page 40 or hlcommission.org/obligations)

Institutions meet these requirements to achieve and maintain accreditation with HLC. Institutions are also responsible for meeting expectations set forth in HLC's other institutional policies, available at hlcommission.org/policies.

Begin Your Accreditation Journey

Degree-granting colleges and universities located within the United States may be eligible to seek accreditation with HLC. HLC offers two routes to achieving accreditation: the Eligibility Process and Candidacy, and an Accelerated Process for Initial Accreditation.

For more information about these processes, see page 46.

Accreditation Cycles and Processes

Standard and Open Pathways

Through the Standard and Open Pathways for Reaffirmation of Accreditation, accredited institutions complete periodic reviews on a 10-year cycle to ensure they continue to meet HLC requirements and pursue institutional improvement. On the Standard Pathway, institutions complete comprehensive evaluations in Years 4 and 10. Institutions on the Open Pathway complete a virtual Assurance Review in Year 4, a Quality Initiative project between Years 5 and 9, and a comprehensive evaluation in Year 10.

For details, see page 47.

Institutional Update and Financial/Non-financial Indicators

The Institutional Update is an annual survey on the organizational health of our accredited and candidate institutions.

We review the data collected for specific risk indicators to identify if an institution may be at risk of not meeting HLC requirements. Those institutions undergo additional monitoring to ensure the concerns are addressed.

For details, see page 58.

Substantive Change

Member institutions notify HLC or obtain prior HLC approval for certain types of substantive changes to their academic offerings or operations. Such changes may be related to academic programs, additional locations or branch campuses, distance education, or other topics.

For details, see page 53.

Multi-location Visits

Accredited institutions with three or more active additional locations undergo a multi-location visit in Years 3 and 8 of their Pathway cycle. The visit confirms

the institution's continued effective oversight of its additional locations.

For details, see page 56.

Monitoring

If HLC identifies an issue of concern at an accredited institution, the institution may need to complete additional monitoring. The monitoring may be in the form of a report to HLC or a visit to the institution by peer reviewers.

For details, see page 59.

Sanctions, Show-Cause Orders and Adverse Actions

If an accredited institution is found to be out of compliance, or at risk of being out of compliance, with HLC requirements, it may be placed on Notice or Probation, or issued a Show-Cause Order. When that happens, the institution undergoes additional evaluations to demonstrate that it has addressed the issues identified. The institution remains accredited during this time.

In some cases, the HLC Board of Trustees may withdraw or deny an institution's candidacy or accreditation. These adverse actions are subject to appeal.

For details, see page 60.

Snapshot of Accreditation Activities for Standard and Open Pathway Institutions

This chart shows a typical timeline of required activities for most accredited institutions.*

Year	1	2	3	4	5	6	7	8	9	10
Institutional Update <i>Includes evaluation of financial and non-financial indicators</i>	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Pathway Evaluation <i>Assurance Review or comprehensive evaluation (with multi-campus visit, if applicable)</i>				✓						✓
Quality Initiative <i>Open Pathway only</i>									✓	
Multi-location Visit <i>Only institutions with 3+ active additional locations</i>			✓					✓		

At any point during this cycle, institutions may undergo additional reviews as needed related to matters such as:

- Substantive change requests
- Change of Control, Structure or Organization applications
- Routine or special monitoring, including financial or non-financial indicator follow up
- Notice sanction

* Institutions seeking accreditation with HLC or institutions placed on Probation, issued a Show-Cause Order or subject to an adverse action do not follow the cycle shown here. See page 46 for information about seeking accreditation and page 60 for information about sanctions, Show-Cause Orders and adverse actions.

Decision-Making Processes

Each institutional review concludes with a multi-step decision-making process that prioritizes due process and transparency for institutions, their students and other stakeholders. HLC publishes actions taken by our decision-making bodies on our website.

For details, see page 62.

People

Institutional Representatives

HLC works with multiple individuals at our member institutions, including the primary executive leaders and those who lead or coordinate accreditation work on campus. See page 65 for more information about our institutional contacts.

HLC Staff Liaison

An institution's assigned HLC staff liaison is their primary contact and support at HLC. The staff liaison explains HLC policies and procedures and coordinates with other HLC staff members to provide effective assistance and service to the institution. See page 67 for details about this role.

Peer Reviewers

HLC's accreditation reviews are primarily conducted by dedicated, volunteer peer reviewers who are trained to evaluate how institutions apply our requirements on campus. These peers also provide guidance to help institutions continuously improve.

See page 68 for more information about our Peer Corps.

Decision-Making Bodies

Actions on HLC member institutions are taken by institutional representatives and members of the public who serve on our three decision-making bodies: the Institutional Actions Council, Board of Trustees and Appeals Body.

See page 62 for more information about decision-making bodies and processes. The members of each decision-making body are provided at:

- **Board of Trustees:** page 6 or hlcommission.org/board
- **Institutional Actions Council:** page 7 or hlcommission.org/iac
- **Appeals Body:** hlcommission.org/appeals-body

Status and Stipulations

Accreditation Status

An institution's status with HLC can be found in multiple places:

- **Mark of Accreditation Status**, which is required to be displayed on each member institution's website. The Mark is linked to the institution's Statement of Accreditation Status on HLC's website, and it will automatically update if the institution's status with HLC changes. See hlcommission.org/mark for more information.
- **HLC's Directory of Institutions** at hlcommission.org/directory. The Directory provides a Statement of Accreditation Status for each current and former HLC member institution, which describes certain aspects of the institution's relationship with HLC.
- **Institutional Status and Requirements Report**, which is available for ALOs and CEOs to download in Canopy. The report includes a complete history of the institution's relationship with HLC, the status of current or upcoming accreditation events, and the institution's designated pathway and related events.

Verify Your Institution's HLC Status

Institutions may request an official letter from HLC to verify their accredited status, HLC's approval of a particular program or location, or other aspects of the institution's accreditation. See hlcommission.org/letter-request.

Stipulations

Stipulations describe aspects of an institution's accreditation relationship with HLC, including certain approvals or limitations placed by HLC on an institution's development of new programs or other activities. An institution's stipulations are available in its Institutional Status and Requirements Report.

Voluntary Withdrawal or Resignation

An institution may voluntarily withdraw from seeking membership with HLC, or may voluntarily resign its accreditation or candidacy at any time. An institution may take such actions for any reason, including ceasing operations, merging with another institution, or changing accreditors.



Standard Pathway 10-Year Cycle





Federal Compliance

As a federally recognized accreditor, HLC is responsible for verifying that our member institutions are complying with certain federal regulations.

When Federal Compliance Is Reviewed

- Comprehensive evaluations for:
 - Reaffirmation of Accreditation (regardless of when the evaluation occurs)
 - Candidacy
 - Initial accreditation
 - Removal of Probation
- Show-Cause Evaluation Visits
- Advisory visits arising from questions of compliance with federal requirements
- As part of assigned monitoring or any other appropriate evaluation, as determined by HLC, to verify compliance with federal requirements

Areas Addressed

- Assignment of credits, program length and tuition
- Institutional mechanisms for handling student complaints
- Publication of transfer policies
- Practices for verification of student identity
- Protection of student privacy
- Publication of student outcome data
- Standing with state and other accreditors
- Recruiting, admissions and related enrollment practices

The Review Process

For comprehensive evaluations or sanction visits that include a Federal Compliance Review, HLC makes the Federal Compliance documents available in the Assurance System six months before the institution's Assurance Filing lock date. We recommend that institutions begin compiling the necessary documentation at that point. The institution should upload its final Federal Compliance Filing to the system prior to its lock date.

When the institution's Assurance Filing is locked and released to the peer review team, a Federal Compliance reviewer evaluates the materials in advance of the visit and refers any issues to the on-ground team for further exploration and confirmation.

While conducting the visit, the peer review team determines whether the preliminary findings made by the Federal Compliance reviewer accurately represent the institution's compliance with all applicable requirements. The team may request additional documentation from the institution, if needed.

If the team has concerns about the institution's compliance with federal requirements, they may recommend monitoring or other action in accordance with HLC policy. This recommendation would go to an HLC decision-making body for review and final action.



Find It Online

hlcommission.org/federal-compliance



Monitoring

HLC may assign monitoring to an institution if peer reviewers or staff identify concerns related to HLC requirements that require additional follow-up.

Routine Monitoring

Interim Report

HLC may assign an interim report to receive specific, important information from the institution, track how the institution is progressing with certain changes or challenges, or confirm that the institution's stated plans have come to fruition. An interim report may be assigned as stand-alone monitoring, to be reviewed through staff analysis, or it may be embedded in a previously scheduled comprehensive evaluation or focused visit.

Focused Visit

A focused visit may be assigned to examine specific aspects of an institution in between the institution's comprehensive evaluations. Peer reviewers evaluate specific developments or follow up on concerns identified during a previous review process.

Special Monitoring

Institutional Designations

When an institution is in financial distress or under governmental investigation, HLC may assign the institution a designation and ask the institution to provide regular reports to HLC on the situation. Designations allow HLC to respond quickly to developing situations at member institutions and to communicate to students and the public in a timely manner about situations that may affect an institution's operations.

Special Monitoring Reports and Advisory Visits

When an urgent issue arises at an institution, HLC's president may call for a special monitoring report or an advisory visit to the institution to investigate specific issues. Such issues may involve the institution's

governance, operations, finances or other concerns. See HLC's Special Monitoring policy (INST.F.20.010) for a list of situations that might result in an advisory visit.

An advisory visit is conducted by a team of HLC peer reviewers, who may be accompanied by the institution's HLC staff liaison or other HLC staff member.

The special monitoring report or advisory visit team report is not reviewed through HLC's regular review processes. The HLC president will propose an action in response to the report, which may include a recommendation to HLC's decision-making bodies for possible further action. This action could include further monitoring, a sanction or other action. The institution will have an opportunity to submit a response to the president's proposed action.



Find It Online

hlcommission.org/monitoring



Sanctions, Show-Cause Orders and Adverse Actions

When a member institution does not meet, or is at risk of not meeting, HLC requirements, the institution may be placed on sanction, issued a Show-Cause Order, or be subject to an adverse action. In such circumstances, HLC ensures students and other community members are notified and works with the institution to communicate any next steps and implications for students.

Public Notifications

Institutions are obligated to promptly disclose any sanctions, Show-Cause Orders and adverse actions to the public. Once the institution has been notified of one of the above actions, the institution's Statement of Accreditation Status in HLC's Directory of Institutions and, if applicable, the Mark of Accreditation Status on the institution's website are updated to reflect the change in status. HLC will also issue a Public Disclosure Notice.

Sanctions

An institution may be placed on a sanction of Notice or Probation when HLC determines the institution does not meet, or is at risk of not meeting, the Criteria for Accreditation, Federal Compliance requirements, or Assumed Practices. The imposition of a sanction is not subject to appeal. The institution remains accredited during the sanction period.

Notice

An institution is placed on Notice when it is at risk of not meeting HLC requirements. If the institution is on the Open Pathway, it will be placed on the Standard Pathway for the remainder of that accreditation cycle.

An institution is placed on Notice for no more than two years. In that time, the institution submits a Notice report providing evidence it is no longer at risk of failing to meet HLC requirements. The institution may be required to host a Notice Visit to demonstrate that the areas of concern have been improved.

If the institution is no longer at risk of failing to meet HLC requirements, the HLC Board of Trustees may remove the institution from Notice. If the institution is still at risk, or if the institution is no longer meeting the HLC requirements, another action may be taken in accordance with HLC policies, including extending Notice, placing on Probation, issuing a Show-Cause Order or withdrawing accreditation.

Probation

An institution may be placed on Probation when it no longer meets one or more of the Criteria for Accreditation, Assumed Practices or Federal Compliance requirements. An institution on Probation is removed from its Pathway for Reaffirmation of Accreditation.

The initial period for Probation is up to two years. Institutions on Probation undergo a comprehensive evaluation to provide evidence that the areas of concern have been ameliorated.

If the institution has addressed the areas of concern and meets all of the Criteria for Accreditation, Federal Compliance requirements and Assumed Practices, the HLC Board of Trustees may remove it from Probation. If the institution still does not meet all of the HLC requirements, the Board may take another action, including extending Probation, issuing a Show-Cause Order or withdrawing accreditation.



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Show-Cause Order

An institution is issued a Show-Cause Order when it is not meeting the Criteria for Accreditation, Federal Compliance requirements or Assumed Practices to such an extent that HLC requires the institution to demonstrate why its accreditation should not be withdrawn. The issuance of a Show-Cause Order is not subject to appeal. An institution issued a Show-Cause Order is removed from its Pathway for Reaffirmation of Accreditation. It remains accredited during the Show-Cause period.

An institution issued a Show-Cause Order has no more than one year to demonstrate that it should maintain its accreditation. The institution submits a Show-Cause Report and hosts a Show-Cause Evaluation Visit to demonstrate that it meets all of the Criteria for Accreditation, all Federal Compliance requirements and all Assumed Practices. The institution is also offered the opportunity to participate in a Board Committee Hearing.

If the HLC Board of Trustees determines the institution meets the Criteria for Accreditation, Federal Compliance requirements and Assumed Practices, it may remove the institution from Show-Cause. If the institution has not demonstrated that it should maintain its accreditation, HLC may withdraw accreditation.

Adverse Actions

Adverse actions are decisions that:

- Withdraw accreditation.
- Deny accreditation to an institution seeking HLC accreditation, unless the Board denies an early application for initial accreditation and continues candidacy.
- Withdraw or deny candidacy.

Adverse actions are subject to appeal by the institution. The institution is generally also offered the opportunity to participate in a Board Committee Hearing prior to an adverse action being taken.

Withdrawal or Denial of Accreditation

An institution's accreditation may be withdrawn if it does not meet one or more of the Criteria for Accreditation, Federal Compliance requirements, Assumed Practices, Eligibility Requirements or Obligations of Membership. Accreditation may also be withdrawn from an institution if it no longer operates as an educational institution or if its legal authorization to operate and grant degrees is terminated.

An institution seeking accreditation with HLC may be denied accreditation if it is unable to meet one or more of the Criteria for Accreditation, Federal Compliance requirements, Assumed Practices, or Eligibility Requirements, or if it fails to meet the Obligations of Membership at any time during its candidacy period, if applicable.

Withdrawal or Denial of Candidacy

An institution may be denied candidacy, or its candidacy may be withdrawn, if it fails to meet one or more of the Eligibility Requirements, the Assumed Practices or Federal Compliance requirements, or the institution has not provided sufficient evidence that the Criteria for Accreditation can be met within the candidacy period.



Decision-Making Bodies and Processes

Following most institutional reviews, peer reviewers or staff make recommendations to an HLC decision-making body, whose members review the case and make a final decision. HLC's decision-making process is designed to prioritize due process and transparency for institutions and their students.

Decision-Making Bodies

Unless otherwise specified, the decision-making bodies are broadly representative of the colleges and universities accredited by HLC, with attention to institutional type, control, size and geographical distribution. All decision-making bodies abide by HLC's conflict of interest policies.

Board of Trustees

The Board of Trustees is the governing body of HLC. It is made up of at least 16 and no more than 21 trustees. At least one of every seven trustees is a representative of the public, and the others are representatives of HLC member institutions or are otherwise involved in higher education. See the Board roster on page 6 or at hlcommission.org/board.

Cases that require final action by the Board include the following:

- Granting or denying an institution candidacy or initial accreditation.
- Withdrawing status from a candidate or accredited institution.
- Issuing or removing a sanction.
- Issuing or removing a Show-Cause Order.
- Approving or denying a Change of Control, Structure or Organization.

Institutional Actions Council

The Institutional Actions Council (IAC) is composed of approximately 125 members representing HLC member institutions and the public. Those members who represent institutions are also current members of the Peer Corps. See the IAC roster on page 7 or at hlcommission.org/iac.

The IAC has the authority to take action on accreditation decisions other than those for which the Board of

Trustees retains exclusive authority. This includes, but is not limited to, the following:

- Cases of reaffirmation of accreditation, including pathway placement.
- Standard Pathway comprehensive evaluations.
- Open Pathway Assurance Reviews.
- Biennial evaluations during Candidacy.
- Substantive change requests requiring review and approval by a decision-making body, not including applications for Change of Control, Structure or Organization.
- Recommendations for and resulting from interim monitoring.

Some cases heard by the IAC require action by the Board of Trustees. In these instances, the IAC submits a recommendation to the Board for consideration. The Board may either adopt the recommendation of the IAC as its action or may take another action provided by HLC policy.

Appeals Body

The Appeals Body is selected by the Board of Trustees to be available to serve on Appeal Panels (see the roster at hlcommission.org/appeals-body). Although many actions by the Board are considered final actions, an institution may appeal an adverse action of the Board prior to the action becoming final. In these instances, an Appeal Panel hears the case and has the authority to affirm, amend or remand the action of the Board.

Decision-Making Process and Related Processes

Note: The decision-making processes for individual cases are dependent upon HLC policy. Please review HLC policies to determine how the process might change based on institutional circumstances. See hlcommission.org/policies.

Staff Actions

HLC staff may take certain types of institutional actions, as permitted by HLC policy. These actions could include, among others, adjusting the scope of certain previously assigned monitoring or changing the date of an upcoming review.

Actions Taken by Decision-Making Bodies

For evaluations that require action by an HLC decision-making body, the decision-making process begins once the evaluation concludes. A peer review or staff report that includes a recommendation is submitted to an HLC decision-making body. Unless a case is required by policy to go directly to the Board of Trustees for consideration and action, most cases are sent to the IAC for final action or for a secondary review and recommendation prior to action being taken by the Board of Trustees.

Institutional Response

Institutions are offered an opportunity to respond after each evaluation and at each stage of the decision-making process. Each decision-making body considers the institutional response as part of the full record of the case, along with the recommendation of the peer review team and, where applicable, the recommendations of other decision-making bodies.

Institutional Actions Council

Each year the IAC reviews more than 1,000 cases in two settings:

- **IAC Meeting.** Meetings are held virtually with a committee of IAC members. Representatives from the institutions are not present at these meetings. The decisions of IAC meeting committees are final unless the Board of Trustees is required by policy to take final action.
- **IAC Hearing.** HLC policy requires that certain cases go to an IAC hearing rather than a meeting. Representatives from both the institution and peer review team, along with a committee of IAC members, attend these hearings. The IAC hearing committee will typically make a recommendation to the Board of Trustees for final action.

A committee of IAC members is selected for each meeting and hearing. The IAC members on the committee are responsible for reading the entire record related to each case. Approximately every six weeks, IAC committees review cases in a meeting format. Hearings are timed to occur in advance of Board meetings.

An action taken by the IAC is a final action unless the case requires review by the Board of Trustees. If the case requires action by the Board, the IAC includes a recommendation with the report sent on to the Board of Trustees for final action.

Board of Trustees

The Board conducts regular meetings three times per year to take action on institutional cases, to approve and adopt changes to HLC policy, and to conduct other regular business. The Board may also take institutional actions at other times during the year via special meetings or other means, such as electronic ballots, as necessary.

Board Committee Hearing

HLC will make a Board Committee Hearing available to a member institution prior to a decision by the Board to take most adverse actions or to conclude a Show-Cause Order process. The hearing is conducted by a subcommittee of the Board prior to the full Board taking action.

Action Letter

Approximately 14 days after a final action by the IAC or Board of Trustees, an Action Letter is sent to the institution that relays the final action.

Appeals

Although many actions by the Board are final actions, an institution may appeal an adverse action of the Board of Trustees prior to the action becoming final. An Appeal Panel will hear the case and decide to affirm, amend or remand the adverse action to the Board. If the panel affirms or amends the action, the Board will review and act to implement the panel's decision. If the panel remands the action to the Board for additional consideration, the Board will, after taking into account the panel's explanation of its reasons for remanding the action, act to affirm, amend, or reverse its original adverse action.

Arbitration of Adverse Actions Following Appeal

A decision by an Appeal Panel concludes the decision-making process. Thereafter, an institution may initiate arbitration with HLC. The arbitration will be conducted by a single arbitrator who is mutually selected by the parties. The arbitrator may affirm or reverse the decision by the Appeal Panel. Following arbitration, the Board will act to implement the decision of the arbitrator. In accordance with federal requirements, HLC's arbitration process is an initial process that is non-binding.



Find It Online

hlcommission.org/decision-making



RVC Foundation Update

Presented by Brittany Freiberg, Chief Development Officer, RVC Foundation
RVC Board of Trustees Committee of the Whole Meeting - September 10, 2024

Academic Year 2024-2025 Scholarship Update

681 total applications submitted*

Best Chance (Feb 14 - April 1): 547

Last Chance (Aug 16 –Sept 4): 134

320 recipients awarded thus far

Best Chance: 320

Last Chance: TBD

*Last Chance application closes at 11:59 PM on 9/4/24;
numbers may increase.

2024-2025 Best Chance Results

547 applications submitted

- 320 Preliminary awards offered
- \$526,091 Awarded
- 53% of pool received an award

Academic Year 2024-2025 Funds Available and Awarded

\$797,455.00 Available for awards

- \$706,704 – Academic Year 2023-2024

\$526,091.00 Awarded to students

- \$600,435 - Academic Year 2023-2024

\$271,364.00 Remaining for Last Chance

Allocation Growth Over the Years

FY2011 - \$134,288

FY2012 - \$134,288

FY2013 - \$137,017

FY2014 - \$139,943

FY2015 - \$184,471

FY2016 - \$193,820

FY2017 - \$252,926

FY2018 - \$258,218

FY2019 - \$290,127

FY2020 - \$286,116

FY2021 - \$299,383

FY2022 - \$328,218

FY2023 - \$482,150

FY2020 - \$286,116

FY2021 - \$299,383

FY2022 - \$328,218

FY2023 - \$482,150

FY2024 - \$706,704

**FY2025 -
\$797,455**

Illinois Community College Total Asset Comparison

ICC Institution Foundations	Current Total Assets		
Harper College	\$50,154,930.00	IL Valley CC	\$7,559,704.00
Joliet Junior College	\$30,033,939.00	Black Hawk College	\$7,091,035.00
Highland CC	\$27,089,873.00	Rend Lake College	\$6,766,277.00
Lincoln Land CC	\$25,432,451.00	Waubonsee CC	\$5,832,822.00
Carl Sandburg College	\$20,893,938.00	Spoon River College	\$5,657,516.00
Richland CC	\$19,744,278.00	Moraine Valley Community College	\$5,491,505.00
College of DuPage	\$19,660,273.00	Southeastern Illinois College	\$5,050,848.00
Oakton CC	\$17,956,754.00	John Wood CC	\$3,084,815.00
RVC	\$17,892,333.00	Prairie State College	\$2,617,670.00
Heartland CC	\$16,682,439.00	South Suburban College	\$1,698,599.00
Lewis & Clark CC	\$16,491,602.00	Triton College	\$1,570,698.00
Parkland College	\$14,374,587.00	Shawnee CC	\$1,313,158.00
Southwestern Illinois College	\$12,450,558.00	Morton College	\$445,692.00
Elgin CC	\$11,065,506.00		
McHenry CC	\$10,631,591.00		
Kankakee Community College	\$9,818,993.00		
John A. Logan College	\$9,791,435.00		
Kaskaskia College	\$9,707,435.00		
Sauk Valley CC	\$8,810,980.00		
Kishwaukee College	\$8,365,888.00		

RVC is 9th out of 33 peers

Source: IRS.gov – 990 Filings

RVC Foundation Investments

Savant Capital Management - \$14,823,331

- Six funds held
- Endowed and non-endowed funds
 - \$9,866,166 – Endowed

Midland States Bank - \$254,396

- One fund held – Charitable Remainder Annuity

Community Foundation of Northern Illinois -\$1,865,947

- Endowed scholarships

Totals as of 4/30/24

Invitation to Connect

B.Freiberg@rockvalleycollege.edu

Thank you!

FY2025 Enrollment Update

Board of Trustees Committee of the Whole – September 10, 2024

Term	Unduplicated Headcount				Credit Hours				Budget		Stretch	
	FY2024	FY2025	Change	% Change	FY2024	FY2025	Change	% Change	Budget	% to Budget	Goal	% to Goal
Summer II	1,852	1,861	9	0.49%	7,900	8,260	360	4.56%	9,000	92%	9,000	92%
Fall	5,302	5,369	67	1.26%	52,549	52,282.5	-266.5	-0.51%	51,100	102%	52,800	99%
Subtotal (Summer II + Fall)	7,154	7,230	76	1.06%	60,449	60,542.5	93.5	0.15%	60,100	101%	61,800	98%
Winterim	--	--	--	--	--	--	--	--	900	--	1,200	--
Spring	--	--	--	--	--	--	--	--	45,000	--	47,500	--
Subtotal (Summer II + Fall + Winterim + Spring)	--	--	--	--	--	--	--	--	106,000	--	110,500	--
Summer I	--	--	--	--	--	--	--	--	4,000	--	4,500	--
Total	--	--	--	--	--	--	--	--	110,000	--	115,000	--

Sources: FY2025 Summer II Enrollment Ticker (Final) and Fall Enrollment Ticker 08/30/2024

Important Dates:

- Summer II registration opened March 4, tuition was due May 28, classes began June 17, and classes ended August 6.
- Fall priority registration opened March 18, tuition was due July 30, and classes began August 17. Fall 14th Day (i.e., official fall reporting date) is September 5.

2024 - 2025 Dual and Articulated Credit Memorandum of Understanding Between Board of Education of Rockford Public School District No. 205 and Rock Valley College

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

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

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

Appendix A notes the courses approved to be taught at Rockford Public School District No. 205 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 the Board of Education of Rockford Public School District No. 205, beginning August 21, 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 – Rockford Public School District No. 205

Dual and Articulated Credit Memorandum of Understanding between Rock Valley College and Rockford Public School District 205

This Memorandum of Understanding ("MOU" or "Agreement") is entered into this ____ day of _____, 2024 between Board of Education of the Rockford Public Schools, District No. 205, Winnebago and Boone Counties, Illinois ("School District"), located at 501 7th Street, Rockford, Illinois 61104 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 August 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), or 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 in accordance with EdSystems. 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.

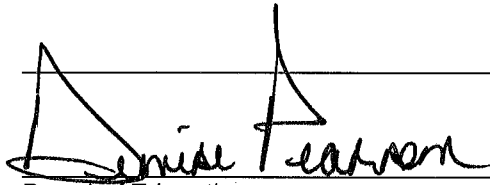
To the extent feasible, the College and School District shall annually assess disaggregated data pertaining to dual credit course enrollments, completions, and subsequent postsecondary enrollment and performance. If applicable, this assessment shall include an analysis of dual credit courses with credit 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. Ehren Jarrett
High School Superintendent Date

Rock Valley College President Date



Denise Pearson
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 Rockford Public School District as dual credit effective during this Agreement:

Dual Credit Courses
BIO 103 – Introductory Life Science / BIO 104
CRM 120 – Criminal Investigation
ECE 100 – Intro to Early Childhood Education: Roosevelt
ECE 101 – The Developing Child: Roosevelt
ECE 103- Nutrition & Health of Young Children: Roosevelt
ENG 101 – Composition I
GAT 101 – Introduction to Graphics Arts Technology: Roosevelt
GAT 110 – Introduction to Photoshop: Roosevelt
GAT 115 – Introduction to Illustrator: Roosevelt
HLT 110 – Medical Terminology
HST 142 – History of the United States to 1865
HST 143 – History of the United States Since 1865
LIT 101 – Introduction to Literature
MET 110 – Manufacturing Processes I: Roosevelt
MTH 135 – Calculus with Analytic Geometry I
NAD 101 – Nursing Aide
PCT 262 – A+ Essentials
STU 101 – Career Planning: Roosevelt
STU 103 – Workplace Ethics: Roosevelt
STU 299 – Service Learning: Roosevelt

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

RVC Course Eligible for Articulated Credit	Student Earns Articulated Credit by:
CIS 102 – Intro to Computers	Successful Completion of 3 credits in any CIS OR PCT course
CRM 101 – Intro to Criminal Justice	Successful Completion of 3 credits in any CRM course
MET 100 – Intro to Drafting	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.

ROCK VALLEY COLLEGE
Cash and Investment Report
August 31, 2024

	<u>Month End Balance</u>
<u>Operating Cash Accounts</u>	
Illinois Bank & Trust	5,199,788
PMA Operating Cash	11,066,553
Petty Cash	7,116
ISDLAF*	16,872,766
ISDLAF Term Series	-
 Total Operating Cash:	 <u>33,146,223</u>
<u>Operating Investments Accounts</u>	
PMA Operating	41,960
ISDLAF*	300,254
CD's and CDARS	41,701,069
Treasuries	3,940,411
ISDLAF Term Series	2,025,000
FHLB Discount Notes	237,383
 Total Operating Investments:	 <u>48,246,077</u>
 <i>Total Operating Cash & Investments:</i>	 <u><u>81,392,300</u></u>

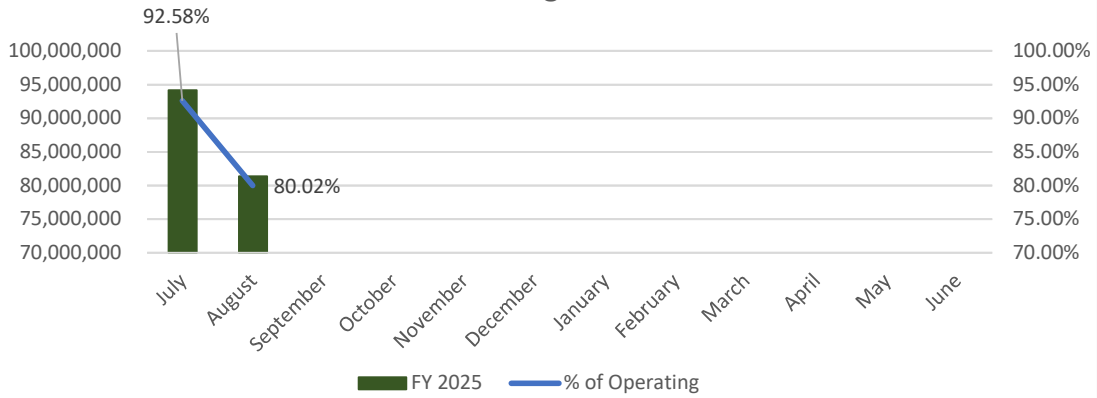
Total Operating Cash and Investments on July 31, 2024	<u>94,170,928</u>
Total Operating Cash and Investments on August 31, 2024	<u>81,392,300</u>
Total Operating Cash and Investments on August 31, 2023	<u>85,365,989</u>
% of Operating Budget	80.02%
Change in Operating Cash and Investments since July 31, 2024	(12,778,628)

**Illinois School District Liquid Asset Fund*

	<u>Month End Balance</u>
<u>Capital Funds</u>	
Debt Service	7,035,275
Life Safety	4,402,314
CDB Escrow	18,621,101
Building Funds	1,571,560
 Total Capital Funds:	 <u>31,630,251</u>

Total Capital Funds on July 31, 2024	<u>18,966,575</u>
Total Capital Funds on July 31, 2024	<u>31,630,251</u>
Change in Capital Funds since July 31, 2024	12,663,676

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



Month / Year	Cash & Investments	Capital	Total
August 2024	81,392,300	31,630,251	113,022,551
August 2023	85,365,989	18,758,217	104,124,206
July 2024	94,170,928	18,966,575	113,137,503
July 2023	82,104,819	17,993,199	100,098,019
June 2024	95,190,321	18,733,561	113,923,882
June 2023	83,887,036	16,942,490	100,829,526
May 2024	87,363,344	13,008,319	100,371,663
May 2023	76,503,790	13,085,170	89,588,960
April 2024	86,332,941	12,124,823	98,457,764
April 2023	75,375,546	11,330,563	86,706,108
March 2024	86,836,088	12,144,016	98,980,104
March 2023	76,720,650	11,325,913	88,046,563
February 2024	88,191,264	12,055,291	100,246,555
February 2023	73,535,274	11,506,241	85,041,515
January 2024	89,622,418	12,080,229	101,702,648
January 2023	76,505,959	11,467,053	87,973,012
December 2023	86,619,649	12,022,984	98,642,633
December 2022	76,593,409	17,140,956	93,734,364
November 2023	87,396,331	20,349,393	107,745,724
November 2022	76,181,482	18,315,921	94,497,403
October 2023	86,279,617	20,962,436	107,242,052
October 2022	79,115,154	18,105,076	97,220,230
September 2023	88,021,757	19,753,543	107,775,300
September 2022	75,483,681	19,659,183	95,142,864
August 2023	85,365,989	18,758,217	104,124,206
August 2022	72,609,823	20,355,497	92,965,321

Personnel Report

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

A. Appointments

Harold Cubillo, Director of Environmental Health and Safety, Full-time, ADM, Grade P, \$79,000, effective September 25, 2024.

B. Departures

Charles Sicotte, Economics Associate Professor, Full-time Faculty, is retiring effective December 31, 2024.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees



Human Resources FY2024 Annual Report

Board of Trustees Committee of the Whole Meeting- September 10, 2024

Full-Time Employee Population

As of the end of FY 2024 (June 30, 2024), the following is the census of all full-time employees working for the College:

Employee Workgroup	FY20	FY21	FY22	FY23	FY24	<u>% -/+ from prior FY</u>
Faculty	118	118	108	114	116	1.75%
Administration	35	34	46	46	54	17.4%
Professional Staff	115	118	108	128	129	.8%
Fraternal Order of Police	7	9	5	7	9	28.6%
Educational Support Personnel	13	12	13	12	10	-16.7%
Support Staff Association	77	78	85	83	87	4.8%
Total Full-time Employees	365	369	365	390	405	3.8%

Full Time Employee Appointments

Appointment Type	FY20	FY21	FY22	FY23	FY24	<u>% -/+ from prior FY</u>
New Hire	47	24	44	60	53	-11.7%
Reclassification	2	5	5	0	1	0%
Promotion	24	13	16	11	25	127.3%
Transfer	12	18	53	26	27	3.8%
Part-time to Full-time	1	4	5	1	0	-100%
Total Appointments	86	64	123	98	106	8.2%

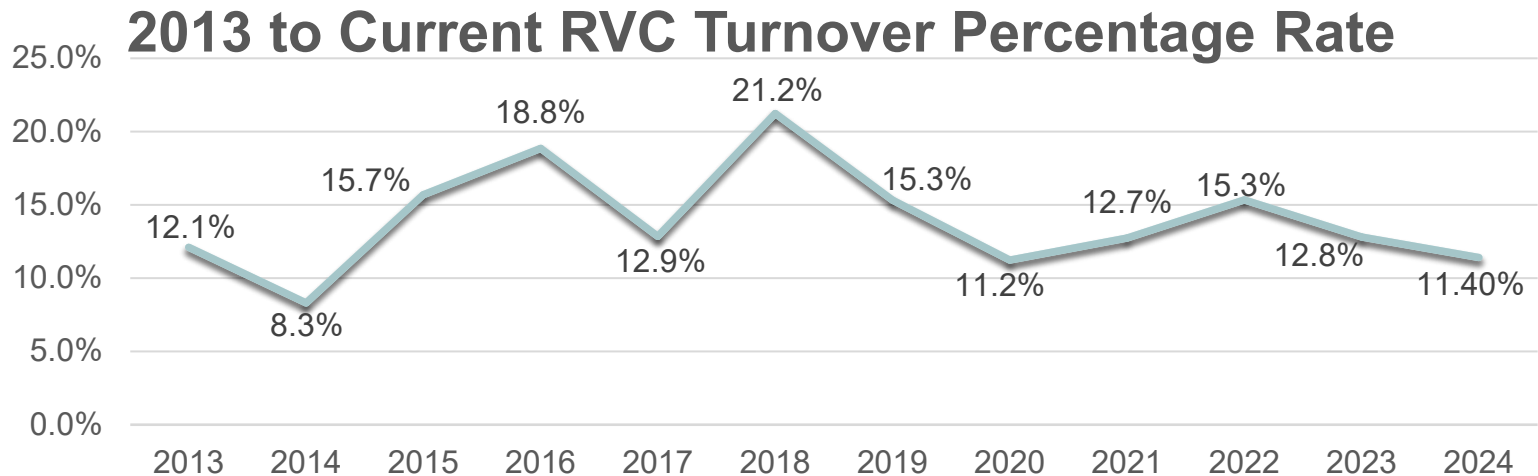
Full Time Employee Separations

<u>Separation Type</u>	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>	<u>FY24</u>	<u>% +/- from prior FY</u>
Retirements	17	14	14	9	5	-44.4%
Separations	24	33	42	41	36	-12.2%
Total Separations	41	47	56	50	41	-18%

FY 2024 by Workgroup and Reason														
	Faculty		PSA		ADM		SSA		FOP		ESP		Total	
Reason	#	%	#	%	#	%	#	%	#	%	#	%	#	%
Retirement	2	33.3%	3	14.3%	0	0%	2	11.8%	0	0%	0	0%	7	15.2%
Resigned	4	66.7%	15	71.4%	2	100%	14	82.3%	0	0%	0	0%	35	76.1%
Terminated	0	0	3	14.3%	0	0%	1	5.9%	0	0%	0	0%	4	8.7%
RIF/Layoff	0	0	0	0	0	0%	0	0%	0	0%	0	0%	0	0%
Total	6	100%	21	100%	2	100%	17	100%	0	0%	0	0%	46	100%

Full Time Employee Turnover

	<u>Total</u>	<u>Separated</u>	<u>Turnover Rate</u>
Faculty	116	6	5.2%
PSA	129	21	16.3%
ADM	54	2	3.7%
SSA	87	17	19.5%
FOP	9	0	0%
ESP	10	0	0%
Turnover Rate	405	46	11.4%



Full Time Employee Demographics

One of our goals of the College is to have an employee group that is comparable in ethnicity and gender as the District in which we serve. Inclusion and diversity. Below is our employee demographics as compared to the demographics of our District, Community College District 511.

Employee Demographics FY24								
Ethnicity	FY20	FY21	FY22	FY23	FY24	% -/+ from prior year	RVC Demographic Region	RVC Full-time Employee Population
Asian	7	6	5	5	5	0%	3%	1.2%
American Indian/Alaska Native	2	2	3	4	5	25%	0%	1.2%
Black/African American	28	31	31	36	37	2.78%	12%	9.2%
Hispanic	11	13	18	12	14	16.67%	17%	3.5%
White	309	315	304	319	331	3.76%	65%	82.1%
Native American/Pacific Islander	0	0	0	0	1	0%	0%	.2%
Unknown	6	7	4	10	10	0%	3%	2.5%

FY 2024*Data from C1 reports submitted to ICCB in the previous Fall each year, totals for this chart and total full-time employees may vary.

**Data from Emsi Q2 2024

Full-Time Employees by Gender, Classification FY24			
Classification	1 - Male	2 - Female	Total
1 - Teaching Faculty	57	60	117
2 - Academic Support	9	27	36
3 - Administrative	23	28	51
4 - Supervisory	4	12	16
5 - Professional/Technical	32	50	82
6 - Clerical	13	58	71
7 - Custodial/Maintenance	28	2	30
Totals	166	237	403

Key Successes in FY24

Talent Acquisition:

- Hired full time Talent Acquisition Specialist
- Provided AIRS Training to Talent Acquisition team to provide guidance on active talent searches
- Filled a variety of faculty positions including 7 faculty positions that began this August

Professional Development:

- Hired Full time Staff Professional Development Specialist
- Shared Monthly Professional Development Videos with employees regarding a variety of relevant topics for growth and enrichment
- Implemented 2 Golden Eagle Scholars Leadership Programs to provide training and leadership enhancement skills
- Implemented Search Committee Training and Implicit Bias Training to standardize expectations for Interview Hiring Committees and increase awareness of Diversity, Equity and Inclusion in hiring practices

Employee and Labor Relations:

- Hired Full Time HR Business Partner to replace retired position
- Hired Interim Vice President of Human Resources to replace retired position
- Transitioned Remote Work Policy from a pilot to an annual renewal program to best meet the current needs of the college

Compensation and Benefits:

- Transitioned our Employee Assistance Program (EAP) to Guardian provider
- Added New Supplemental Benefits options including Short Term Disability, Spring Health Mental Wellness, Norton Lifelock ID Theft Insurance, and ASPCA Pet Insurance
- Collaborated with RVCare to provide free screenings at employee development day events

Questions/Comments:



Adoption of Board Policy Manual Article 1: Board of Trustees Bylaws

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

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

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

At the June 11, 2024 Committee of the Whole meeting, Board Chair Robert Trojan noted that the 90-day period would end July 22, 2024, meaning that as of July 23, the next regular meeting of the Board of Trustees, the College would not be in compliance with the Board Policies that dictate College operations. Mr. Trojan added that it is also important that the College and the Board of Trustees have Policies of the Board in place as they prepare for the on-site reaffirmation of accreditation visit by the Higher Learning Commission to be held October 14-15, 2024.

As a result of the recommendation of Board Chair Trojan, and no objections from trustees, Board Report #8165 was approved at the June 25, 2024 regular Board of Trustees meeting to adopt the current Board Policy Manual (Policies of the Board) as presented on April 23, 2024, with revisions to be made on a section-by-section basis until the Board Policy Manual is fully updated.

Recommendation: It is recommended that the Board of Trustees adopts Article 1: Board of Trustees Bylaws of the Rock Valley College Board Policy Manual as reviewed and revised by Robbins Schwartz attorneys and College Administration.
Attorney Reviewed.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachments: RVC Board Policy Manual Article 1: Board of Trustees Bylaws (redlines and clean)



Rock Valley College Board Policy Manual

Article 1 – Board of Trustees Bylaws Review

RVC Board of Trustees Committee of the Whole Meeting: September 10, 2024

Terrica Huntley, Interim Vice President of Human Resources

Executive Summary

The Board Policy Manual was fully implemented in 2014. Individual sections have been updated since its inception. The purpose of this review is to ensure that Rock Valley College Board policies align with state and federal legal precedents, ICCB guidelines, accrediting bodies, current practices and operating procedures, and the needs of the college in best serving the needs of our community with integrity and transparency.

This review will be conducted section by section. Attorneys from Robbins Schwartz perform an initial review to ensure all policies are in compliance with current legal standards. The Assistant to the President and the Interim Vice President of Human Resources will review the amended document to ensure institutional congruity. Additional changes will be finalized and then presented to the Board of Trustees for readings in accordance with RVC Board Policy.

Grammatical/Proofreading Adjustments

The following edits were consistently applied throughout the document:

- Alignment of margins
- Standardization of font styles and sizes
- Correction of spelling errors
- Interchangeable use of “Board Members” and “Trustees”
- Application of consistent use of inclusive pronouns (his/hers/theirs)
- Identification of State Statues by usage of “Illinois” in front of each act
- Established use of “Closed Sessions” instead of “Closed Meetings” to maintain consistency with terminology used at RVC

Vacancies – 1:10.020 Section 5

Edits

Proposed Changes

Section 5. Vacancies

Vacancies on the Board of Trustees shall be filled by the Board through appointment in accordance with Section 3-7 (d) of the *Illinois Public Community College Act*, 110 ILCS 805/3-7(d). A vacancy arising because of resignation shall be deemed to have occurred whenever written notice of the resignation is received by the Board Secretary or when notice is given in a Board meeting. All Trustees shall be involved in the selection process for filling any vacancy.

The vacancy shall be filled by the remaining Trustees in the following manner:

1. The person appointed to fill the vacancy must be 18 years of age and a resident of Community College District 511 for at least one year;
2. The person appointed shall serve until a successor is elected and certified in accordance with the *Illinois Election Code*, 10 ILCS 5/1 et seq.;
3. If the vacancy occurs with less than four months remaining before the next scheduled consolidated election and the vacant seat is not scheduled to expire at that election, then the term of the appointee shall extend through that election until the succeeding consolidated election;
4. If the term of the vacant position is scheduled to expire at the upcoming consolidated election, the appointed person shall serve only until a successor is elected and certified; and
5. The Board shall take all action required by applicable law in responding to and filling the vacancy, including but not limited to the *Illinois Public Community College Act*, 110 ILCS 805/3-7. The Board shall appoint a person to fill the vacancy within 60 days after the vacancy occurs. If the Board fails to fill the vacancy within 60 days after the vacancy occurs, then the Board shall notify the Illinois Community College Board (ICCB) which may fill that vacancy and take action authorized by statute, where the ICCB appointed person shall serve until a successor is elected and certified.

Adopted: July 23, 2013

1:10.020

Section 5. Vacancies

Vacancies on the Board of Trustees shall be filled by the Board through appointment in accordance with Section 3-7 (d) of the *Illinois Public Community College Act*, 110 ILCS 805/3-7 (d). A vacancy arising because of resignation shall be deemed to have occurred whenever written notice of the resignation is received by the Board Secretary or when notice is given in a Board meeting. All Trustees shall be involved in the selection process for filling any vacancy.

The vacancy shall be filled by the remaining Board members Trustees in the following manner:

1. The person appointed to fill the vacancy must be 18 years of age and a resident of Community College District 511 for at least one year.
2. The person appointed shall serve until a successor is elected and certified in accordance with the *Illinois Election Code*, 10 ILCS 5/1 et seq.;
3. If the vacancy occurs with less than four months remaining before the next scheduled consolidated election and the vacant seat is not scheduled to expire at that election, then the term of the appointee shall extend through that election until the succeeding consolidated election.
4. If the term of the vacant position is scheduled to expire at the upcoming consolidated election, the appointed person shall serve only until a successor is elected and certified; and
5. The Board shall take all action required by applicable law in responding to and filling the vacancy, including but not limited to the *Illinois Public Community College Act*, 110 ILCS 805/3-7. The Board shall appoint a person to fill the vacancy within 60 days after the vacancy occurs. If the Board fails to fill the vacancy within 60 days after the vacancy occurs, then the Board shall notify the Illinois Community College Board (ICCB) which may fill that vacancy and take action authorized by statute, where the ICCB appointed person shall serve until a successor is elected and certified.

The Board must appoint a person to fill the vacancy within 60 days after the vacancy occurs. If the Board fails to fill the vacancy within 60 days after the vacancy occurs, then the chair of the Illinois Community College Board shall fill that vacancy and the person shall serve until a successor is elected and certified. ~~SHALL WE ADD 36 OR MODIFY 60? AK~~

The Board shall follow the new procedures required by ICCB to notify the Illinois Community College Board (ICCB) of a Board vacancy. (amended at 48 Ill. Reg. 10170, effective June 26, 2024)

a) Within five working days after a vacancy occurs on an elected board of.

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Regular Meeting Agenda – 1:10.040 Section 4

Edits

Proposed Changes

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A Call to Order 1:10.040

B Roll Call

C Communications and Petitions (Public Comment)

D Recognition of Registered Visitors

E General Presentations

F Minutes

G Board Committee Reports

H Action Items

I Unfinished/New Business

J Reports

1. President's Leadership Team
2. Illinois Community College Trustees Association (ICCTA)
3. Trustee Comments
4. Student Trustee
5. RVC Foundation Liaison
6. Freedom of Information Act
7. Other

K Closed Session

L Adjourn

The agenda shall set forth the general subject matter of any resolution or ordinance that shall be the subject of final action at the meeting.

Section 5. Special Meetings

A Special Meeting of the Board may be called by the Chairperson or by any three (3) members of the Board by giving notice thereof in writing stating the time, place, and purpose of the meeting. Except in the event of a bona fide emergency, such notice shall be given at least 48 hours before the meeting.

- A. Call to Order
- B. Roll Call
- C. Communications and Petitions (Public Comment)
- D. Recognition of Registered Visitors
- E. General Presentations
- F. Minutes
- G. Board Committee Reports
- H. Action Items
- I. Unfinished/New Business
- J. Reports
 - 1. President's Leadership Team
 - 2. Illinois Community College Trustees Association (ICCTA)
 - 3. Trustee Comments
 - 4. Student Trustee
 - 5. RVC Foundation Liaison
 - 6. Freedom of Information Act
 - 7. Other
- K. Closed Session
- L. Adjourn

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Next Steps

1. Conduct Primary and Secondary Reading at September and October Board meetings of Board Policy Manual Article 1: Board of Trustees Bylaws
2. Begin reviewing Board Policy Manual Article 2: Operations with appropriate RVC Cabinet Members and Leaders to ensure institutional congruence

Questions



ROCK VALLEY COLLEGE
BOARD POLICY

ROCK VALLEY COLLEGE VISION AND MISSION STATEMENT

Vision Statement

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

Mission Statement

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

Adopted: July 28, 2015

ROCK VALLEY COLLEGE CORE VALUES

Learner-Centered Community

Rock Valley College is dedicated to providing affordable lifelong learning opportunities that foster student success.

Mutual Respect

At all times, Rock Valley College upholds the dignity of each individual by being ethical, respectful, fair, and courteous in communications and actions.

Excellence

Rock Valley College maintains high expectations for teaching and learning and holds itself accountable for promoting continuous improvement.

Diversity

Rock Valley College promotes, celebrates, and embraces differences, including cultural and ethnic diversity and diversity of thought.

Collaboration

Rock Valley College fosters innovative, enriching partnerships within the college community and among others that serve the region.

Innovation

Rock Valley College is a forward-thinking institution that explores creative approaches for the future.

Public Trust

Rock Valley College honors and upholds its commitment to the community through integrity of actions and efficient use of resources.

Adopted: July 28, 2015

ARTICLE 1: BOARD OF TRUSTEES BYLAWS

1:10.010

Section 1
Section 2
Section 3
Section 4
Section 5
Section 6
Section 7

Board Governance

Purpose of the Board
The College Governing
Board Authority for
Operations
Board Duties and Responsibilities
Authority and Responsibility of Members Code of Ethics
Conflicts of Interest

1:10.020

Section 1
Section 2
Section 3
Section 4
Section 5

Membership of the Board

Number and Selection
Election
Qualifications of Trustees
Student Trustee
Vacancies

1:10.030

Section 1
Section 2
Section 3
Section 4
Section 5
Section 6

Officers

Number, Election, Eligibility, and Term
Chairperson
Vice Chairperson
Secretary
Treasurer
Removal

1:10.040

Section 1
Section 2
Section 3
Section 4
Section 5
Section 6
Section 7
Section 8
Section 9
Section 10
Section 11
Section 12
Section 13

Meetings of the Board

Proclaiming Election Winners and Training for Trustees
Reorganization Meeting
Regular Meetings
Agenda for Regular Meetings
Special Meetings
Emergency Meetings
Adjourned Meetings
Waiver of Notice of Meetings
Closed Sessions
Recording of Closed Sessions
Budget Hearing
Special Hearings
Quorum and Voting

Section 14 Open to the Public
Section 15 Workshops/Board Retreats
Section 16 Board Member Use of Electronic Means of Communication
Section 17 Rules of Procedure
Section 18 Recognition of Registered Visitors
Section 19 Minutes

1:10.050

Section 1
Section 2
Section 3

Committees

Special Committees
Committee of the Whole
Standing Committees

1:10.060

Section 1
Section 2
Section 3

Contracts and Finances

Contracts
Finances
Checks and Depository

1:10.070

Section 1
Section 2
Section 3

Board Policies

Policies of the Board
Intent of the Policies
Suspension

1:10.080

Amendments and Adoption of Board Policies

1:10.090

Section 1
Section 2
Section 3
Section 4

The Board and the President

President
Acting President
Communication with the
Board Emergency Action

BOARD GOVERNANCE

Section 1. Purpose of the Board

The purpose of the Board of Trustees is to represent students and the community in determining what programs and services the College shall offer, to whom, at what cost, with what priority, and to evaluate the performance of the organization.

Fundamental to the success of the College is the commitment of each Trustee to carry out his/her/their responsibilities as an elected official charged with providing students and the community a quality, fully accredited, comprehensive community college.

Section 2. The College Governing Board

The Board of Trustees of Community College District No. 511 has the legal authority and responsibility to govern the College in accordance with the *Illinois Public Community College Act*, 110 ILCS 805/1 *et seq.*, and applicable authority. The Board shall appoint a President to organize and manage the institution in accordance with Board policy.

Section 3. Authority for Operations

As set forth in Section 3-30, the Board of Trustees has the duties enumerated in Sections 3-21 through 3-29.23 of the *Illinois Public Community College Act*, 110 ILCS 805/3-21 through 3-29.23, and the powers enumerated in Sections 3-31 through 3-43 of the *Illinois Public Community College Act*, 110 ILCS 805/3-31 to 3-43. The Board shall exercise all powers set forth in Sections 3-31 through 3-43, and all additional powers not inconsistent with the *Illinois Public Community College Act*, 110 ILCS 805/1 *et seq.*

Section 4. Board Duties and Responsibilities

The job of the Board of Trustees is to govern, not manage, the College.

A. Duties of the Board:

As the governing body of Community College District No. 511, the Board of Trustees is responsible for the development and adoption of Board policies and for making decisions related thereto. The Board's authority in this area is final, subject to applicable statutory and regulatory limitations. The President shall carry out Board policies, including but not limited to, developing appropriate administrative procedures to effectuate Board policies.

The Board may seek input from the College community in the development of said policies.

Additionally, the Board of Trustees shall:

1. Hire and work with the President, who shall be the chief administrative officer of the College and the executive officer in dealing with the Board.
2. Annually establish goals and evaluate the President's performance.
3. Ensure efficient and effective development, operation and maintenance of the College.
4. Execute all duties and powers authorized by the *Illinois Public Community College Act*, 110 ILCS 805/1 *et seq.*
5. Direct the President to formulate and revise policies as necessary for Board consideration.
6. Annually review the financial performance of the College and cause an audit to be made.
7. Annually adopt the Financial Plan of the College.
8. Ensure the quality of education provided by the College.
9. Review matters recommended by the President and cause appropriate action to be taken.
10. Appoint legal counsel as needed.

B. Responsibilities of the Board:

The Board of Trustees shall:

1. Operate in all ways mindful of its civic Trusteeship obligation to the citizens of its College district.
2. Be the sole governing body of the College. In carrying out its governing responsibility, the Board, as a whole, shall keep adequately informed about educational and other relevant issues, actively gathering and retaining necessary information to enhance the decision-making process.
3. Focus on intended long term outcomes.
4. Use the expertise of individual Trustees to enhance the ability of the Board as a body.

5. Ensure the continuity of its governance capability through retraining, redevelopment, and the orientation of new members.
6. Make decisions, to the extent possible, on a consensus basis.

Section 5. Authority and Responsibility of Trustees

Trustees have authority when acting as a part of the Board of Trustees in a legal session or proceeding of the Board. No individual member of the Board of Trustees has the power to speak or act in the name of the Board unless authorized to do so by the Board of Trustees. Trustees shall maintain confidentiality of privileged and confidential information, including but not limited to, all information discussed in closed session meetings and other communications, such as attorney-client privilege communications. Trustees shall strive to demonstrate personal integrity and ethical behavior in word and action.

Section 6. Code of Ethics

The Board of Trustees shall conduct themselves in accordance with the *Illinois State Officials and Employees Ethics Act*, 5 ILCS 430/1 *et seq.*, which is a comprehensive revision of State statutes regulating ethical conduct, political activities and the solicitation and acceptance of gifts by State officials and employees.

A. Prohibited Political Activities:

1. No officer or employee shall intentionally perform any prohibited political activity during any compensated time, in accordance with Section 5-15 of the *Illinois State Officials and Employee Ethics Act*, 5 ILCS 430/5-15 *et seq.* No officer, or employee shall intentionally misappropriate any property or resources of Rock Valley College in connection with any prohibited political activity.
2. At no time shall any officer or employee intentionally misappropriate the services of any other officer or employee to perform any prohibited political activity (i) as part of that officer or employee's duties, (ii) as a condition of employment, or (iii) during any compensated time off (such as holidays, vacation or personal time off).
3. No officer or employee shall be required at any time to participate in any prohibited political activity in consideration for that officer or employee being awarded any additional compensation or any officer or employee benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any officer or employee be awarded additional compensation or any officer or employee benefit in consideration for his/her/their participation in any prohibited political activity.
4. Nothing in this Section prohibits activities that are otherwise appropriate for an officer or employee to engage in as part of his/her/their official duties, or activities that are undertaken by an officer or employee on a voluntary basis as permitted by law.

5. No person either (i) in a position that is subject to recognized merit principles of public employment or (ii) in a position the salary for which is paid in whole or in part by federal funds and that is subject to the Federal Standards for a Merit System of Personnel Administration applicable to grant-in-aid programs, shall be denied or deprived of employment or tenure solely because he or she is a member or an officer of a political committee, of a political party, or of a political organization or club.

B. Gift Ban:

Except as permitted by this Article, no officer or employee, and no spouse of or immediate family member living with any officer or employee (collectively referred to herein as "recipients"), shall intentionally solicit or accept any gift from any prohibited source, as defined herein, or which is otherwise prohibited by law or Policy. No prohibited source shall intentionally offer or make a gift that violates this Section.

Exceptions. In accordance with Section 10-15 of the *Illinois State Officials and Employees Ethics Act*, 5 ILCS 430/10-15, Section 1:10.010(B) is not applicable to the following:

1. Opportunities, benefits, and services that are available on the same conditions as for the general public.
2. Anything for which the officer or employee, or his/her/their spouse or immediate family member, pays the fair market value.
3. Any (i) contribution that is lawfully made under the *Illinois Election Code*, 10 ILCS 430/1 *et seq.* or the *Illinois State Officials and Employees Ethics Act*, 5 ILCS 430/1 *et seq.*, or (ii) activities associated with a fundraising event in support of a political organization or candidate.
4. Educational materials and missions, as may be further defined by the appropriate ethics commission, or by the Auditor General for the Auditor General, and employees of the Office of the Auditor General.
5. Travel expenses for a meeting to discuss business, as may be further defined by the appropriate ethics commission, or by the Auditor General for the Auditor General, and employees of the Office of the Auditor General.
6. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiance or fiancée.
7. Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided

because of the official position or employment of the recipient or his/her/their spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (i) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (ii) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (iii) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employees, or their spouses or immediate family members.

8. Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are (i) consumed on the premises from which they were purchased or prepared or (ii) catered. For the purposes of this Section, "catered" means food or refreshments that are purchased ready to eat and delivered by any means.
9. Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of an officer or employee as an office holder or employee) of the officer or employee, or the spouse of the officer or employee, if the benefits have not been offered or enhanced because of the official position or employment of the officer or employee, and are customarily provided to others in similar circumstances.
10. Intra-governmental and inter-governmental gifts. For the purpose of this Section, "intra-governmental gift" means any gift given to an officer or employee from another officer or employee, and "inter-governmental gift" means any gift given to an officer or employee by an officer or employee of another governmental entity.
11. Bequests, inheritances, and other transfers at death.
12. Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100. Each of the exceptions listed in this Section is mutually exclusive and independent of every other.

Disposition of gifts. An officer or employee does not violate this Policy if the recipient promptly takes reasonable action to return the prohibited gift to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501 (c)(3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.

C. Definitions:

For purposes of this Code of Ethics, the following terms shall be given these definitions:

1. "Board" means the Board of Trustees of Community College District No. 511, Winnebago, Boone, DeKalb, McHenry, Ogle and Stephenson Counties, Illinois.
2. "Campaign for elective office" means any activity in furtherance of an effort to influence the selection, nomination, election, or appointment of any individual to any federal, State, or local public office or office in a political organization, or the selection, nomination, or election of Presidential or Vice-Presidential electors, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action (as those terms are defined in Section 2 of the *Illinois Lobbyist Registration Act*, 25 ILCS 170/2), (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.
3. "Candidate" means a person who has filed nominating papers or petitions for nomination or election to an elected State office, or who has been appointed to fill a vacancy in nomination, and who remains eligible for placement on the ballot at either a general primary election or general election as set forth in Section 1-5 of the *Illinois State Officials and Employees Ethics Act*, 5 ILCS 430/1-5.
4. "Collective bargaining" has the same meaning as that term as defined in Section 3 of the *Illinois Public Labor Relations Act*, 5 ILCS 315/3.
5. "Compensated time" means, with respect to an officer or employee, any time worked by or credited to the officer or employee that counts toward any minimum work time requirement imposed as a condition of his/her/their employment, but does not include any designated State holidays or any period when the officer or employee is on a leave of absence. With respect to officers or employees whose hours are not fixed, "compensated time" includes any period of time when the officer is under the control of the employer and any other time when the officer or employee is executing his/her/their official duties, regardless of location.
6. "Compensatory time off" means authorized time off earned by or awarded to an officer or employee to compensate in whole or in part for time worked in excess of the minimum work time required of that employee as a condition of his/her/their employment.
7. "Contribution" has the same meaning as that term is defined in section 9-1.4 of the *Illinois Election Code*, 10 ILCS 5/9-1.4.
8. "Employee" means a person employed by Rock Valley College, whether on a full-time or part-time basis or pursuant to a contract, and whose duties are subject to the direction and control of an employer with regard to the material details of how the work is to be performed, but does not include an independent contractor.
9. "Employer" means Community College District No. 511.
10. "Gift" means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or

attributable to government employment or the official position of an officer or employee. The value of a gift may be further defined by rules adopted by the appropriate ethics commission, or by the Auditor General for the Auditor General, and employees of the Office of the Auditor General.

11. "Leave of absence" means any period during which an employee or officer does not receive (i) compensation for employment, (ii) service credit towards pension benefits, and (iii) health insurance benefits paid for by the employer.
12. "Officer" means a person who holds, by election or appointment, an office created by statute or law, regardless of whether the officer is compensated for service in his/her/their official capacity. The term "officer" includes all members of the Board of Trustees.
13. "Political activity" means any activity in support of or in connection with any campaign for elective office or any political organization, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action (as those terms are defined in Section 2 of the *Illinois Lobbyist Registration Act*, 25 ILCS 170/2), (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.
14. "Political organization" means a party, committee, association, fund, or other organization (whether or not incorporated) that is required to file a statement of organization with the State Board of Elections or a county clerk under Section 9-3 of the *Illinois Election Code*, 10 ILCS 5/9-3, but only with regard to those activities that require filing with the State Board of Elections or a county clerk.
15. "Prohibited political activity" means:
 - (a) Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.
 - (b) Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.
 - (c) Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.
 - (d) Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
 - (e) Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
 - (f) Assisting at the polls on election day on behalf of any political organization

or candidate for elective office or for or against any referendum question.

- (g) Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.
- (h) Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.
- (i) Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.
- (j) Preparing or reviewing responses to candidate questionnaires in connection with a campaign for elective office or on behalf of a political organization for political purposes.
- (k) Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
- (l) Campaigning for any elective office or for or against any referendum question.
- (m) Managing or working on a campaign for elective office or for or against any referendum question.
- (n) Serving as a delegate, alternate, or proxy to a political party convention.
- (o) Participating in any recount or challenge to the outcome of any election except to the extent that under subsection (d) of Section 6 of Article IV of the Illinois Constitution each house of the General Assembly shall judge the elections, returns, and qualifications of its members.

16. "Prohibited source" means any person or entity who:

- (a) is seeking official action (i) by an officer or (ii) in the case of an employee, or by the officer or another employee directing that employee;
- (b) does business or seeks to do business (i) with the officer or (ii) in the case of an employee, or with the officer or another employee directing that employee;
- (c) conducts activities regulated (i) by the officer or (ii) in the case of an employee, or by the officer or another employee directing that employee;
- (d) has interests that may be substantially affected by the performance or non performance of the official duties of the officer or employee;

- (e) is registered or required to be registered with the Secretary of State under the *Illinois Lobbyist Registration Act*, 25 ILCS 170/1 *et seq.*, except that an entity not otherwise a prohibited source does not become a prohibited source merely because a registered lobbyist is one of its members or serves on its board of directors; or
- (f) is an agent of, a spouse of, or an immediate family member who is living with a 'prohibited source.

D. Construction:

This Policy shall be construed in a manner consistent with the provisions of the *Illinois State Officials and Employees Ethics Act*, 5 ILCS 430/ *et seq.*, including but not limited to 5 ILCS 430/70-5. This Policy is intended to impose the same but not greater restrictions than the Act.

E. Penalties:

A person who violates this Policy may be subject to discipline or other action by the College in addition to the penalties set forth in Section 50-5 of the *Illinois State Officials and Employees Ethics Act*, 5 ILCS 430/50-5.

Section 7. Conflicts of Interest

Officers and employees shall conduct themselves and College business in a manner that reflects the highest standards of ethical conduct, and in accordance with all federal, state, and local laws and regulations. This includes avoiding real and potential conflicts of interests.

A conflict of interest arises whenever the officer or employee has the opportunity to influence College operations or business decisions in ways that could result in a personal financial or political benefit to the officer or employee or a member of their immediate family. Personal financial benefits include, but are not limited to, direct financial payments, deferred compensation, gifts, or in-kind donations to the officer, employee, or their immediate family members. Personal political benefits include, but are not limited to, contributions, donations, direct financial payments, loans, gifts, or in-kind donations to political campaigns or political action committees that support the officer and employee.

Officers and designated employees shall voluntarily disclose any real or potential conflict of interest, and/or shall abstain from voting on any conflict of interest in accordance with applicable law and regulations. Each officer and designated employee shall observe and adhere to the College's Code of Ethics Policy. No later than July 1st of each year, each officer and designated employee shall provide a copy of the Statement of Economic Interest that is required to be filed annually with Winnebago County pursuant to the *Illinois Governmental Ethics Act*, 5 ILCS 420/4A-102, to the College's Department of Human Resources.

A person who violates this Policy or fails to disclose or properly identify a conflict of interest may be subject to discipline or other action by the College, including but not limited to, a public censure,

where such public censure shall be made in a Board resolution which shall state the nature of the

violation; in addition, the person may be subject to the penalties set forth in the *Public Officer Prohibited Activities Act*, 50 ILCS 105/0.01 *et seq.*, the *Illinois State Officials and Employees Ethics Act*, 5 ILCS 430/1-1 *et seq.*, and applicable law.

Reference: AR 307, Board Report #7573, #7620

Adopted: July 23, 2013

Revised: December 11, 2018, June 25, 2019

MEMBERSHIP OF THE BOARD

Section 1. Number and Selection

The Board of Trustees is comprised of seven (7) qualified voting members elected at large by the College electorate and one (1) non-voting member elected by the student body in accordance with Section 3-7 of the *Illinois Public Community College Act*, 110 ILCS 805/3-7, the *Illinois Election Code*, 10 ILCS 5/1 *et seq.*, and other applicable statutes.

Section 2. Election

Board Trustee elections are conducted biannually in accordance with Sections 3-7 through 3-7.13 (as amended) of the *Illinois Public Community College Act*, 110 ILCS 805/1 *et seq.* Voting Trustees are elected for staggered terms of six (6) years.

Section 3. Qualifications of Trustees

Each voting Trustee shall, on the date of their election, be citizens of the United States, 18 years of age or older, and a resident of Illinois and District 511 for at least one year immediately preceding the election.

Section 4. Student Trustee

The Board of Trustees shall have one (1) non-voting member who is a student, 18 years of age or older, enrolled in the College as provided by Section 3-7.24 of the *Illinois Public Community College Act*, 110 ILCS 805/3-7.24.

The Student Trustee shall be elected by the student body to a one-year term beginning on the date of the next regular meeting after the organizational meeting. The student assumes all the rights and responsibilities of a district-elected Trustees with the exception of non-voting status. The Student Trustee has the right to make and second motions, to attend all sessions of the Board, receive all materials district-elected Trustees do, and has an advisory vote.

Section 5. Vacancies

Vacancies on the Board of Trustees shall be filled by the Board through appointment in accordance with Section 3-7 (d) of the *Illinois Public Community College Act*, 110 ILCS 805/3-7(d). A vacancy arising because of resignation shall be deemed to have occurred whenever written notice of the resignation is received by the Board Secretary or when notice is given in a Board meeting. All Trustees shall be involved in the selection process for filling any vacancy.

The vacancy shall be filled by the remaining Trustees in the following manner:

1. The person appointed to fill the vacancy must be 18 years of age and a resident of Community College District 511 for at least one year;
2. The person appointed shall serve until a successor is elected and certified in accordance with the *Illinois Election Code*, 10 ILCS 5/1 *et seq.*;
3. If the vacancy occurs with less than four months remaining before the next scheduled consolidated election and the vacant seat is not scheduled to expire at that election, then the term of the appointee shall extend through that election until the succeeding consolidated election;
4. If the term of the vacant position is scheduled to expire at the upcoming consolidated election, the appointed person shall serve only until a successor is election and certified; and
5. The Board shall take all action required by applicable law in responding to and filling the vacancy, including but not limited to the *Illinois Public Community College Act*, 110 ILCS 805/3-7. The Board shall appoint a person to fill the vacancy within 60 days after the vacancy occurs. If the Board fails to fill the vacancy within 60 days after the vacancy occurs, then the Board shall notify the Illinois Community College Board (ICCB) which may fill that vacancy and take action authorized by statute, where the ICCB appointed person shall serve until a successor is elected and certified.

Adopted: July 23, 2013

OFFICERS

Section 1. Number, Election, Eligibility, and Term

The officers of the Board of Trustees shall be the Chairperson, Vice Chairperson, Secretary, and Treasurer and any assistant to the above officers deemed necessary by the Board. The officers shall be elected or appointed by the Board of Trustees at the Reorganization Meeting. Vacancies in said offices may be filled at any meeting of the Board. The term of all officers shall be one (1) year or until their successors are elected, unless, by Board action, the term is extended to two years, in accordance with the statute.

Section 2. Chairperson

The Chairperson ("Chair") shall preside at all Board meetings and, whenever possible, represent the Board of Trustees at all official College or community functions.

The role of the Chair is, primarily, to uphold the integrity of the Board's process and, secondarily, to represent the Board to outside parties.

The Chair of the Board of Trustees shall:

1. Preside at all Board meetings in an efficient and effective manner, using Robert's Rules of Order, and shall set the tone for each meeting through positive leadership;
2. Ensure that other Trustees are informed of current and pending Board issues and processes;
3. Make all Board standing committee appointments with the advice and consent of the Board;
4. Attempt to arrive at a consensus by the members on Board decisions;
5. Appoint and dissolve special ad hoc committees;
6. Call special meetings, as required;
7. Direct the preparation of the meeting agenda;
8. Serve as an ex-officio member of all Board committees;
9. Represent the interests of the Board on a day-to-day basis;
10. Perform such other duties as prescribed by Board policy, law or by Board action;

11. Act or designate another person to act, as spokesperson for the Board in communication to the public. The Chair or designated spokesperson shall notify all individual Trustees as promptly as possible of his/her/their actions as the Board's representative.

Section 3. Vice Chairperson

In the absence of the Chairperson, or in the event of his/her/their inability or refusal to act, the Vice Chairperson (Vice Chair) shall perform the duties of and shall have the same powers of the Chairperson. The Vice Chairperson shall serve as Chairperson until the duly elected Chairperson assumes or resumes his/her/their duties.

The Vice Chairperson shall perform such other duties as may be assigned by the Chairperson and the Board of Trustees.

Section 4. Secretary

The Board of Trustees shall elect a Secretary to serve at the discretion of the Board. The Secretary shall certify a true copy of each official Board policy and the Board minutes.

The Secretary shall certify at the Reorganization Meeting of the Board, and on request at any other time, that a complete and accurate set of all Board minutes and policies are kept in compliance with State Statutes. The Secretary (or designee) shall be the keeper of all books, records, and the Seal of the Board of Trustees and shall perform all duties assigned by the Chairperson and the Board of Trustees which includes attendance at all Board and committee meetings. If the Secretary is absent from a meeting, the Board of Trustees shall appoint a Trustee as Secretary Pro Tempore.

Board minutes so certified shall be prepared by the Recording Secretary who shall be selected by the President and who shall be required to attend the meetings of the Board. Minutes shall be kept on file in the Office of the President on the main campus and approved minutes shall be kept in Building E and the Bradford Room in the Support Services Building as the official record of Board activity and shall be open to public inspection in accordance with applicable law, including but not limited to Section 2.06 of the *Illinois Open Meetings Act*, 5 ILCS 120/2.06.

The duties of the Recording Secretary of the Board shall be as follows:

1. Attend all meetings of the Board and keep or cause to be kept by a competent recorder a full and accurate record of all votes and acts of the Board.
2. Promptly furnish, or cause to be furnished, a copy of the minutes of each Committee of the Whole, committee, regular or special meeting of the Board to all members of the Board and to the President of the College.
3. Record, or cause to be recorded, all calls for meetings of the Board, and notify all members of such meetings.

4. Keep, or cause to be kept, a digitized record of the names of all members of the Board, the dates of their election, their length of term, the date of expiration of their terms of office, and a file of all reports made by committees of the Board.
5. Keep, or cause to be kept, a current and complete record and text of the Policies of the Board and publish the same from time to time as directed by the Board.
6. Furnish to the President of the College and to all members of the Board, immediately after change, amendments, or additions to the Policies of the Board, a complete, accurate, and official copy of the text thereof.
7. Perform other actions as contemplated by the *Illinois Public Community College Act*, 110 ILCS 805/ *et seq.*

Section 5. Treasurer

A Treasurer shall be appointed by the Board as provided by the *Illinois Public Community College Act*, 110 ILCS 805/3-18. Before duties begin, the Treasurer shall execute a bond in the manner and form provided for in the *Illinois Public Community College Act*, 110 ILCS 805/3-19. It shall be the duty of the Treasurer to:

1. Perform all duties which the State of Illinois requires of the Treasurer.
2. Keep an accurate record of all functions and transactions appropriate for the office.
3. Furnish the Board with such reports as may be required.
4. Invest funds in accordance with prescribed policy.
5. Perform other actions as contemplated by the *Illinois Public Community College Act*, 110 ILCS 805/1 *et seq.*

Section 6. Removal

Any officer or agent elected or appointed by the Board of Trustees may be removed by the Board whenever, in its judgment, the best interests of the College would be served thereby, but such removal shall be without prejudice to other rights and duties of the office or agent.

Adopted: July 23, 2013

MEETINGS OF THE BOARD

Section 1. Proclaiming Election Winners and Training for Trustees

At the first meeting following the election of Trustees held on the date required under the Consolidated Election Laws of the State of Illinois and not later than twenty- one (21) days thereafter, the Board shall meet for the purpose of proclaiming the winners of the election.

As set forth in the *Illinois Public Community College Act*, 110 ILCS 805/3-8.5 *et seq*, every voting Trustee shall complete a minimum of 4 hours of professional development leadership training covering topics that shall include, but are not limited to, open meetings law, community college and labor law, freedom of information law, contract law, ethics, sexual violence on campus, financial oversight and accountability, audits, and fiduciary responsibilities of the Trustee during the first, third, and fifth year of his/her/their term. The College shall maintain on its website, the names of all voting Trustees who have successfully completed the training and the names of all voting Trustees who have not successfully completed the training. The voting Trustee shall certify completion of the training required under this Policy and applicable law to the secretary of the Board.

Section 2. Reorganization Meeting

The Reorganization Meeting shall be held annually. The reorganization in election years shall be held on or before the twenty-eighth (28th) day after the election. At all Organizational Meetings, the Chairperson of the Board, or, in his/her/their absence, the President of the Community College or the acting Chief Executive Officer of the College, shall convene the new Board, and conduct the election for Chairperson, Vice Chairperson, and Secretary. The reorganization meetings for non-election years shall be held at the regular meeting of the Board for the month of April.

The order of business shall be:

1. Call to Order by Chairperson of Retiring Board;
2. Roll Call by Secretary;
3. Certification of Audit and Board Minutes and Policies by Secretary;
4. Adjournment of Retiring Board, sine die;
5. Convening of new Board by ranking hold-over officer from retiring Board who shall serve as temporary Chairperson;
6. Seating of new members (Election Year);
7. Election of Chairperson of Board;

8. Election of Vice Chairperson;
9. Election of Secretary;
10. Appointment of Treasurer;
11. Appointment of Attorney;
12. Adoption of Policies of the Board;
13. Appointment of Bank Depository(s);
14. Appointment of Auditor(s);
15. Appointment of Representatives to Standing Committees; and
16. Setting the Schedule of Regular Meetings for the Next Calendar Year.

Section 3. Regular Meetings

Regular business meetings of the Board shall be held on the fourth Tuesday of every month and shall be open to the public. Additional strategic meetings may be held as needed and shall be open to the public.

A schedule of the regular meetings shall be posted at the beginning of each calendar year or fiscal year and shall state the regular dates, times and places of such meetings. An agenda for each regular meeting shall be posted at the entrance of the principal administration office, on the College's website and at the location where the actual meeting is to be held at least 48 hours in advance of each regular meeting. The agenda shall remain posted on the College's website until the regular meeting is concluded. The place of said meeting shall be the regular meeting place of the Board or any properly designated place within Community College District 511.

Section 4. Agenda for Regular Meetings

The order of business set forth on the agenda may vary, as needed from meeting to meeting, but shall generally contain one or more of the following items of regular business and/or matters relevant to the exercise of the powers of duties of the Board of Trustees. In the event there is a public hearing, the public hearing shall be held generally before the regular meeting. The agenda for Regular Meetings may be as follows:

- A. Call to Order
- B. Roll Call
- C. Communications and Petitions (Public Comment)
- D. Recognition of Registered Visitors
- E. General Presentations
- F. Minutes
- G. Board Committee Reports
- H. Action Items
- I. Unfinished/New Business
- J. Reports
 - 1. President's Report
 - 2. Leadership Team
 - 3. Illinois Community College Trustees Association (ICCTA)
 - 4. Trustee Comments
 - 5. Student Trustee
 - 6. RVC Foundation Liaison
 - 7. Freedom of Information Act
 - 8. Other
- K. Closed Session
- L. Adjourn

The agenda shall set forth the general subject matter of any resolution or ordinance that shall be the subject of final action at the meeting.

Section 5. Special Meetings

A Special Meeting of the Board may be called by the Chairperson or by any three (3) members

of the Board by giving notice thereof in writing stating the time, place, and purpose of the meeting. Except in the event of a bona fide emergency, such notice shall be given at least 48 hours before such meeting or by personal service 24 hours before the meeting. The notice shall include the agenda for the special meeting.

Section 6. Emergency Meetings

Notice of an Emergency Meeting shall be given as soon as practicable, but in any event prior to the holding of such meeting, to any news medium which has filed an annual request for notice.

Section 7. Adjourned Meetings

A Regular Meeting may be adjourned to a future date as the Board may determine.

Section 8. Waiver of Notice of Meetings

Notice of any meeting may be waived by a Trustee. The attendance of a Trustee at any meeting shall constitute a waiver of such notice for that meeting, except when the member attends the meeting for the express purpose of objecting to the transaction of any Board business because the meeting is not lawfully called or convened.

Section 9. Closed Sessions

Closed Sessions may be held in accordance with the *Illinois Open Meetings Act*, 5 ILCS 120/1 *et seq.*, as amended, modified or construed, and pursuant to adopted College policies.

At any meeting for which proper notice has been given, the Board may close all or part of the meeting by a majority vote of a quorum present for any of the reasons listed below or otherwise permitted by the *Illinois Open Meetings Act*, 5 ILCS 120/1 *et seq.* The specific authorized reason must be stated in the motion, recorded in the minutes, and approved by a roll call vote.

A single vote may be taken with respect to a series of meetings, a portion or portions of which are proposed to be closed to the public, provided that each meeting in such series involves the same particular matters and is scheduled to be held within three months of the vote.

The following subjects may be discussed in closed sessions:

1. The appointment, employment, compensation, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers, or legal counsel. However, a meeting to consider an increase in compensation to a specific employee that is subject to the *Local Government Wage Increase Transparency Act*, 50 ILCS 155/1 *et seq.*, may not be in closed session;
2. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees;
3. Selection of a person to fill a vacancy on the Board, or discipline, performance, or

removal of the Trustee when the Board has such power to remove under applicable law or ordinance;

4. Evidence or testimony presented to the Board regarding denial of admission to College events or property pursuant to Section 24-24 of the *Illinois School Code*, 105 ILCS 5/24-24, or as otherwise authorized by law provided that the Board prepares and makes available for public inspection a written decision setting forth its determinative finding;
5. Acquisition, purchase or lease of real property, including meetings held for the purpose of discussing whether a particular parcel should be acquired;
6. The setting of a price for sale or lease of property owned;
7. The sale or purchase of securities, investments, or investment contract. However, this exception shall not apply to the investment of assets or income deposited into the Illinois Prepaid Tuition Trust Fund;
8. Campus security measures to respond to actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property;
9. Student disciplinary cases;
10. Matters relating to individual students;
11. Litigation, when an action against, affecting or on behalf of the Board of Trustees has been filed and is pending before a court or other administrative tribunal, or when the Board of Trustees finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed sessions;
12. The establishment of reserves or settlement of claims as provided in the *Illinois Local Governmental and Governmental Employees Tort Immunity Act*, 745 ILCS 10/1 *et seq.*, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the Board of Trustees or any intergovernmental risk management association or self insurance pool of which the Board of Trustees is a member;
13. The discussion of minutes of meetings lawfully closed under the *Illinois Open Meetings Act*, 5 ILCS 120/1 *et seq.* whether for purpose of approval by the Board of the minutes or semi-annual review of the minutes; and
14. Any other subject set forth in Section 2 of the *Illinois Open Meetings Act*, 5 ILCS 120/2.

Section 10. Recording of Closed Sessions

A verbatim record shall be kept of all closed sessions of the Board of Trustees or any subsidiary "public body" (as defined by the *Illinois Open Meetings Act*, 5 ILCS 120/1 *et seq.* of the College. The verbatim record shall be in the form of an audio or video recording. In addition, minutes shall be kept of all closed sessions in the manner required by the *Illinois Open Meetings Act*, 5 ILCS 120/1 *et seq.*, minutes of closed sessions shall be placed before the Board or the subsidiary body, as the case may be, for approval as to form and content as soon as practicable following the closed sessions. The Secretary of the Board, or his/her/their designee, shall maintain the verbatim recordings and minutes of all closed sessions of the Board and all subsidiary public bodies of the College. The President shall promulgate such procedures as may be necessary to maintain the confidentiality of such verbatim recordings and minutes. The verbatim record of closed sessions shall not be open for public inspection or subject to discovery, except as provided by law.

Section 11. Budget Hearing

A public hearing on the budget shall be held each year prior to its adoption. Notice of the hearing shall be published in the local newspapers in accordance with Section 103-20.1 of the *Illinois Public Community College Act*, 110 ILCS 805/103-20.1, as amended, modified or construed.

Section 12. Special Hearings

Special hearings shall be set by official Board action, and the date and place for the hearings shall be published in the local newspapers.

Section 13. Quorum and Voting

A majority of the voting Trustees of the Board of Trustees shall constitute a quorum for transaction of business at any meeting of said Board. For all meetings of the Board of Trustees, a quorum of Trustees must be physically present at the location of the meeting. If less than a majority of the duly qualified and acting voting Trustees are present at said meeting, a majority of the Trustees present may adjourn the meeting without further notice.

Unless otherwise provided herein and/or in the *Illinois Public Community College Act*, 110 ILCS 805/1 *et seq.* a majority of the votes of the Trustees voting on a measure shall determine the outcome thereof, provided there is a quorum present. Voting ordinarily shall be by voice except in matters requiring the expenditure of funds or the execution of contracts, when a roll call vote of the Trustees shall be required. A roll call vote may also be used when requested by any member of the Board of Trustees.

For committee meetings, a majority of voting Trustees of the committee shall constitute a quorum. If less than a majority of the duly qualified and acting committee members is present at the meeting, the Board Chair may act as an ex officio Board member to create a quorum at the committee meeting.

Section 14. Open to the Public; Communications and Petitions (Public Comment)

All meetings and hearings of the Board shall be open to the public, except Closed Sessions as indicated in Section 9 above. Members of the public may participate in the meetings. The public comment section of the agenda shall be limited to a thirty (30) minute maximum, to be extended, if necessary, at the discretion of the Chairperson. Presentations by any one individual shall be limited to three (3) minutes. The Board, at its option, may not publicly comment on the substance of presentation to the Board. Visitor presentations and discussions related thereto may be taken into closed session or taken under advisement as the Board deems appropriate. Nothing contained herein shall be construed to limit the power of the Board to impose other reasonable constraints upon the ability of visitors to comment to or ask questions of the Board

Section 15. Workshops/Board Retreats

Trustees may attend workshops or retreats organized for the purpose of assisting Trustees to gain greater understanding of the College and issues affecting higher education. Workshops and/or retreats may be scheduled as deemed necessary or advisable. When required, the news media shall be given notice of the time and place of such meetings in compliance with the *Illinois Open Meetings Act*, 5 ILCS 120/1 *et seq.*

Section 16. Board Member use of Electronic Means of Communication

Electronic means of communication (such as, without limitation, electronic mail, electronic chat, instant messaging, or other means of contemporaneous interactive communication) to, by, and between Trustees in their capacity as Board members, shall not be used to conduct Board business in a manner that duplicates such contemporaneous interactive communication. Electronic communication use by Trustees, in their capacity as Board members, shall be limited to:

1. Disseminating information; and
2. Messages or communications not involving deliberation, debate or decision-making among three or more Trustees.

Examples of permissible electronic communication are:

1. Agenda item suggestions;
2. Reminders regarding meeting times, date, and places;
3. The dissemination of Board meeting agenda or public record information concerning agenda items;
4. Responses to questions posed by the community, administrators or College staff; and
5. Questions or requests for information directed to administrators or College staff.

Trustees Attendance by a Means Other Than Physical Presence:

1. If a quorum of Trustees is physically present at a Board meeting, a majority of the

Board may vote to allow a Board member who is not physically present to attend the meeting by other means if the member is prevented from physically attending because of: (i) personal illness or disability; (ii) employment purposes or the business of the College; (iii) a family or other emergency; or (iv) unexpected childcare obligations. "Other means" is by video or audio conference.

2. If a Trustee wishes to attend a meeting by other means, the Trustee must notify the Board Chairperson of the College before the meeting unless advance notice is impractical.
3. A majority of the Trustees may allow a Trustee to attend a meeting by other means only in accordance with and to the extent allowed by the College, and in accordance with this Section 16.

Section 17. Rules of Procedure

In matters of procedure not governed by these Policies of the Board, or modified by the Board, Robert's Rules of Order, as revised, shall govern.

Board meetings shall be conducted according to current Robert's Rules of Parliamentary Procedure, except as modified by the Board. The ayes and nays shall be called and entered upon each vote. Voting ordinarily shall be by voice except when formal resolutions are required or when funds are to be expended, in which case the vote shall be by call of the roll. A roll call vote may also be used when requested by any Trustee. Whenever a committee makes a report to the Board and the committee chairperson or other person making the report on behalf of the chairperson moves to accept the report, this motion shall not require a second.

Section 18. Recognition of Registered Visitors

Visitors wishing to be heard at a Board meeting may be afforded time, subject to reasonable constraints, to comment or to ask questions of the Board and shall comply with the following guidelines:

1. Individuals or groups who desire to speak to the Board shall submit a request on a designated form and turn in the request to the designated staff up to 10 minutes prior to the scheduled beginning of the meeting.
2. Any request to speak to the Board shall include the name of individual(s), the organization represented (if any), the topic to be addressed, and whether they shall speak for or against the issue.
3. The public comment section of the agenda shall be limited to a thirty (30) minute maximum, to be extended, if necessary, at the discretion of the Chairperson.
4. Presentations by any one individual shall be limited to three (3) minutes.
5. If more than one individual is to speak on a topic, each must speak consecutively. Each individual's presentation shall be limited to three (3) minutes. The Chairperson shall have the option of halting presentations which repeat points

already presented, or to limit the number of speakers addressing the same perspective (for or against) on a topic.

6. The Board, at its option, may not publicly comment on the substance of presentation to the Board.
7. Informal opportunities to address the Board may be granted at the Chairperson's discretion.
8. Ten (10) copies of any document or other medium to be submitted to the Board are to be supplied for distribution to the President's Office at least three (3) days before a Board meeting.
9. Visitor presentations and discussions related thereto may be taken into closed session or taken under advisement as the Board deems appropriate.
10. Nothing contained herein shall be construed to limit the power of the Board to impose other reasonable constraints upon the ability of visitors to comment to or ask questions of the Board.

Section 19. Minutes

A record of all transactions of the Board shall be set forth in the minutes of the Board, and all minutes shall be kept by the Secretary of the Board as a permanent record of all Board actions and policy decisions in the College; this Section 19 shall be read in conjunction with Section 10. The approved minutes of all open sessions shall be open to the inspection of the public at any time during normal business hours. Minutes of closed sessions shall be kept in the same manner, but shall remain closed until such time the items or topics of discussion are judged to be open under the requirements of the *Illinois Open Meetings Act*, 5 ILCS 120/1 *et seq.* All minutes shall record the name of the person making a motion, the name of the person seconding the motion, and the vote. A Trustee may request that the reason for his/her/their vote be recorded in the minutes, such request to be made at the time of voting.

All minutes shall be recorded and kept according to the amendments to Section 120/2.06 (a-h) of the *Illinois Open Meetings Act*, 5 ILCS 120/2.06.

Adopted: July 23, 2013

Revised: June 24, 2014

COMMITTEES

Section 1. Special Committees

Special Committees may be created by the Chairperson of the Board or by Board action. The President of the College, with the approval of the Chairperson of the Board, may call meetings of the Board Committees and may attend all committee meetings, except when his/her/their employment or salary is under consideration. A Special Committee shall report recommendations to the Board for appropriate action and shall be dissolved when its report is complete and accepted by the Board.

Section 2. Committee of the Whole

The Board shall maintain a Committee of the Whole consisting of every Trustee. The Committee of the Whole shall generally meet monthly to discuss College business in preparation for the Regular Board Meeting. Items discussed at the Committee of the Whole shall be according to the agenda for that specific meeting. The Committee of the Whole shall not be used for the taking of Board actions.

Section 3. Standing Committees

The Board may appoint Standing Committees to provide the Trustees with additional oversight or heightened levels of awareness of key College matters. Standing Committees are comprised of Trustees appointed by the Chair with the advice of the Board. College administrators may also be assigned to a Standing Committee as deemed appropriate by the Board of Trustees.

Standing Committees shall not interfere with the wholeness of the Board's duties and responsibilities, nor with delegation from the Board to the President nor with President's authority.

References: Board Report 4377-1 through 4377-9 February 20, 1989
Board Report 3257 September 22, 1980
Attorney Resolution 307 July 23, 2013; Board Report 7430
Adopted: June 27, 2017

Section 1. Contracts

The Board of Trustees may authorize any officer or officers, agent or agents to enter into any contract and execute and deliver any instrument on behalf of this Board. The President is expressly authorized to execute any contracts and grant documents approved by the Board.

Section 2. Finances

No funds shall be borrowed without specific authorization by the Board for contracting any indebtedness.

Section 3. Checks and Depository

All checks, drafts, or orders for payment of wages, salaries, and/or other bills issued by this College shall be signed by the properly designated officers in accordance with the Board action filed with the depository. The depository of the funds of the Board of Trustees shall be designated at the Reorganization Meeting.

Adopted: July 23, 2013

Section 1. Policies of the Board

The exercise of Board powers concerning the Board structure and direction regarding the internal operating organization of the College may be classified as Policies of the Board.

"Policy/Policies" shall hereinafter be defined as a basic assumption or principle established by the Board of Trustees as a guideline for action by the administration, faculty, and staff in conducting the affairs of the College to achieve the stated goals or objectives.

The Policies adopted by the Board of Trustees have been written to be consistent with the provision of law, but do not encompass all laws relating to the District's activities. All members of the academic community shall be expected to know said applicable laws and shall be held responsible for observing all provisions of these policies pertinent to their specific activities.

The operation of the College, whether or not any action is covered by the stated Policies of the Board, shall be subject to the policies of the Illinois Community College Board, local, state, and federal statutes and to the United States Constitution.

Section 2. Intent of the Policies

Rules and procedures in support of the Policies of the Board are established by the administration, faculty, and staff members with the approval of the President in order to apply Board Policy to specific situations. Such rules and procedures shall be reduced to writing and shall subsequently be made a part of the College catalog, manuals and/or such handbooks as may be appropriate.

Section 3. Suspension

Any policy may be temporarily suspended, on an emergency basis only, by a majority vote of the entire Board of Trustees, which vote shall be taken by roll call and shall be entered in the minutes of the meeting.

Reference Board Report 6607 May 26, 2009
Adopted: July 23, 2013

AMENDMENTS AND ADOPTION OF BOARD POLICIES

The Policies of the Board may be amended by a majority vote of the entire Board at any meeting provided that Trustees receive official notice of the proposed amendment at the Regular Board meeting prior to the meeting at which said amendment is adopted. Amendment to a policy shall be made by the repeal of an existing policy and/or the enactment of a new or additional policy. Vote on the change shall be taken by roll call and entered in the minutes of the meeting.

These Policies of the Board may be amended, altered, or repealed and new rules adopted at any meeting of the Board of Trustees by a unanimous vote of all voting Trustees.

Adopted: July 23, 2013

THE BOARD AND THE PRESIDENT

Section 1. President

The President of the College shall be the chief administrative officer of the internal operating organization of the College and shall be appointed by the Board. In addition, to the extent allowed by the Illinois Public Community College Act, the President may represent the College on official and ceremonial occasions.

The Board of Trustees expects:

1. The President, or his/her/their designee, to attend and inform and advise, without vote, in all meetings of the Board of Trustees, except where his absence is expressly desired by the Board.
2. The President, or his/her/their designee, to attend all committee meetings of the Board and act as the resource person to the committees of the Board, unless expressly asked to leave by the committee.
3. The President to be responsible for the overall operation of the College by initiating, guiding, and directing activities which are necessary to fulfill the mission of the College and any such other expectations that the Board of Trustees may establish.

Section 2. Acting President

The President shall be authorized to designate a member of the College staff as Acting President during temporary disability or absence from the College. In the case of lengthy continued disability or absence of the President, in case of vacancy of the presidency, or under other special circumstances, the Board shall name an Acting President and shall negotiate a commensurate salary for said responsibility.

Section 3. Communication with the Board

The President shall serve as the primary channel of communication between the Board and all subordinate administrative officers and personnel of the internal organization, except that nothing herein is intended to limit the ability of the Board of Trustees to communicate with Administrators assigned to Board committees or other special projects.

Mail received by the College which is generally addressed to the "Board of Trustees" shall be opened by the President's Office and addressed with the Board accordingly. Mail addressed to individual Trustees received by the College shall not be opened and shall be forwarded to the Trustee as soon as practicable.

The email addresses of Trustees shall be made available to the public. Such other contact information of a Trustee which is authorized for release by a Trustee shall also be made available.

Section 4. Emergency Action

In the event of emergency situations not covered by specific policies, the College President shall have the authority to take any necessary or appropriate action as he or she deems to be required by such emergency. Action taken and the reason therefore shall be communicated to the Board as soon as practicable.

Adopted: July 23, 2013

ROCK VALLEY COLLEGE
BOARD POLICY

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ROCK VALLEY COLLEGE VISION AND MISSION STATEMENT

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Vision Statement

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

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Mission Statement

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

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Adopted: July 28, 2015

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ROCK VALLEY COLLEGE
BOARD POLICY

ROCK VALLEY COLLEGE CORE VALUES

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Learner-Centered Community

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Rock Valley College is dedicated to providing affordable lifelong learning opportunities that foster student success.

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Mutual Respect

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At all times, Rock Valley College upholds the dignity of each individual by being ethical, respectful, fair, and courteous in communications and actions.

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Excellence

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Rock Valley College maintains high expectations for teaching and learning and holds itself accountable for promoting continuous improvement.

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Diversity

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Rock Valley College promotes, celebrates, and embraces differences, including cultural and ethnic diversity and diversity of thought.

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Collaboration

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Rock Valley College fosters innovative, enriching partnerships within the college community and among others that serve the region.

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Innovation

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Rock Valley College is a forward-thinking institution that explores creative approaches for the future.

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Public Trust

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Rock Valley College honors and upholds its commitment to the community through integrity of actions and efficient use of resources.

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Adopted: July 28, 2015

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- Section 2 The College Governing
- Section 3 Board Authority for
- Section 4 Operations
- Section 5 Board Duties and Responsibilities
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1:10.030 Number, Election, Eligibility, and Term Chairperson

1:10.030 Officers 1:10.030 Officers

- Section 1
- Section 2
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- Section 6

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on Election
Qualifications of
Members Student
Trustee Vacancies

Officers

Number, Election, Eligibility, and Term
Chairperson
Vice -Chairperson
Secretary
Treasurer
Removal

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ROCK VALLEY COLLEGE
BOARD POLICY

1:10.010

BOARD GOVERNANCE
BOARD GOVERNANCE

Section 1. Purpose of the Board

The purpose of the Board of Trustees is to represent students and the public community in determining what programs and services the College will/shall offer, to whom, at what cost, with what priority, and to evaluate the performance of the organization.

Fundamental to the success of the College is the commitment of each Trustee to carry out his¹/her/their responsibilities as an elected official charged with providing students and District the community residents a quality, fully accredited, comprehensive community college.

Section 2. The College Governing Board

The Board of Trustees of Community College District No. 511 has the legal authority and responsibility to govern the College in accordance with the Illinois Public Community College Act, 110 ILCS 805/1 et seq., and applicable authority. The Board will/shall appoint a President to organize and manage the institution within accordance with Board policy.

The Board of Trustees will encourage the President to seek the input of employees and the community in the development and updating of the College's Strategic Long Range Plan. Such Plan will be approved annually by the Board of Trustees.

Section 3. Authority for Operations

As set forth in Section 3-30, the Board of Trustees has the duties enumerated in Sections 3-21 through 3-29.23 of the Illinois Public Community College Act, 110 ILCS 805/3-21 through 3-29.23, and the powers enumerated in The Board of Trustees derives its authority to govern from Sections 3-31 through 3-43 of the Illinois Public Community College Act, 110 ILCS 805/3-31 to 3-43. The Board will/shall exercise all powers set forth in Sections 3-31, through 3-43, and all additional powers not inconsistent with the Illinois Public Community College Act, 110 ILCS 805/1 et seq.

Section 4. Board Duties and Responsibilities

The job of the Board of Trustees is to govern, not manage, the College.

¹ The use of the masculine pronoun in this document is for convenience and ease of use only; the masculine pronoun includes

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| the feminine pronoun as well.

4.A. ~~Change to A.~~ Duties of the Board; 1:10.010

As the governing body of Community College District No. 511, the Board of Trustees is responsible for the development and adoption of Board policies and for making decisions related thereto. The Board's authority in this area is final, subject to applicable statutory and regulatory limitations. The President ~~is responsible for~~ shall carry out Board policies, including but not limited to developing appropriate administrative procedures to effectuate Board policies.

The Board ~~will~~ may seek input from ~~members of~~ the College community in the development of said policies.

Additionally, the Board of Trustees ~~will~~ shall:

1. Hire and work with the President, who ~~shall~~ will be the chief administrative officer of the College and the executive officer in dealing with the Board.

4.2. Annually establish goals and evaluate the President's performance.

2.3. Ensure efficient and effective development, operation and maintenance of the College.

3. Execute all duties and powers authorized by the *Illinois Public Community College Act*, 110 ILCS 805/1, et seq.

4.

4. Direct the President to formulate and revise policies as necessary for Board consideration. ~~The President will seek employee input as necessary and appropriate.~~

5.

5.6. Annually review the financial performance of the College and cause an audit to be made.

6.7. Annually adopt the Financial Plan of the College.

7.8. Ensure the quality of education provided by the College.

8. Annually adopt a comprehensive Strategic Long Range Plan

9. Annually review from the President a report on the Outcomes of the College.

10. Review matters recommended by the President and cause appropriate action to be taken.

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Appoint legal counsel as needed.
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B. B. Responsibilities of the Board:

The Board of Trustees shall:

2.

1. Operate in all ways mindful of its civic Trusteeship obligation to the citizens of its College district.

1.

2. Be the sole governing body of the College. In carrying out its governing responsibility, the Board, as a whole, will-shall keep adequately informed about educational and other relevant issues, actively gathering and retaining necessary information to enhance the decision-making process.

2.

3. Focus on intended long term outcomes.

3.

4. Use the expertise of individual members-Trustees to enhance the ability of the Board as a body.

4.

5. Ensure the continuity of its governance capability through retraining, r-redevelopment, and the orientation of new members.

6. Make decisions, to the extent possible, on a consensus basis.

Section 5. Authority and Responsibility of Members Trustees

Trustees have authority when acting as a part of the Board of Trustees in a legal session or proceeding of the Board. No individual member of the Board of Trustees has the power to speak or act in the name of the Board unless authorized to do so by the Board of Trustees. Trustees will shall maintain confidentiality of privileged and confidential information, including but not limited to, all information discussed in closed session meetings and other communications, such as attorney-client privilege communications. Trustees will-shall strive to demonstrate personal integrity and ethical behavior in word and action.

Section 6. Code of Ethics

The Board of Trustees will-shall conduct themselves in accordance with the Illinois State Officials and Employees Ethics Act, (Public Act 93-615, effective November 19, 2003, as amended by

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Public Act 93-617, effective December 9, 2003) 5 ILCS 430/1, et seq., which is a comprehensive revision of State statutes regulating ethical conduct, political activities and the solicitation and acceptance of gifts by State officials and employees.

A. Prohibited Political Activities:

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A. Prohibited Political Activities:

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1. No officer or employee shall intentionally perform any prohibited political activity during any compensated time, in accordance with Section 5-15 of the *Illinois State Officials and Employee Ethics Act, 5 ILCS 430/5-15 et seq* as defined herein. No officer or employee shall intentionally use misappropriate any property or resources of Rock Valley College in connection with any prohibited political activity.
2. At no time shall any officer or employee intentionally misappropriate the services of require any other officer or employee to perform any prohibited political activity (i) as part of that officer or employee's duties, (ii) as a condition of employment, or
2. (iii) during any compensated compensated time off (such as holidays, vacation or personal time off).
3. No officer or employee shall be required at any time to participate in any prohibited political activity in consideration for that officer or employee being awarded any additional compensation or any officer or employee benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise nor shall any officer or employee be awarded additional compensation or any officer or employee benefit in consideration for his or her/their participation in any prohibited political activity.
4. Nothing in this Section prohibits activities that are permissible otherwise appropriate for an officer or employee to engage in as part of his or her/their official duties, or activities that are undertaken by an officer or employee on a voluntary basis which are not prohibited by this Code of Ethics as permitted by law.
- 4.
5. No person either (i) in a position that is subject to recognized merit principles of public employment or (ii) in a position the salary for which is paid in whole or in part by federal funds and that is subject to the Federal Standards for a Merit System of Personnel Administration applicable to grant-in-aid programs, shall be denied or deprived of employment or tenure solely because he or she is a member or an officer of a political committee, of a political party, or of a political organization or club.

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B. Gift Ban:

Except as permitted by this Article, no officer or employee, and no spouse of or immediate family member living with any officer or employee (collectively referred to herein as "recipients"), shall intentionally solicit or accept any gift from any prohibited source, as defined herein, or which is otherwise prohibited by law or Policy. No prohibited source shall intentionally offer or make a gift that violates this Section.

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Exceptions. In accordance with Section 10-15 of the Illinois State Officials and Employees Ethics Act, 5 ILCS 430/10-15, Section 1:10.010(B) is not applicable to the following:

1. Opportunities, benefits, and services that are available on the same conditions as for the general public.
2. Anything for which the officer or employee, or his/er/her/their spouse or immediate family member, pays the fair market value.
3. Any (i) contribution that is lawfully made under the Illinois Election Code, 10 ILCS 430/1, et seq. or the Illinois State Officials and Employees Ethics Act, 5 ILCS 430/1, et seq., or (ii) activities associated with a fundraising event in support of a political organization or candidate.
4. Educational materials and missions, as may be further defined by the appropriate ethics commission, or by the Auditor General for the Auditor General, and employees of the Office of the Auditor General.
5. Travel expenses for a meeting to discuss business, as may be further defined by the appropriate ethics commission, or by the Auditor General for the Auditor General, and employees of the Office of the Auditor General.
6. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.
7. Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided

7. because of the official position or employment of the recipient or his/er/ her/their spouse, or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (i) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (ii) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (iii) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employees, or their spouses or immediate family members.

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8. Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are (i) consumed on the premises from which they were purchased or prepared or (ii) catered. For the purposes of this Section, "catered" means food or refreshments that are purchased ready to consume ~~eat which are~~ delivered by any means.
9. Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of an officer or employee as an office holder or employee) of the officer or employee, or the spouse of the officer or employee, if the benefits have not been offered or enhanced because of the official position or employment of the officer or employee, and are customarily provided to others in similar circumstances.
10. Intra-governmental and inter-governmental gifts. For the purpose of this Act Section, "intra-governmental gift" means any gift given to an officer or employee from another officer or employee, and "inter-governmental gift" means any gift given to an officer or employee by an officer or employee of another governmental entity.
11. Bequests, inheritances, and other transfers at death.
12. Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100. Each of the exceptions listed in this Section is mutually exclusive and independent of every other.

~~Disposition of gifts. An officer or employee, his or her spouse or an immediate family member living with the officer or employee, does not violate this Policy if the recipient promptly takes reasonable action to return the prohibited gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501 (c)(3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.~~

C. C-Definitions:

~~For purposes of this Code of Ethics, the following terms shall be given these definitions:~~

1. "Board" means the Board of Trustees of Community College District No. 511, Winnebago, Boone, DeKalb, McHenry, Ogle and Stephenson Counties, Illinois.

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2. "Campaign for elective office" means any activity in furtherance of an effort to influence the selection, nomination, election, or appointment of any individual to any federal, State, or local public office or office in a political organization, or the selection, nomination, or election of Presidential or Vice-Presidential electors, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action (as those terms are defined in Section 2 of the *Illinois Lobbyist Registration Act*, 25 ILCS 170/2), (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.

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3. "Candidate" means a person who has filed nominating papers or petitions for nomination or election to an elected State office, or who has been appointed to fill a vacancy in nomination, and who remains eligible for placement on the ballot at either a regular election, as defined in section 1-3 of the *Election Code*, 10 ILCS 5/1-3 general primary election or general election as set forth in Section 1-5 of the *Illinois State Officials and Employees Ethics Act*, 5 ILCS 430/1-5.

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4. "Collective bargaining" has the same meaning as that term is defined in Section 3 of the *Illinois Public Labor Relations Act*, 5 ILCS 315/3.

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5. "Compensated time" means, with respect to an officer or employee, any time worked by or credited to the officer or employee that counts toward any minimum work time requirement imposed as a condition of his/-or-her/their employment, but for purposes of this Policy, does not include any designated State holidays, vacation periods, personal time, compensatory time off or any period when the officer or employee is on a leave of absence. With respect to officers or employees whose hours are not fixed, "compensated time" includes any period of time when the officer is on premises under the control of the employer and any other time when the officer or employee is executing his/-or-her/their official duties, regardless of location.

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6. "Compensatory time off" means authorized time off earned by or awarded to an officer or employee to compensate in whole or in part for time worked in excess of the minimum work time required of that employee as a condition of his/-or-her/their employment.

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7. "Contribution" has the same meaning as that term is defined in section 9-1.4 of the *Illinois Election Code*, 10 ILCS 5/9-1.4.

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8. "Employee" means a person employed by Rock Valley College, whether on a full-time or part-time basis or pursuant to a contract, and whose duties are subject to the direction and control of an employer with regard to the material details of how the work is to be performed, but does not include an independent contractor.

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9. "Employer" means Community College District No. 511,

10. "Gift" means any gratuity, discount, entertainment, hospitality, loan, forbearance,

~~40.~~ or other tangible or intangible item having monetary value including, but not ~~limited~~ ~~limited~~ to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of an officer or employee. The value of a gift may be further defined by rules adopted by the appropriate ethics commission, or by the Auditor General for the Auditor General, and employees of the Office of the Auditor General.

11. "Leave of absence" means any period during which an employee or officer does not receive (i) compensation for employment, (ii) service credit towards pension benefits, and (iii) health insurance benefits paid for by the employer.

12. "Officer" means a person who holds, by election or appointment, an office created by statute or law, regardless of whether the officer is compensated for service in his/ or her/their official capacity. The term "officer" includes all members of the Board of Trustees.

13. "Political activity" means any activity in support of or in connection with any campaign for elective office or any political organization, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action (as those terms are defined in Section 2 of the Illinois Lobbyist Registration Act, 25 ILCS 170/2), (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.

14. "Political organization" means a party, committee, association, fund, or other organization (whether or not incorporated) that is required to file a statement of organization with the State Board of Elections or a county clerk under Section 9-3 of the Illinois Election Code, 10 ILCS 5/9-3, but only with regard to those activities that require filing with the State Board of Elections or a county clerk.

15. "Prohibited political activity" means:

(a) Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.

(b) Soliciting contributions including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.

(c) Soliciting, planning the solicitation of, or preparing any document or report regarding any thing anything of value intended as a campaign contribution.

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- (d) Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
- (e) Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
- (f) Assisting at the polls on eElection dDay on behalf of any political organization or candidate for elective office or for or against any referendum question.
- (g) Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.
- (h) Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.
- (h) _____
- (i) Making contributions on behalf of any candidate for elective office in that capacity, or in connection with a campaign for elective office.
- (i) _____
- (j) ~~U~~ Preparing or reviewing responses to candidate questionnaires in connection with a campaign for elective office or on behalf of a political organization for political purposes.
- (i) _____
- (k) Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
- (k) _____
- (l) Campaigning for any elective office or for or against any referendum question.
- (l) _____
- Managing or working on a campaign for elective office or for or against any

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referendum question.

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Serving as a delegate, alternate, or proxy to a political party convention.

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(m)(o) Participating in any recount or challenge to the outcome of any election except to the extent that under subsection (d) of Section 6 of Article IV of the Illinois Constitution each house of the General Assembly shall judge the elections, returns, and qualifications of its members.

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16. "Prohibited source" means any person or entity who:

(a) is seeking official action (i) by an officer or (ii) in the case of by an employee, or by the officer or another employee directing that employee;

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(b) does business or seeks to do business (i) with the officer or (ii) in the case of with an employee, or with the officer or another employee directing that employee;

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(c) conducts activities regulated (i) by the officer or (ii) by in the case of an employee, or by the officer or another employee directing that employee;

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(d) has interests that may be substantially affected by the performance or non-performance of the official duties of the officer or employee;

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(e) is registered or required to be registered with the Secretary of State under the Illinois Lobbyist Registration Act, 25 ILCS 170/1 et seq., except that an entity not otherwise a prohibited source does not become a prohibited source merely because a registered lobbyist is one of its members or serves on its board of directors; or

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(d)(f) is an agent of, a spouse of, or an immediate family member who is living with a prohibited source.

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D. Construction:

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This Ordinance Policy shall be construed in a manner consistent with the provisions of the Illinois State Officials and Employees Ethics Act (codified at 5 ILCS 430/1-4, et seq., including but not limited to 5 ILCS 430/70-5). This Ordinance Policy is intended to impose the same but not greater restrictions than the Act.

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E. Penalties:

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~~1. _____ A person who violates this Policy may be subject to discipline or other action by the College in addition to the penalties intentionally violates any provision of Section 6(a) of this Code of Ethics may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed \$2,500.~~

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~~2. _____ A person who intentionally violates any provision of Section 6(b) of this Code of Ethics is subject to a fine in an amount of not less than \$1,001 and not more than \$5,000.~~

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~~Any person who intentionally makes a false report alleging a violation of any provision of this Code of Ethics to the local enforcement authorities, the State's Attorney or any other law enforcement official may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed \$2,500 set forth in Section 50-5 of the Illinois State Officials and Employees Ethics Act, 5 ILCS 430/50-5.~~

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3. ~~A violation of Section 6(a) of this Code of Ethics shall be prosecuted as a criminal offense by an attorney for Rock Valley College by filing in the circuit court any information, or sworn complaint, charging such offense. The prosecution shall be under and conform to the rules of criminal procedure. Conviction shall require the establishment of the guilt of the defendant beyond a reasonable doubt. A violation of Section 6(b) of this Policy may be prosecuted as a quasi-criminal offense by an attorney for Rock Valley College, or, if an Ethics Commission has been created, by the Commission through the designated administrative procedure.~~

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4. ~~In addition to any other penalty that may be applicable, whether criminal or civil, an officer or employee who intentionally violates any provision of Section 6, Code of Ethics, is subject to discipline or discharge.~~

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Section 7. Conflicts of Interest

~~All Trustees, Officers and employees shall conduct themselves and College business in a manner that reflects the highest standards of ethical conduct, and in accordance with all federal, state, and local laws and regulations. This includes avoiding real and potential conflicts of interests.~~

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~~A conflict of interest arises whenever the officer or employee Trustee has the opportunity to influence College operations or business decisions in ways that could result in a personal financial or political benefits to the officer or employee employee or a member of a Trustee's their immediate family. Personal financial benefits include, but are not limited to, direct financial payments, deferred compensation, gifts, or in-kind donations to the officer, employee, Trustee or their immediate family members. Personal political benefits include, but are not limited to, contributions, donations, direct financial payments, loans, gifts, or in-kind donations to political campaigns or political action committees that support the officer and employee Trustee.~~

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~~Trustees, Officers and designated employees shall voluntarily disclose any real or potential conflict of interest, and/or shall abstain from voting on any conflict of interest in accordance with applicable law and regulations. Each Trustee officer and designated employee will shall observe and adhere to the College's Code of Ethics Policy. No later than July 1st of each year, each Trustee officer and designated employee shall provide a copy of the Statement of Economic Interest that is required to be filed annually with Winnebago County pursuant to the Illinois Governmental Ethics Act, (5 ILCS 420/4A-102,) to the College's Department of Human Resources.~~

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A person who violates this Policy

Violation of this policy or failure fails to disclose or properly identify a conflict of interest may be subject to discipline or other action by the College, including but not limited to, a public censure.

where sSuch public censure shall be made in a Board resolution which shall state the nature of the violation; in addition, the person may be subject subject the Trustee to the penalties set forth in the *Public Officer Prohibited Activities Act*, (50 ILCS 105/0.01, et seq.), the *Illinois State Officials and Employees Ethics Act*, (5 ILCS 430/1-1, et seq.), and/or a public censure by the Board of Trustees, and applicable law. Such public censure shall be made in a Board resolution which shall state the nature of the violation.

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ROCK VALLEY COLLEGE
BOARD POLICY

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MEMBERSHIP OF THE BOARD

Section 1. Number and Selection

The Board of Trustees is comprised of seven (7) qualified voting members elected at large by the District-College electorate and one (1) non-voting member elected by the student body in accordance with Section 3-7 of the Illinois Public Community College Act, 110 ILCS 805/3-7, the Illinois Illinois Election Code, 10 ILCS 5/1-4 et seq., and other applicable statutes.

Section 2. Election

Board Trustee elections are conducted biannually in accordance with Sections 3-7 through 3-7.13 (as amended) of the Illinois Public Community College Act, 110 ILCS 805/1 et seq. Voting Trustees are elected for staggered terms of six (6) years.

Section 3. Qualifications of Members Trustees

Each voting Trustee shall, on the date of their election, be citizens of the United States, 18 years of age or older, and a residents of Illinois and District 511 for at least one year immediately preceding the election.

Section 4. Student Trustee

The Board of Trustees will shall have one (1) non-voting member who is a student, 18 years of age or older, enrolled in the College as provided by Section 3-7.24 of the Illinois Public Community College Act, 110 ILCS 805/3-7.24.

The Student Trustee will shall be elected by the student body to a one-year term, beginning on the date of the next regular meeting after the organizational meeting. The student assumes all the rights and responsibilities of a district-elected Board member Trustees with the exception of non-voting status. The Student Trustee has the right to make and second motions, to attend all sessions of the Board, receive all materials district-elected Board members Trustees do, and has an advisory vote.

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Section 5. Vacancies

Vacancies on the Board of Trustees shall be filled by the Board through appointment in accordance with Section 3-7 (d)(f) of the *Illinois Public Community College Act*, 110 ILCS 805/3-7 (df). A vacancy arising because of resignation shall be deemed to have occurred whenever written notice of the resignation is received by the Board Secretary or when notice is given in a Board meeting. All Trustees shall be involved in the selection process for filling any vacancy.

The vacancy shall be filled by the remaining Board members Trustees in the following manner:

1. The person appointed to fill the vacancy must be 18 years of age and a resident of Community College District 511, for at least one year;

2. The person appointed shall serve until a successor is elected and certified in accordance with the *Illinois Election Code*, 10 ILCS 5/1 et seq.;

3. If the vacancy occurs with less than four months remaining before the next scheduled consolidated election and the vacant seat is not scheduled to expire at that election, then the term of the appointee shall extend through that election until the succeeding consolidated election;

4. If the term of the vacant position is scheduled to expire at the upcoming consolidated election, the appointed person shall serve only until a successor is election and certified; and

5. The Board shall take all action required by applicable law in responding to and filling the vacancy, including but not limited to the *Illinois Public Community College Act*, 110 ILCS 805/3-7. The Board shall appoint a person to fill the vacancy within 60 days after the vacancy occurs. If the Board fails to fill the vacancy within 60 days after the vacancy occurs, then the Board shall notify the Illinois Community College Board (ICCB) which may fill that vacancy and take action authorized by statute, where the ICCB appointed person shall serve until a successor is elected and certified.

1. The Board must appoint a person to fill the vacancy within 60 days after the vacancy occurs. If the Board fails to fill the vacancy within 60 days after the vacancy occurs, then the chair of the Illinois Community College Board shall fill that vacancy and the person shall serve until a successor is elected and certified. SHALL WE ADD #6 OR MODIFY #5? AK

The Board shall follow the new procedures required by ICCB to notify the Illinois Community College Board (ICCB) of a Board vacancy. (amended at 48 Ill. Reg. 10170, effective June 25, 2024.)

a) Within five working days after a vacancy occurs on an elected board of

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~~trustee, the chair of the board of trustees shall notify the ICCB in writing of the name of the trustee and the date of vacancy.~~

~~b) The remaining members shall fill the vacancy in accordance with Section 3-7 of the Act. [110 ILCS 805]. Upon filling the vacancy, the chair of the board of trustees shall notify the ICCB in writing of the name of the newly appointed trustee and the effective date of the appointment.~~

~~c) If the remaining members fail to act within 60 days after the vacancy occurs, the chair of the ICCB shall fill the vacancy in accordance with Section 3-7 of the Act. [110 ILCS 805].~~

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OFFICERS

Section 1. Number, Election, Eligibility, and Term

The officers of the Board of Trustees shall be the Chairperson, Vice Chairperson, Secretary, and Treasurer and any assistant to the above officers deemed necessary by the Board. The officers shall be elected or appointed by the Board of Trustees at the Reorganization Meeting. Vacancies in said offices may be filled at any meeting of the Board. The term of all officers shall be one (1) year or until their successors are elected, unless, by Board action, the term is extended to two years, in accordance with the statute.

Section 2. Chairperson

The Chairperson ("Chair") shall preside at all Board meetings and, whenever possible, represent the Board of Trustees at all official College or community functions.

The role of the Chair is, primarily, to uphold the integrity of the Board's process and, secondarily, to represent the Board to outside parties.

The Chair of the Board of Trustees will shall:

1. Preside at all Board meetings in an efficient and effective manner, using Robert's Rules of Order, and shall set the tone for each meeting through positive leadership;
2. Ensure that other Board members Trustees are informed of current and pending Board issues and processes;
3. Make all Board standing committee appointments with the advice and consent of the Board;
4. Attempt to arrive at a consensus by the members on Board decisions;
5. Appoint and dissolve special ad hoc committees;
6. Call special meetings, as required;
7. Direct the preparation of the meeting agenda;
7. Serve
8. as an ex-officio member of all Board committees;
9. Represent the interests of the Board on a day-to-day basis;

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8. ~~Serve as an ex-officio member of all Board committees;~~

9.1. ~~Represent the interests of the Board on a day-to-day basis;~~

10. ~~Perform such other duties as prescribed by Board policy, law or by Board action; and~~

10.

11. Act or designate another person to act, as spokesperson for the Board in communication to the public. The Chair or designated spokesperson ~~will~~ shall notify all individual Trustees as promptly as possible of his/~~her~~/their actions as the Board's representative.

Section 3. Vice Chairperson

~~In the absence of the Chairperson, or in the event of his/~~her~~/their inability or refusal to act, the Vice Chairperson (Vice Chair) shall perform the duties of and shall have the same powers of the ~~said~~ Chairperson. The Vice ~~Chairperson~~ shall serve as Chairperson until the duly elected Chairperson assumes or resumes his/~~er~~/their duties.~~

~~The Vice Chairperson shall perform such other duties as may be assigned to him by the Chairperson and the Board of Trustees.~~

Section 4. Secretary

~~The Board of Trustees shall elect a Secretary to serve at the discretion of the Board. The Secretary shall certify a true copy of each official Board policy and the Board minutes.~~

~~The Secretary shall certify, at the Reorganization Meeting of the Board, and on request at any other time, that a complete and accurate set of all Board minutes and policies are kept in compliance with State Statutes. The Secretary (or ~~his/her~~ designee) shall be the keeper of all books, records, and the Seal of the Board of Trustees and shall perform all duties assigned to him or her by the Chairperson and the Board of Trustees which includes attendance at all Board and committee meetings. If the Secretary is absent from a meeting, the Board of Trustees shall appoint a ~~Board member Trustee~~ as Secretary Pro Tempore.~~

~~Board minutes so certified shall be prepared by the Recording Secretary who shall be selected by the President and who shall be required to attend the meetings of the Board. Minutes shall be kept on file in the Office of the President of the main campus and approved minutes shall be kept in Building E and the Bradford Room in the Support Services Building as the official record of Board activity and shall be open to public inspection in accordance with applicable law, including but not limited to Section 2.06 of the Illinois Open Meetings Act, 5 ILCS 120/2.06.~~

~~Board minutes so certified shall be prepared by the Recording Secretary who shall be selected by the President and who shall be required to attend the meetings of the Board. Minutes shall be~~

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kept in an official record book specifically for that purpose and shall be kept on file in the Administration Center Office of the President of the main campus as the official record of Board activity and shall be open to public inspection.

The duties of the Recording Secretary of the Board shall be as follows:

1. Attend all meetings of the Board and keep or cause to be kept by a competent recorder a full and accurate record of all votes and acts of the Board.
2. Promptly furnish, or cause to be furnished, a copy of the minutes of each Committee of the Whole, committee, regular or special meeting of the Board to all members of the Board and to the President of the College.
3. Record, or cause to be recorded, all calls for meetings of the Board, and notify all members of such meetings.
4. Keep, or cause to be kept, a digitized record in a separate book of the names of all members of the Board, the dates of their election, their length of term, the date of expiration of their terms of office, and a file of all reports made by committees of the Board.
5. Keep, or cause to be kept, a current and complete record and text of the Policies of the Board and publish the same from time to time as directed by the Board.
6. Furnish to the President of the College and to all members of the Board, immediately after change, amendments, or additions to the Policies of the Board, a complete, accurate, and official copy of the text thereof.
- 6-7. Perform other actions as contemplated by the Illinois Public Community College Act, 110 ILCS 805/ et seq.

Section 5. Treasurer

A Treasurer shall be appointed by the Board as provided by the Illinois Public Community College Act, 110 ILCS 805/3-18. Before duties begin, the Treasurer shall execute a bond in the manner and form provided for in the Illinois Public Community College Act, 110 ILCS 805/3-19. It shall be the duty of the Treasurer to:

1. Perform all duties which the State of Illinois requires of the Treasurer.
 - 1.
 - 2.
3. Furnish the Board with such reports as may be required.

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4. Invest funds in accordance with prescribed policy.

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5. Perform other actions as contemplated by the *Illinois Public Community College Act*, 110 ILCS 805/1, et seq.

Section 6. Removal

Any officer or agent elected or appointed by the Board of Trustees may be removed by the Board whenever, in its judgment, the best interests of the College would be served thereby, but such removal shall be without prejudice to other rights and duties of the office or agent.

Adopted: July 23, 2013

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2. ~~Keep an accurate record of all functions and transactions appropriate for the office.~~

3. ~~Furnish the Board with such reports as may be required.~~

4. ~~Invest funds in accordance with prescribed policy.~~

Section 6. Removal

~~Any officer or agent elected or appointed by the Board of Trustees may be removed by the Board whenever, in its judgment, the best interests of the College would be served thereby, but such removal shall be without prejudice to other rights and duties of the office or agent.~~

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ROCK VALLEY
COLLEGE
BOARD POLICY

MEETINGS OF THE BOARD

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Section 1. Proclaiming Election Winners and Training for Trustees

At the first meeting following the election of ~~Board Members~~ Trustees held on the date required under the Consolidated Election Laws of the State of Illinois and not later than twenty- one (21) days thereafter, the Board shall meet for the purpose of proclaiming the winners of the election.

As set forth in the Illinois Public Community College Act, 110 ILCS 805/3-8.5 et seq, every voting Trustee shall complete a minimum of 4 hours of professional development leadership training covering topics that shall include, but are not limited to, open meetings law, community college and labor law, freedom of information law, contract law, ethics, sexual violence on campus, financial oversight and accountability, audits, and fiduciary responsibilities of the Trustee during the first, third, and fifth year of his/her/their term. The College shall maintain on its website, the names of all voting Trustees who have successfully completed the training and the names of all voting Trustees who have not successfully completed the training. The voting Trustee shall certify completion of the training required under this Policy and applicable law to the secretary of the Board.

Section 2. Reorganization Meeting

The Reorganization Meeting shall be held annually. The reorganization in election years shall be held on or before the twenty-eighth (28th) day after the election. At all Organizational Meetings, the Chairperson of the Board, or, in his/ ~~or her/their~~ absence, the President of the Community College or the acting Chief Executive Officer of the College, shall convene the new Board, and conduct the election for Chairperson, Vice Chairperson, and Secretary. The reorganization meetings for non-election years shall be held at the regular meeting of the Board for the month of April.

The order of business shall be:

1. Call to Order by Chairperson of Retiring Board;
2. Roll Call by Secretary;
3. Certification of Audit and Board Minutes and Policies by Secretary;
4. Adjournment of Retiring Board sine die;
5. Convening of new Board by ranking hold-over officer from retiring Board who shall serve as temporary Chairperson;

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6. Seating of new members (Election Year);

7. Election of Chairperson of Board;

8. Election of Vice Chairperson;

9. Election of Secretary;

10. Appointment of Treasurer;

10.

11. Appointment of Attorney;

11.

12. Adoption of Policies of the Board;

12.

13. Appointment of Bank Depository(s);

13.

14. Appointment of Auditor(s);

14.

15. Appointment of Representatives to Standing Committees; and

15.

16. Setting the Schedule of Regular Meetings for the Next Calendar Year.

16.

Section 3. Regular Meetings

Regular business meetings of the Board shall be held on the fourth Tuesday of every month and shall be open to the public. Additional strategic meetings may be held as needed and shall be open to the public.

A schedule of the regular meetings shall be posted at the beginning of each calendar year or fiscal year and shall state the regular dates, times and places of such meetings. An agenda for each regular meeting shall be posted at the entrance of the principal administration office, on the College's website and at the location where the actual meeting is to be held, at least 48 hours in advance of each regular meeting. The agenda shall remain posted on the College's website until the regular meeting is concluded. The place of said meeting shall be the regular meeting place of

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the Board or any properly designated place within Community College District 511.

Section 4. Agenda for Regular Meetings

The order of business set forth on the agenda may vary, as needed from meeting to meeting, but shall generally contain one or more of the following items of regular business and/or matters relevant to the exercise of the powers of duties of the Board of Trustees. In the event there is a public hearing, the public hearing shall be held generally before the regular meeting. The agenda for Regular Meetings may be as follows:

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15. Appointment of Treasurer;

16. Appointment of Attorney;

17. Adoption of Policies of the Board;

18. Appointment of Bank Depository(s);

19. Appointment of Auditor(s);

Appointment of Representatives to Standing Committees;

Setting the Schedule of Regular Meetings for the Next Calendar Year.

Section 3. Regular Meetings

Regular business meetings of the Board shall be held on the fourth Tuesday of every month and shall be open to the public. Additional strategic meetings may be held as needed and shall be open to the public.

A schedule of the regular meetings shall be posted at the beginning of each calendar year or fiscal year and shall state the regular dates, times and places of such meetings. An agenda for each regular meeting shall be posted at the entrance of the principal administration office, on the College's website and at the location where the actual meeting is to be held on the Friday at least 48 hours prior to in advance of each regular meeting. The agenda shall remain posted on the College's website until the regular meeting is concluded. The place of said meeting shall be the regular meeting place of the Board or any properly designated place within Community College District 511.

The Board will provide notice of its regular meetings to any news media that has filed an annual request for such notice.

Section 4. Agenda for Regular Meetings

The order of business set forth on the agenda may vary, as needed from meeting to meeting, but shall generally contain one or more of the following items of regular business and/or matters relevant to the exercise of the powers or duties of the Board of Trustees. In the event there is a public hearing, the public hearing will be held after the Study Session and generally before the General Session regular meeting. The agenda for Regular Meetings shall may be as follows:

A. Call to Order

B. Roll Call

C. Communications and Petitions (Public Comment)

D. Recognition of Registered Visitors

E. General Presentations

F. Minutes

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G. Board Committee Reports

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H. Action Items

I. Unfinished/New Business

J. Reports

1. President's Leadership Team

2. Illinois Community College Trustees Association (ICCTA)

3. Trustee Comments

4. Student Trustee

5. RVC Foundation Liaison

6. Freedom of Information Act

7. Other

K. Closed Session

L. Adjourn

The agenda shall set forth the general subject matter of any resolution or ordinance that shall will be the subject of final action at the meeting.

Section 5. Special Meetings

A Special Meeting of the Board may be called by the Chairperson or by any three (3) members of the Board by giving notice thereof in writing stating the time, place, and purpose of the meeting. Except in the event of a bona fide emergency, such notice shall be given at least 48 hours

before such meeting or by personal service 24 hours before the meeting. The notice shall include the agenda for the special meeting.]

Section 6. Emergency Meetings

Notice of an Emergency Meeting shall be given as soon as practicable, but in any event prior to the holding of such meeting, to any news medium which has filed an annual request for notice.

Section 7. Adjourned Meetings

A Regular Meeting may be adjourned to a future date as the Board may determine.

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Section 8. Waiver of Notice of Meetings

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Notice of any meeting may be waived by a Trustee. The attendance of a Trustee at any meeting shall constitute a waiver of such notice for that meeting, except when the member attends the meeting for the express purpose of objecting to the transaction of any Board business because the meeting is not lawfully called or convened.

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Section 9. Closed Sessions

Closed Sessions may be held in accordance with the Illinois Open Meetings Act, 5 ILCS 120/1 et seq., as amended, modified or construed, and pursuant to adopted College policies.

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At any meeting for which proper notice has been given, the Board may close all or part of the meeting by a majority vote of a quorum present for any of the reasons listed below or otherwise permitted by the Illinois Open Meetings Act, 5 ILCS 120/1 et seq. The specific authorized reason must be stated in the motion, recorded in the minutes, and approved by a roll call vote.

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A single vote may be taken with respect to a series of meetings, a portion or portions of which are proposed to be closed to the public, provided that each meeting in such series involves the same particular matters and is scheduled to be held within three months of the vote.

The following subjects may be discussed in closed sessions:

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1. The appointment, employment, compensation, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers, or legal counsel. However, a meeting to consider an increase in compensation to a specific employee that is subject to the Local Government Wage Increase Transparency Act, 50 ILCS 155/1, et seq., may not be in closed session;

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2. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees;

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3. Selection of a person to fill a vacancy on the Board, or discipline, performance, or removal of the Trustee when the Board has such power to remove under applicable law or ordinance;

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4. Evidence or testimony presented to the Board regarding denial of admission to College events or property pursuant to Section 24-24 of the Illinois School Code, 105 ILCS 5/24-24, or as otherwise authorized by law provided that the Board prepares and makes available for public inspection a written decision setting forth its determinative finding;

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5. Acquisition, purchase or lease of real property, including meetings held for the purpose of discussing whether a particular parcel should be acquired;

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6. The setting of a price for sale or lease of property owned; **1:10.040** Formatted ... [1410]
7. The sale or purchase of securities, investments, or investment contract. However, this exception shall not apply to the investment of assets or income deposited into the Illinois Prepaid Tuition Trust Fund; Formatted ... [1411]
8. Campus security measures to respond to actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property;
9. Student disciplinary cases; Formatted ... [1412]
10. Matters relating to individual students; Formatted ... [1413]
11. Litigation, when an action against, affecting or on behalf of the Board of Trustees has been filed and is pending before a court or other administrative tribunal, or when the Board of Trustees finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed sessions; Formatted ... [1414]
12. The establishment of reserves or settlement of claims as provided in the *Illinois Local, Governmental, and Governmental Employees Tort Immunity Act, 745 ILCS 10/1 et seq.*, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice, or communications from or with respect to any insurer of the Board of Trustees or any intergovernmental risk management association or self insurance pool of which the Board of Trustees is a member; Formatted ... [1415]
13. The discussion of minutes of meetings lawfully closed under the *Illinois Open Meetings Act, 5 ILCS, 120/1 et seq.* whether for purpose of approval by the Board of the minutes or semi-annual review of the minutes; and Formatted: Font: 11 pt, Font color: Auto
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14. Any other subject set forth in Section 2 of the *Illinois, Open Meetings Act, 5 ILCS 120/2.* Formatted ... [1416]

Section 10. Recording of Closed Sessions

A verbatim record shall be kept of all closed sessions of the Board of Trustees or any subsidiary "public body" (as defined by the *Illinois, Open Meetings Act, 5 ILCS 120/1, et seq.* of the College. The verbatim record shall be in the form of an audio or video recording. In addition, minutes shall be kept of all closed sessions in the manner required by the *Illinois, Open Meetings Act, 5 ILCS 120/1 et seq.*, minutes of closed sessions shall be placed before the Board or the subsidiary body, as the case may be, for approval as to form and content as soon as practicable following the closed sessions. The Secretary of the Board, or his/her/their designee, shall maintain the verbatim recordings and minutes of all closed sessions of the Board and all subsidiary public bodies of the College. The President shall promulgate such procedures as may be necessary to maintain the

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confidentiality of such verbatim recordings and minutes. The verbatim record of closed sessions shall not be open for public inspection or subject to discovery, except as provided by law.

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Section 11. Budget Hearing

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A public hearing on the budget shall be held each year prior to its adoption. Notice of the hearing shall be published in the local newspapers in accordance with Section 103-20.1 of the Illinois Public Community College Act, -110 ILCS 805/103-20.1, as amended, modified or construed.

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Section 12. Special Hearings

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Special hearings shall be set by official Board action, and the date and place for the hearings shall be published in the local newspapers.

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Section 13. Quorum and Voting

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A majority of the voting Trustees of the Board of Trustees shall constitute a quorum for transaction of business at any meeting of said Board. For all meetings of the Board of Trustees, a quorum of Trustees must be physically present at the location of the meeting. If less than a majority of the duly qualified and acting voting Trustees are present at said meeting, a majority of the Trustees present may adjourn the meeting without further notice.

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Unless otherwise provided herein and/or in the Illinois Public Community College Act, 110 ILCS 805/1 et seq., a majority of the votes of the Trustees voting on a measure shall determine the outcome thereof, provided there is a quorum present. Voting ordinarily shall be by voice except in matters requiring the expenditure of funds or the execution of contracts, when a roll call vote of the Trustees shall be required. A roll call vote may also be used when requested by any member of the Board of Trustees.

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For committee meetings, a majority of voting Trustees of the committee shall constitute a quorum. If less than a majority of the duly qualified and acting committee members is present at the meeting, the Board Chair may act as an ex officio Board member, to create a quorum at the committee meeting.

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Section 14. Open to the Public; Communications and Petitions (Public Comment)

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All meetings and hearings of the Board shall be open to the public, except Closed Sessions as indicated in Section 9 above. Members of the public may participate in the meetings. The public comment section of the agenda shall be limited to a thirty (30) minute maximum, to be extended, if necessary, at the discretion of the Chairperson. Presentations by any one individual shall be limited to three (3) minutes. The Board, at its option, may not publicly comment on the substance of presentation to the Board. Visitor presentations and discussions related thereto may be taken into closed session or taken under advisement as the Board deems appropriate. Nothing contained herein shall be construed to limit the power of the Board to impose other reasonable constraints upon the ability of visitors to comment to or ask questions of the Board.

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Section 15. Workshops/Board Retreats

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Trustees may attend workshops or retreats organized for the purpose of assisting ~~IT 10.049~~ to gain greater understanding of the College and issues affecting higher education. Workshops and/or retreats may be scheduled as deemed necessary or advisable. When required, the news media shall be given notice of the time and place of such meetings in compliance with the *Illinois Open Meetings Act, 5 ILCS 120/1 et seq.*

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Section 16. Board Member use of Electronic Means of Communication

Electronic means of communication (such as, without limitation, electronic mail, electronic chat, instant messaging, or other means of contemporaneous interactive communication) to, by, and between Trustees in their capacity as ~~Board members~~ Board members, shall not be used to conduct Board business in a manner that duplicates such contemporaneous interactive communication. Electronic communication use by Trustees, in their capacity as ~~Board members~~ Board members, shall be limited to:

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1. Disseminating information; and

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2. Messages or communications not involving deliberation, debate or decision-making among three or more ~~Board members~~ Trustees,

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Examples of permissible electronic communication are:

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1. Agenda item suggestions;

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2. Reminders regarding meeting times, date, and places;

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3. The dissemination of Board meeting agenda or public record information concerning agenda items;

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4. Responses to questions posed by the community, administrators or College staff; and

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5. Questions or requests for information directed to administrators or College staff.

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Trustees Attendance by a Means Other Than Physical Presence;

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1. If a quorum of Trustees is physically present at a Board meeting, a majority of the Board may vote to allow a Board member who is not physically present to attend the meeting by other means if the member is prevented from physically attending because of: (i) personal illness or disability; (ii) employment purposes or the business of the College; (iii) a family or other emergency; or (iv) unexpected childcare obligations. "Other means" is by video or audio conference.

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2. If a Trustee wishes to attend a meeting by other means, the Trustee must notify the Board Chairperson of the College before the meeting unless advance notice is impractical.

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3. A majority of the Trustees may allow a Trustee to attend a meeting by other means only in accordance with and to the extent allowed by the College, and in accordance

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with this Section 16.

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Commented [AK25]: Not sure what Section 16 is referring to.

Section 17. Rules of Procedure

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In matters of procedure not governed by these Policies of the Board, or modified by the Board, Robert's Rules of Order, as revised, shall govern.

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Board meetings shall be conducted according to current Robert's Rules of Parliamentary Procedure, except as modified by the Board. The ayes and nays shall be called and entered upon each vote. Voting ordinarily shall be by voice except when formal resolutions are required or when funds are to be expended, in which case the vote shall be by call of the roll. A roll call vote may also be used when requested by any Trustee. Whenever a committee makes a report to the Board and the committee chairperson or other person making the report on behalf of the chairperson moves to accept the report, this motion shall not require a second.

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Section 18. Recognition of Registered Visitors

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Visitors wishing to be heard at a Board meeting may be afforded time, subject to reasonable constraints, to comment or to ask questions of the Board and shall comply with the following guidelines:

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1. Individuals or groups who desire to speak to the Board shall submit a request on a designated form and turn in the request to the designated staff up to 10 minutes prior to the scheduled beginning of the meeting.

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2. Any request to speak to the Board shall include the name of individual(s), the organization represented (if any), the topic to be addressed, and whether they shall will speak for or against the issue.

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3. The public comment section of the agenda shall will be limited to a thirty (30) minute maximum, to be extended, if necessary, at the discretion of the Chairperson.

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4. Presentations by any one individual shall be limited to three (3) minutes.

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5. If more than one individual is to speak on a topic, each must speak consecutively. Each individual's presentation shall will be limited to three (3) minutes. The Chairperson shall have the option of halting presentations which repeat points already presented, or to limit the number of speakers addressing the same perspective (for or against) on a topic.

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6. The Board, at its option, may not publicly comment on the substance of presentation to the Board.

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7. Informal opportunities to address the Board may be granted at the Chairperson's discretion.

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8. Ten (10) copies of any document or other medium to be submitted to the Board are to be supplied for distribution to the President's Office at least three (3) days before a Board meeting.

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9. Visitor presentations and discussions related thereto may be taken into closed session or taken under advisement as the Board deems appropriate.

10. Nothing contained herein shall be construed to limit the power of the Board to impose other reasonable constraints upon the ability of visitors to comment to or ask questions of the Board.

Section 19. Minutes

A record of all transactions of the Board shall be set forth in the minutes of the Board, and all minutes shall be kept by the Secretary of the Board as a permanent record of all Board actions and policy decisions in the College; this Section 19 shall be read in conjunction with Section 10. The approved minutes of all open sessions shall be open to the inspection of the public at any time during normal business hours. Minutes of closed sessions shall be kept in the same manner, but shall remain closed until such time the items or topics of discussion are judged to be open under the requirements of the Illinois Open Meetings Act, 5 ILCS 120/1 et seq. All minutes shall record the name of the person making a motion, the name of the person seconding the motion, and the vote. A Trustee may request that the reason for his/her/their vote be recorded in the minutes, such request to be made at the time of voting.

All minutes shall be recorded and kept according to the amendments to Section 120/2.06 (a-h) of the Illinois Open Meetings Act, 5 ILCS 120/2.06.

- I. Study Session
- A. Call to Order
- B. Roll Call
- II. General Session
- A. Minutes
- Public Comment (Eliminate using "Communications and Petitions")
- B. Recognition of Registered Visitors
- C. General Presentations

- Minutes
- Board Committee Reports
- Action Items
- D. Unfinished/New Business
- 5. Reports
- 1. Vital Signs President's
- 2. President Leadership Team
- 3. Attorney
- Illinois Community College Trustees Association (ICCTA)

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4. Trustee Comments

Student Trustee

RVC Foundation Liaison

5. Freedom of Information Act

6. Other

H. New Business

I. Unfinished Business

J. Trustee Comments

K. President's Comments

L. Closed Session

M. Adjourn

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~~The agenda shall set forth the general subject matter of any resolution or ordinance that will be the subject of final action at the meeting.~~

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Section 5. Special Meetings

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~~A Special Meeting of the Board may be called by the Chairperson or by any three (3) members of the Board by giving notice thereof in writing stating the time, place, and purpose of the meeting. Except in the event of a bona fide emergency, such notice shall be given at least forty eight (48) hours before such meeting. The notice will include the agenda for the special meeting. The Board will provide notice of its special meetings to any news media that has filed an annual request for such notice.~~

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Section 6. Emergency Meetings

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~~Notice of an Emergency Meeting shall be given as soon as practicable, but in any event prior to the holding of such meeting, to any news medium which has filed an annual request for notice.~~

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Section 7. Adjourned Meetings

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~~A Regular Meeting may be adjourned to a future date as the Board may determine.~~

Section 8. Waiver of Notice of Meetings

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~~Notice of any meeting may be waived by a Board member. The attendance of a Board member at any meeting shall constitute a waiver of such notice for that meeting, except when the member attends the meeting for the express purpose of objecting to the transaction of any Board business because the meeting is not lawfully called or convened.~~

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Section 9. Closed Sessions and Closed Meetings

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~~Closed Sessions and KEEP Closed Meetings may be held in accordance with the Illinois Open Meetings Act, 5 ILCS 120/1 et seq., as amended, modified or construed, and pursuant to adopted College policies.~~

Commented [AK30]: I think we should continue using Closed Sessions and Closed Meetings, as we could have both. A closed session can occur within an open meeting, while we could also have an entire meeting in closed.

~~At any meeting for which proper notice has been given, the Board may close all or part of the meeting by a majority vote of a quorum present for any of the reasons listed below or otherwise permitted by the Illinois Open Meetings Act. The specific authorized reason must be stated in the motion, recorded in the minutes, and approved by a roll call vote.~~

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A single vote may be taken with respect to a series of meetings, a portion or portions of which are proposed to be closed to the public, provided that each meeting in such series involves the same particular matters and is scheduled to be held within three months of the vote.

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The following subjects may be discussed in closed sessions:

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1. _____ in a park, recreational, or educational setting Collective bargaining matters;

2. _____ Information regarding the appointment, employment, compensation, discipline, performance, or dismissal of an employee including testimony on a complaint lodged against an employee;

3. _____ Appointment of a member to fill a vacancy on the Board;

Commented [LS32R31]: Section 4.5 of 5 ILCS 120/2

4. _____ Acquisition, purchase or lease of real property, including meetings held for the purpose of discussing whether a particular parcel should be acquired;

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5. _____ The setting of a price for sale or lease of property owned;

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6. _____ The sale or purchase of securities, investments, or investment contract;

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7. _____ Campus security measures to respond to actual danger to the safety of employees, student, staff or public property;

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8. _____ Student disciplinary cases;

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Litigation, when an action against, affecting or on behalf of the Board of

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9. _____ Trustees has been filed and is pending before a court or other administrative tribunal, or when the Board of Trustees finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting;

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10. _____ The establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act, 745 ILCS 10/1, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the Board of Trustees or any intergovernmental risk management association or self insurance pool of which the Board of Trustees is a member; and

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~~11. _____ 13. The discussion of minutes of meetings lawfully closed under the Illinois Open Meetings Act, whether for purpose of approval by the Board of the minutes or semi-annual review of the minutes. Illinois~~

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Section 10. Recording of Closed Sessions and Closed Meetings

~~A verbatim record shall be kept of all closed sessions and meetings of the Board of Trustees or any subsidiary "public body" (as defined by the Illinois Open Meetings Act, 5 ILCS 120 et seq. of the College which are closed to the public. The verbatim record shall be in the form of an audio or video recording. In addition, minutes shall be kept of all closed sessions and closed meetings in the manner required by the Illinois Open Meetings Act Minutes of closed sessions and closed meetings shall be placed before the Board or the subsidiary body, as the case may be, for approval as to form and content as soon as practicable following the closed meeting. The Secretary of the Board, or his/her designee, shall maintain the verbatim recordings and minutes of all closed sessions and closed meetings of the Board and all subsidiary public bodies of the College. The President shall promulgate such procedures as may be necessary to maintain the confidentiality of such verbatim recordings and minutes. The verbatim record of closed sessions and closed meetings shall not be open for public inspection or subject to discovery, except as provided by law.~~

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Section 11. Budget Hearing

~~A public hearing on the budget will be held each year prior to its adoption. Notice of the hearing will be published in the local newspapers in accordance with Section 103-20.1 of the Illinois Public Community College Act as amended, modified or construed.~~

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Section 12. Special Hearings

~~Special hearings will be set by official Board action, and the date and place for the hearings will be published in the local newspapers.~~

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Section 13. Quorum and Voting

~~A majority of the voting members of the Board of Trustees shall constitute a quorum for transaction of business at any meeting of said Board physically. If less than a majority of the duly qualified and acting voting Board members are present at said meeting, a majority of the members present may adjourn the meeting without further notice.~~

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~~Unless otherwise provided herein and/or in the Illinois Public Community College Act, a majority of the votes of the members voting on a measure shall determine the outcome thereof, provided there is a quorum present. Voting ordinarily will be by voice except in matters requiring the expenditure of funds or the execution of contracts, when a roll call vote of the members shall be required. A roll call vote may also be used when requested by any member of the Board of Trustees.~~

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~~For committee meetings, a majority of voting members of the committee shall constitute a quorum. If less than a majority of the duly qualified and acting committee members is present at the meeting, the Board Chair may act as an ex officio Board member to create a quorum at the committee meeting.~~

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Section 14. Open to the Public

~~All meetings and hearings of the Board will be open to the public, except Closed Sessions and Closed Meetings as indicated in Section 9 above.~~

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Section 15. Workshops/Board Retreats

~~The Board shall attend in-depth workshops or retreats organized for the purpose of assisting Board members to gain greater understanding of the College and issues affecting higher education. Workshops and/or retreats may be scheduled as deemed necessary or advisable. The news media will be given notice of the time and place of such meetings. Notice shall be posted at the entrance of the principal administration office and, when practicable, at the location where the actual meeting is to be held, not less than forty-eight (48) hours prior to the time of the meeting.~~

Section 16. Board Member use of Electronic Means of Communication

~~Electronic means of communication (such as, without limitation, electronic mail, electronic chat, instant messaging, or other means of contemporaneous interactive communication) to, by, and between Board members in their capacity as Board members, shall not be used to conduct Board business in a manner that duplicates such contemporaneous interactive communication. Electronic communication use by Board members, in their capacity as Board members, shall be limited to:~~

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~~1. _____ Disseminating information; and~~

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~~2. _____ Messages or communications not involving deliberation, debate or decision-making among three or more Board members~~

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~~Examples of permissible electronic communication are:~~

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~~1. _____ Agenda item suggestions;~~

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~~2. _____ Reminders regarding meeting times, date, and places;~~

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~~3. _____ The dissemination of Board meeting agenda or public record information concerning agenda items;~~

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4. Responses to questions posed by the community, administrators or College staff; and

5. Questions or requests for information directed to administrators or College staff.

Board Member Attendance by a Means Other Than Physical Presence:

1. If a quorum of Board members is physically present at a Board meeting, a majority of the Board may vote to allow a Board member who is not physically present to attend the meeting by other means if the member is prevented from physically attending because of: (i) personal illness or disability; (ii) employment purposes or the business of the College; or (iii) a family or other emergency. "Other means" is by video or audio conference.

2. If a Board member wishes to attend a meeting by other means, the Board member must notify the Board Secretary Chairperson of the College before the meeting unless advance notice is impractical.

Section 17. Rules of Procedure

In matters of procedure not governed by these Policies of the Board, or modified by the Board, Robert's Rules of Order, as revised, shall govern.

Board meetings shall be conducted according to current Robert's Rules of Parliamentary Procedure, except as modified by the Board. The ayes and nays shall be called and entered upon each vote. Voting ordinarily will be by voice except when formal resolutions are required or when funds are to be expended, in which case the vote shall be by call of the roll. A roll call vote may also be used when requested by any member of the Board. Whenever a committee makes a report to the Board and the committee chairperson or other person making the report on behalf of the chairperson moves to accept the report, this motion shall not require a second.

Section 18. Recognition of Registered Visitors

Visitors wishing to be heard at a Board meeting may be afforded time, subject to reasonable constraints, to comment or to ask questions of the Board and shall comply with the following guidelines:

1. Individuals or groups who desire to speak to the Board shall submit a request on a designated card form and turn in to the designated staff up to 10 minutes prior to the scheduled beginning of the meeting.

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Commented [AK35]: What position do we want to designate here? Board Chair or College President? I'm thinking about current/past practice.

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2. Any request to speak to the Board shall include the name of individual(s), the organization represented (if any), the topic to be addressed, and whether they will speak for or against the issue.

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3. The public comment section of the agenda will be limited to a thirty (30) minute maximum, to be extended if necessary at the discretion of the Chairperson.

4. Presentations by any one individual shall be limited to three (3) minutes.

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5. If more than one individual is to speak on a topic, each must speak consecutively. Each individual's presentation will be limited to three (3) minutes. The Chairperson shall have the option of halting presentations which repeat points already presented, or to limit the number of speakers addressing the same perspective (for or against) on a topic.

6. The Board, at its option, may not comment on presentation to the Board.

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7. Informal opportunities to address the Board may be granted at the Chairperson's discretion.

8. Ten copies of any document or other medium to be submitted to the Board are to be supplied for distribution to the President's Office at least three (3) days before a Board meeting.

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9. Visitor presentations and discussions related thereto may be closed or taken under advisement as the Board deems appropriate.

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10. Nothing contained herein shall be construed to limit the power of the Board to impose other reasonable constraints upon the ability of visitors to comment to or ask questions of the Board.

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Section 19. Minutes

A record of all transactions of the Board will be set forth in the minute book of the Board, and all minute books will be kept by the Secretary of the Board as a permanent record of all Board actions and policy decisions in the College District. The approved minutes of all open sessions will be open to the inspection of the public at any time during normal business hours. Minutes of closed sessions and closed meetings will be kept in the same manner, but will remain closed until such time the items or topics of discussion are judged to be open under the requirements of the Illinois Open Meetings Act. All minutes will record the name of the person making a motion, the name of the person seconding the motion,

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and the vote. A member may request that the reason for his vote be

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~~recorded in the minutes, such request to be made at the time of voting.~~

~~All closed session minutes shall be recorded verbatim (audio or video), according to the amendments to Section 120/2.06 (a-f) of the Illinois Open Meetings Act~~

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Adopted: July 23, 2013

Revised: June 24, 2014

ROCK VALLEY COLLEGE
BOARD POLICY

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COMMITTEES

Section 1. Special Committees

Special Committees may be created by the Chairperson of the Board or by Board action. The President of the College, with the approval of the Chairperson of the Board, may call meetings of the Board Committees and may ~~(shall)~~ attend all committee meetings, except when his/ ~~of~~ her/their employment or salary is under consideration. A Special Committee shall report recommendations to the Board for appropriate action and shall be dissolved when its report is complete and accepted by the Board.

Section 2. Committee of the Whole

The Board shall maintain a Committee of the Whole consisting of every Trustee. The Committee of the Whole ~~will~~ shall generally meet monthly to discuss College business in preparation for the Regular Board Meeting. Items discussed at the Committee of the Whole shall be according to the agenda for that specific meeting. The Committee of the Whole ~~will~~ shall not be used for the taking of Board actions.

Section 3. Standing Committees

The Board may appoint Standing Committees to provide the Trustees with additional oversight or heightened levels of awareness of key College matters. Standing

Committees are comprised of ~~Board members~~ Trustees appointed by the Chair with the advice of the Board. College administrators may also be assigned to a Standing Committee as deemed appropriate by the Board of Trustees.

Standing Committees ~~will~~ shall not interfere with the wholeness of the Board's duties and responsibilities, nor with delegation from the Board to the President nor with President's authority.

References: Board Report 4377-1 through 4377-9, February 20, 1989

Board Report 3257, September 22, 1980

Attorney Resolution 307, July 23, 2013; Board Report 7430

Adopted: June 27, 2017

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Section 1. Contracts

The Board of Trustees may authorize any officer or officers, agent or agents, ~~by Resolution~~, to enter into any contract and execute and deliver any instrument on behalf of this Board. The President is expressly authorized to execute any contracts and grant documents approved by the Board.

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Commented [AK41]: We now use the Board Report format, not a Resolution to present contracts to the Board. However, some financing documents are by Resolution (bonding).

Section 2. Finances

No funds shall be borrowed without specific authorization by ~~Resolution~~ of the Board for contracting any indebtedness.

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Section 3. Checks and Depository

All checks, drafts, or orders for payment of wages, salaries, and/or other bills issued by this College, ~~district~~ shall be signed by the properly designated officers in accordance with the ~~Board action Resolution~~ filed with the depository. The depository of the funds of the Board of Trustees shall be designated ~~by Resolution~~ at the Reorganization Meeting.

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Commented [AK42]: Trustees do not approve the bank depository by formal resolution. It's done in memo form from the CFO on RVC letterhead.

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Adopted: July 23, 2013

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Section 1. Policies of the Board

The exercise of Board powers concerning the Board structure and direction regarding the internal operating organization of the College may be classified as Policies of the Board.

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"Policy/Policies" shall hereinafter be defined as a basic assumption or principle established by the Board of Trustees as a guideline for discretionary action by the administration, faculty, and staff in conducting the affairs of the College to achieve the stated goals or objectives.

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The Policies adopted by the Board of Trustees have been written to be consistent with the provision of law but do not encompass all laws relating to the District's activities. All members of the academic community shall be expected to know said applicable laws and shall be held responsible for observing all provisions of these policies pertinent to their specific activities.

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The operation of the College, whether or not any action is covered by the stated Policies of the Board, shall be subject to the policy-policies of the Illinois Community College Board, local, state, and federal statutes and to the United States Constitution.

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Section 2. Intent of the Policies

Rules and procedures in support of the Policies of the Board are established by the administration, faculty, and staff members with the approval of the President in order to apply Board Policy to specific situations. Such rules and procedures shall be reduced to writing and shall subsequently be made a part of the College catalog, manuals and/or such handbooks as may be appropriate.

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Section 3. Suspension

Any policy may be temporarily suspended, on an emergency basis only, by a majority vote of the entire Board of Trustees, which vote will/shall be taken by roll call and will/shall be entered in the minutes of the meeting.

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Reference Board Report 6607, May 26, 2009
Adopted: July 23, 2013

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ROCK VALLEY COLLEGE
BOARD POLICY

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AMENDMENTS AND ADOPTION OF BOARD POLICIES

The Policies of the Board may be amended by a majority vote of the entire Board at any meeting provided that ~~Board members~~ Trustees receive official notice of the proposed amendment at the Regular Board meeting prior to the meeting at which said amendment is adopted. Amendment to a policy ~~will~~ shall be made by the repeal of an existing policy and/or the enactment of a new or additional policy. Vote on the change ~~will~~ shall be taken by roll call and entered in the minutes of the meeting.

These Policies of the Board may be amended, altered, or repealed and new rules adopted at any meeting of the Board of Trustees by a unanimous vote of all voting ~~Board members~~ Trustees.

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Adopted: July 23, 2013

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THE BOARD AND THE PRESIDENT

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Section 1. President

The President of the College shall be the chief administrative officer of the internal operating organization of the College and shall be appointed by the Board. In addition, to the extent allowed by the Illinois Public Community College Act, the President may represent Rock the Valley College on official and ceremonial occasions.

The Board of Trustees expects:

1. The President, or his designee, to attend and inform and advise, without vote, in all meetings of the Board of Trustees, except where his absence is expressly desired ~~or by the Board when the Board is in Executive Session.~~
2. The President, or his/her/their designee, to attend all committee meetings of the Board and act as the resource person to the ~~several~~ committees of the Board, unless expressly asked to leave to ~~enable the committee to go into executive session by the committee.~~
3. The President to be responsible for the overall operation of the College by initiating, guiding, and directing activities which are necessary to fulfill the mission of the College and any such other expectations that the Board of Trustees may establish.

Section 2. Acting President

The President shall be authorized to designate a member of the College staff as Acting President during temporary disability or absence from the College. In the case of lengthy continued disability or absence of the President, in case of vacancy of the presidency, or under other special circumstances, the Board shall name an Acting President and shall negotiate a commensurate salary for said responsibility.

Section 3. Communication with the Board

The President shall serve as the primary channel of communication between the Board and all subordinate administrative officers and personnel of the internal organization, except that nothing herein is intended to limit the ability of the Board of Trustees to communicate with Administrators assigned to Board committees or other special projects.

Mail received by the College which is generally addressed to the "Board of Trustees" shall be opened by the President's Office and addressed with the Board accordingly. Mail addressed to individual Trustees received by the College shall not be opened and shall be forwarded to the

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Trustee as soon as practicable.

ROCK VALLEY COLLEGE

The email addresses of Trustees shall be made available to the public. Such other contact information of a Trustee which is authorized for release by a Trustee shall also be made available.

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Section 4. Emergency Action

In the event of emergency situations not covered by specific policies, the College President shall have the authority to take any necessary or appropriate action as he or she deems to be required by such emergency. Action taken and the reason therefore shall be communicated to the Board as soon as practicable.

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~~Mail received by the College which is generally addresses to the "Board of Trustees" shall be opened by the President's Office and addressed with the Board accordingly. Mail addressed to individual Trustees received by the College shall not be opened and shall be forwarded to the Trustee as soon as practicable.~~

~~The email addresses of Trustees shall be made available to the public. Such other contact information of a Trustee which is authorized for release by a Trustee shall also be made available.~~

Section 4. Emergency Action

~~In the event of emergency situations not covered by specific policies, the College President shall have the authority to take any necessary or appropriate action as he or she deems to be required by such emergency. Action taken and the reason therefore shall be communicated to the Board as soon as practicable.~~

Adopted: July 23, 2013¹³

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**Intergovernmental Storage Agreement with City of Loves Park, Illinois
For a 1993 Pierce Pumper Fire Truck**

Background: Graduates of the Rock Valley College (RVC) Fire Science program are prepared to enter a career in the fire service or expand their current fire service professional options. Students will gain knowledge in a wide variety of subjects including, Fire Suppression, Building Construction, Rescue Practices, Hazardous Materials, Fire Prevention and Protection, Emergency Medical Services, and Fire Service Leadership.

Rock Valley College's Fire Science Program has many robust partnerships with fire departments and regional healthcare facilities. These partnerships allow the College to ensure that the program's curriculum remains current and meets the needs of the community's first responders.

In late November 2023, the College was offered a 1993 Pierce Pumper Fire Truck by the Harlem-Roscoe Fire Protection District for use in RVC's Fire Science program. With an estimated value of \$16,850.00, this donation demonstrates the Harlem Roscoe Fire Protection District's commitment to RVC's Fire Science program and willingness to support the College's endeavors.

The donation of this fire truck was accepted by the Rock Valley College Board of Trustees on Board Report #8147 dated April 23, 2024. Since RVC does not have a facility large enough to store the fire truck, discussions were begun with the City of Loves Park to store the fire truck in one of its facilities. As a result of those discussions, an intergovernmental storage agreement has been approved by the City of Love Park to store RVC's 1993 Pierce Pumper Fire Truck at the Loves Park Fire Station located at 5180 Rock Valley Parkway in Loves Park, Illinois. The City of Loves Park will allow RVC to store the Fire Truck at the premises without cost to Rock Valley College.

This agreement shall not exceed five (5) years from the Effective Date of August 5, 2024, but the parties may extend the agreement with additional terms by mutual written agreement of the parties.

Recommendation: It is recommended that the Board of Trustees approves the Intergovernmental Storage Agreement with the City of Love Park, Illinois, to store Rock Valley College's 1993 Pierce Pumper Fire Truck at the Loves Park Fire Station located at 5180 Rock Valley Parkway, Loves Park, Illinois.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachment: City of Loves Park Resolution #24-059; Intergovernmental Storage Agreement

CITY OF LOVES PARK

ALDERMAN JOHN JACOBSON

RESOLUTION NO. 24-059

DATE: AUGUST 5, 2024

**DEPARTMENT: FINANCE &
ADMINISTRATION COMMITTEE**

RESOLUTION OF THE CITY OF LOVES PARK, ILLINOIS AUTHORIZING AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY OF LOVES PARK, ILLINOIS, AND ROCK VALLEY COLLEGE REGARDING STORAGE OF A 1993 PIERCE PUMPER FIRE TRUCK.

WHEREAS, Article VII, Section 10 of the Constitution of the State of Illinois of 1970 authorizes units of local government to contract and associate among themselves to obtain or share services and to exercise, combine, or transfer any power or function, in any manner not prohibited by law or ordinance; and

WHEREAS, the Intergovernmental Cooperation Act, 5 ILCS 220/1, et seq., as amended, provides that any power or powers, privileges, functions, or authority exercised or which may be exercised by a public agency of this State may be exercised, combined, transferred, and enjoyed jointly with any other public agency of this State; and

WHEREAS, the City, in order to better serve the Citizens of the City and to provide for the common good, desires to allow Rock Valley College to store its 1993 Pierce Pumper fire truck used for training fire studies students at the fire station located at 5180 Rock Valley Parkway; and

WHEREAS, City has sufficient space to accommodate the truck without impacting fire operations; and

WHEREAS, the City views the training of new firefighters as a potential benefit to the City and to the region as a whole.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and the City Council of the City of Loves Park, County of Winnebago and County of Boone, Illinois, that by the adoption of this resolution, that the Mayor and the City Council hereby agree as follows:


1. The foregoing recitals are incorporated herein and made a part hereof.
2. The City hereby approves and adopts the IGA attached hereto as Exhibit "A", or one in substantially similar form, and authorizes the Mayor to execute the same on behalf of the City.

APPROVED:



Gregory R. Jury, Mayor

ATTEST:



Robert J. Burden, City Clerk

PUBLISHED:



Alderman John Jacobson, Chairman



Alderman Mark Peterson, Vice Chairman



Alderman John Pruitt



Alderman Dan Jacobson

MOTION: Alderman John Jacobson

SECOND: Alderman Peterson

VOTING: Motion carried. 10 Ayes (Aldermen Thompson, Peterson, Holmes, Schlensker, Allton, Owens, John Jacobson, Little, Dan Jacobson, Pruitt)

INTERGOVERNMENTAL STORAGE AGREEMENT

This Intergovernmental Storage Agreement (“Agreement”) is made and entered into by and between the City of Loves Park, Illinois, an Illinois Municipal Corporation (the “City”), and Rock Valley College, an Illinois Community College (“RVC”) (RVC and the City referred to as “Party,” or collectively as the “Parties”), effective as of AUGUST 5, 2024 (the “Effective Date”).

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 Illinois School Code, 105 ILCS 5/-1 *et seq.*, and the Public Community College Act, 110 ILCS 805/1-1 *et seq.*;

WHEREAS, RVC owns a 1993 Pierce Pumper Fire Truck (“Fire Truck”);

WHEREAS, the City owns the Loves Park Fire Station located at 5180 Rock Valley Parkway, Loves Park, Illinois (the “Premises”);

WHEREAS, RVC and the City desire to enter into an agreement allowing RVC to store the Fire Truck at the Premises.

NOW THEREFORE, in consideration of the mutual promises, covenants, conditions, and other valuable consideration, the receipt and sufficiency whereof are hereby acknowledged, the Parties hereto agree as follows:

1. **Incorporation of Recitals.** The recitals set forth above are hereby incorporated into and made a part of this Agreement.

2. **Term.** Beginning on the Effective Date as set forth above, the Agreement shall be in full effect until terminated by either Party as set forth below (“Term”). The Term of this Agreement shall not exceed five (5) years from the Effective Date, but the Parties may extend the agreement with additional terms (each a “Renewal Term”) by mutual written agreement of the Parties. Either Party may terminate this Agreement at any time for convenience upon ninety (90) days’ written notice, or upon thirty (30) days following a notice of a material breach of this Agreement which remains uncured.

3. **Usage of the Premises; Cost.** During the Term, the City will allow RVC to store the Fire Truck at the Premises without cost to RVC.

a) **Bay Storage Location.** RVC is guaranteed a bay at the Premises, but is not guaranteed any specific bay and/or location for the placement of the Fire Truck.

- b) **City's Maintenance of the Premises.** The City shall maintain the Premises in a clean, safe, and orderly manner consistent with customary standards, free from defects, and in compliance with applicable laws and regulations.
- c) **City's Access to the Fire Truck.** The City shall have the right to move the Fire Truck at any time to accommodate the needs of the City; for clarity, the City shall not move or use the Fire Truck other than for storage management and access purposes.
- d) **RVC's Access to the Facility.** RVC shall have access at reasonable times to the Fire Truck for use by RVC personnel and students, so long as the same does not interfere with fire operations of the City.

4. **Fire Truck and Premises.** RVC agrees to indemnify, defend, and save harmless City from and against any and all liabilities, claims, causes of action, losses, costs, expenses, or damages arising out of RVC's use or occupancy of the premises, including, but not limited to bodily injury including death of any person, and property damage (including the Fire Truck, or anything in or on the Fire Truck) resulting from RVC's conduct or the presence of any student, instructor or other party present on the premises as a result of RVC's use. City agrees to indemnify, defend, and save harmless RVC from and against any and all liabilities, claims, causes of action, losses, costs, expenses, or damages arising out of bodily injury including death of any person, and property damage (including the Fire Truck, or anything in or on the Fire Truck) resulting from City or its employees' willful and wanton acts or gross negligence.

5. **Insurance.** At all times relevant hereto, RVC shall maintain insurance in an amount not less than \$1,0000 per occurrence and \$3,000,000 in the aggregate for fire, casualty, personal injury and any and all damage or loss of any nature or sort resulting from the presence of the Fire Truck on the Premises including, but not limited to injury to RVC personnel and students on the Premises and any loss or damage to the building or City property. RVC hereby waives any and all claims against City for any damage or casualty to the Fire Truck and /or its appurtenant equipment, regardless of cause, and waives any right to subrogation against the City for such damage regardless of cause. For purposes of this Paragraph, insurance may be provided through a self-insured intergovernmental risk pool or agency. RVC shall name the City as an additional insured on all insurance required hereunder or provide such additional insured coverage through a blanket endorsement.

6. **Notice.** Any notice required or permitted under the terms of this Agreement must be in writing and is to be deemed to have been given: (a) upon delivery when delivered personally; (b) upon transmission of facsimile or email (with either a confirming copy sent by overnight delivery service or confirmation of transmission); (c) one (1) business day after dispatch by a nationally recognized overnight delivery service; or (d) three (3) business days after deposit in the United States mail with first-class postage and certified mail fees prepaid, return receipt requested, to the following address or addresses (or at such other addresses designated by the parties in writing from time to time):

- (i) If to RVC: Rock Valley College
3301 North Mulford Rd.
Rockford, IL 61114
Attn: Chief Operations Officer

- (ii) If to the City: City of Loves Park, Illinois
City Hall
100 Heart Boulevard
Loves Park, IL 61111
Attn: Mayor
Copy to: City Clerk

7. **Independent Contractors.** This Agreement evidences an independent contractor relationship, and nothing in this Agreement is intended nor will be construed to create an employee relationship or a partnership or joint venture relationship between the Parties.

8. **Governing Law; Venue.** This Agreement and the rights and responsibilities of the parties hereto shall be interpreted and enforced in accordance with the laws of the State of Illinois. The Parties agree that, for the purpose of any litigation relative to this Agreement and its enforcement, venue shall be in the Circuit Court of Winnebago County, Illinois and the Parties consent to the in-person jurisdiction of said Court for any such action or proceeding.

9. **Counterparts.** The Parties may execute this Agreement in several counterparts, each of which is to be deemed an original, but all of which constitute one and the same instrument. For purposes of execution of this Agreement, the Parties shall treat any signed document that is scanned or transmitted by facsimile machine or electronic mail as an original document.

10. **Amendment.** No modification, addition, or alteration of this Agreement shall be valid or enforceable unless made in writing and signed by both Parties.

11. The Parties recognize that this Agreement is subject to final approval by the City's Council. As such, this Agreement may become void if it is rejected by the Loves Park City Council.

Intending to be legally bound, the Parties hereto have executed this Agreement as of the date first written above.

CITY OF LOVES PARK, ILLINOIS:

ROCK VALLEY COLLEGE

By: Gregory R. Jury

Name: Gregory Jury

Its: Mayor

Attest: [Signature]
City Clerk

BY: _____

Name: _____

Its: _____

Attest: _____

ROCK VALLEY COLLEGE 2024 - AT A GLANCE CAMPUS FACILITY EVENTS

Date	Event	Staff	Student	Athletic	Community
September					
9/3/2024	Fall Professional Development Day - PEC Gym, 8am	X			
9/6/2024	Baseball Game - Baseball Field, 2pm	X	X	X	X
9/8/2024	Baseball Game - Baseball Field, 11am	X	X	X	X
9/9/2024	1st Generation Speaker Series - SSC 1224, 12pm	X	X		
9/10/2024	Massage Therapy Completion Ceremony - SSC Atrium, 6pm	X	X		X
9/11/2024	Wellness Wednesday - SSC Atrium, 12pm	X	X		
9/14/2024	Rockford Police K9 Unit Fundraiser - PKLT 10, 1pm				X
9/14/2024	Raise the Roof by Rockford Promise - PEC Gym, 6pm	X			X
9/15/2024	Out of the Darkness Walk - WTC Grounds, 10am	X	X		X
9/16/2024	Hispanic Heritage History Month Kick-off Event - SSC Atrium, 11:30am	X	X		
9/18/2024	NIU Engineering @ RVC Internship & Job Fair - WTC Lobby, 3:30pm		X		X
9/19/2024	IACAC Illinois Regional College Fair - PEC Gym, 4pm	X	X		X
9/21/2024	Lifescape Senior Expo - PEC Gym, 9am				X
09/23 - 09/26	Fall Homecoming Week - SSC Atrium, 11am	X	X		
9/24/2024	Baseball Game - Baseball Field, 1:30pm	X	X	X	X
9/26/2024	IEEE Rock River Valley Section Monthly Meeting - WTC 1322, 5pm				X
9/26/2024	Shakespeare Performance - BST Stage, 7:30pm	X	X		X
9/27/2024	Kid's Shakespeare Performance - BST Stage, 9am & 11am	X	X		X
9/27/2024	Shakespeare Performance - BST Stage, 7:30pm	X	X		X
9/28/2024	Members Alliance Community Celebration - PKLT 10, 11am				X
9/28/2024	Shakespeare Performance - BST Stage, 7:30pm	X	X		X
9/29/2024	Matinee Shakespeare Performance - BST Stage, 3pm				
9/30/2024	LGBTQ+ Kick-off Event -SSC Atrium, 11am	X	X		
October					
10/1/2024	First Tuesday Lecture - SSC Atrium, 5:30pm	X	X		X
10/1/2024	ICCTA Northwest Region - ATC 1402, 5pm	X			
10/2/2024	State University Transfer Day - ERC Commons, 10:30am	X	X		X
10/3/2024	DEIB Institute - SSC Atrium, 8am	X	X		X
10/3/2024	Leadership Academy Meeting & Tour - ATC 1308, 10am				X
10/3/2024	Shakespeare Performance - BST Stage, 7:30pm	X	X		X
10/4/2024	Brother to Brother Conference - SSC & ERC, 9am	X	X		X
10/4/2024	Kid's Shakespeare Performance - BST Stage, 9am & 11am	X	X		X
10/4/2024	Shakespeare Performance - BST Stage, 7:30pm	X	X		X
10/5/2024	Strides Against Breast Cancer Walk - GRDS WP, 8am				X
10/5/2024	Citizens' Climate Educational Conference - SSC Atrium, 1pm				X
10/5/2024	Shakespeare Performance - 7:30pm, BST Stage	X	X		X
10/6/2024	Citizens' Climate Educational Conference - SSC Atrium, 9am				X
10/7/2024	First Generation Speaker Series - SSC Atrium, 12pm	X	X		
10/7/2024	RVC Alumni & Retiree Lunch - SSC Atrium, 11:30am	X			X
10/7/2024	Mental Health Awareness with Delta Alpha Pi Club - SSC 1222, 1:30pm	X	X		
10/9/2024	Wellness Wednesday - SSC Atrium, 12pm	X	X		
10/10/2024	RVC 60th Anniversary Celebration - JCSM & SSC & BST , 12pm	X	X		X
10/10/2024	Phlebotomy Pinning Ceremony - SSC Atrium, 6pm	X	X		X
10/12/2024	RVC Men's Basketball Jamboree - PEC Gym, 7am	X	X	X	X
10/13/2024	RVC Women's Basketball JUCO Jamboree - PEC Gym, 7am	X	X	X	X
10/17/2024	RVC Alumni & Retiree Lunch - SSC Atrium, 11:30am	X	X		X
10/18/2024	Phi Theta Kappa Induction Ceremony - ERC PAR, 7pm	X	X		X
10/23/2024	PICU Transfer Fair - SSC Atrium, 9am	X	X		X
10/23/2024	Mole Day 2024 - JCSM, 10:30am	X	X		