

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, January 14, 2025

Livestreaming Link: https://www.youtube.com/channel/UCwa3Fs614pWAR_4iDZPTNZA

(The link opens to the YouTube page; access the Board meeting by clicking on the “Live” video icon with the date shown above)

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 December 3, 2024
- G. General Presentation**
 - 1. Re-Up Presentation
- H. Teaching, Learning & Communications Discussion: Board Liaison Trustee Simpson**
 - 1. Enrollment Update
 - 2. 2026 – 2027 Academic Calendar
 - 3. Americans with Disabilities Act (ADA) Accessibility Update
 - 4. Rockford Public School District (RPS) #205 Extended Career Running Start Intergovernmental Agreement (IGA)
- I. Finance Discussion: Board Liaison Trustee Gorski**
 - 1. Purchase Report (A)
 - 2. Communication Services Audit
 - 3. Cash and Investment Report
- J. Operations Discussion: Board Liaison Trustee Kennedy**
 - 1. Personnel Report
 - 2. Human Resources Update
 - 3. 2026 - 2027 Operations Calendar
 - 4. Rock Valley College Events Calendar
- K. Other Business: Unfinished Business/New Business**
- L. Adjourn to Closed Session** to discuss 1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting per Section 2 (c) (1); 2) Litigation has been filed, is pending, or probable per Section 2 (c) (11), all in accordance with the Illinois Open Meetings Act.
- M. Reconvene Open Session**
- N. Board of Trustees Retreat:** January 25, 2025, at 8:00 a.m. The meeting will be held in the Woodward Technology Center (WTC), Room 1308, on the main campus.
- O. Next Regular Board of Trustees Meeting:** January 28, 2025, at 5:15 p.m.; The meeting will be held in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC) on the main campus.
- P. Next Committee of the Whole Meeting:** February 11, 2025, 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.
- Q. 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, December 3, 2024
MINUTES

Call to Order

The Rock Valley College (RVC) Board of Trustees Committee of the Whole meeting was convened on Tuesday, December 3, 2024, in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC). The meeting was called to order at 5:15 p.m. by Chairperson Robert Trojan.

Roll Call

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

Mr. Robert Trojan	Mr. John Nelson
Ms. Gloria Cardenas Cudia	Mr. Paul Gorski
Mr. Richard Kennedy	Mr. Nico Mikos, Student Trustee

The following Trustees were absent at roll call: Ms. Crystal Soltow and Ms. Kristen Simpson.

Also present: Dr. Howard J. Spearman, President; Dr. Keith Barnes, Vice President of Equity and Inclusion; Dr. Patrick Peyer, Vice President of Student Affairs; Dr. Terrica Huntley, Interim Vice President of Human Resources; Ms. Heather Snider, Vice President of Institutional Effectiveness and Communications; Dr. Hansen Stewart, Vice President of Career and Technical Education and Workforce Development; Mr. Rick Jenks, Vice President of Operations; Dr. Amanda Smith, Vice President of Academic Affairs; Ms. Ellen Olson, Vice President of Finance; Ms. Betsy Saucedo, Human Resources Generalist; Ms. Tracy Luethje, Executive Assistant to the Vice President of Operations, Attorney Joseph Perkoski, Robbins Schwartz.

Board Member Attendance by Means Other Than Physical Presence

Trustee Nelson made a motion, seconded by Student Trustee Mikos, to allow Trustees Crystal Soltow and Kristen Simpson to participate in the meeting via teleconference. A unanimous roll call vote approved the motion. Trustees Soltow and Simpson entered the meeting via telephone at 5:17 p.m.

Communications and Petitions

There were no public comments, communications, or petitions to be recognized.

Recognition of Visitors

There were no visitors to be recognized.

Review of Minutes

There were no comments on the minutes from the November 5, 2024, Board of Trustees Committee of the Whole meeting. Trustee Nelson requested that changes or suggestions be submitted to the Board minutes. Trustee Trojan requested that he make his changes and send them to Ms. Ann Kerwitz, Assistant to the President. Dr. Spearman stated that a red-line version will be taken to the December 17, 2024, Board meeting.

General Presentations

1. Downtown West Final Design

Mr. Rick Jenks, vice president of operations, introduced Mr. Dominick Demonica, RVC's Downtown West Project Architect from DKA Architects. Mr. Demonica discussed the timeline and provided an overview of what events or projects have occurred. Mr. Demonica went through the final design and the budget summary. Trustee

Nelson said he would like the bid proposals before the Board packets are distributed. Dr. Spearman stated that would not be a problem.

2. Downtown West Communications and Marketing Strategy

Ms. Jennifer Thompson, executive director of college communications, presented the Downtown West Communications and Marketing Strategy. Ms. Thompson explained the campaign goals of enhancing the community awareness of the Downtown West project, creating champions or ambassadors to help open doors and share RVC’s story, promoting academic programs that will reside in the Downtown West Campus, and continuously evaluate the effectiveness of RVC’s activities using multiple measures and adapt the strategy if necessary. Discussion ensued.

Teaching, Learning & Communications Discussion: Board Liaison Trustee Simpson

1. Fiscal Year 2025 Enrollment Update

Ms. Heather Snider, vice president of institutional effectiveness and communications, presented the FY2025 Enrollment Update. Ms. Snider stated that the numbers have changed slightly from the report in the packet and that RVC is at 85% of the budget and 80% to the stretch goal for Spring 2025.

**2. *Informational Only*
Strategic Plan Quarterly Update**

The Strategic Plan Quarterly Update focused on RVCs’ Strategic Pillar IV: Diversity, Equity, and Inclusion (DEI). Pillar IV is to create and sustain a diverse, equitable, and inclusive campus that improves campus culture and accessibility, promotes accountability for the campus DEI effort, and increases the cultural competence of all employees, learners, and other stakeholder groups.

***Informational Only*
Strategic Plan Update: Adult Learner Strategic Enrollment Plan**

Dr. Patrick Peyer, vice president of student affairs, provided the Strategic Plan Update on the Adult Learner Strategic Enrollment Plan. The Adult Learner Strategic Enrollment Plan provides a narrow set of critical impact goals and a framework for rapid implementation targets. The Adult Learner Strategic Enrollment Plan aims to target enrollment growth through strategic strategies and tactics to increase enrollment, persistence, and completion of students aged 24 or older. The demographic projections for the service area suggest that the K-12 student population will decline by approximately 5% in the next decade, limiting the enrollment growth possible from this population.

Trustee Trojan and Trustee Nelson requested a measurement with numbers for enrollment and goals in the next report on the Adult Learner Strategic Enrollments Plan instead of just general information. Dr. Spearman stated that March or April 2025 would be the earliest the information would be received.

Finance Discussion: Board Liaison Trustee Gorski

1. Purchase Reports

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

Purchase Report A – FY2025 Amendments

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

1.	Carahsoft Technology Corporation	Reston, VA	\$ 46,000.00*(1)
			Not to Exceed

B. Maintenance Software Fees – (Education Fund – IT Administration, Maintenance Services Software Support)

2.	Ellucian	Malvern, PA	\$ 270,000.00*(2)
			Not to Exceed

C. Car Rental Services – (Participant Travel – Athletics)

3.	Enterprise Rent-A-Car	Rockford, IL	\$ 15,000.00*(3)
			Not to Exceed

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

4.	Honorlock, Inc.	Boca Raton, FL	\$ 9,000.00*(4)
			Not to Exceed

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

5.	Hyland LLC	Lenexa, KS	\$ 7,000.00*(5)
			Not to Exceed

Purchase Report B – FY2025 Purchases

A. HVAC Equipment – (Capital – Downtown West Site Improvements)

1.	Miller Engineering Co.	Rockford, IL	\$4,185,280.00*(1)
	Mechanical, Inc., DBA Helm Mechanical	Freeport, IL	\$4,268,000.00

B. Electrical Equipment – (Capital – Downtown West Site Improvements)

2.	Helm Electric	Sterling, IL	\$ 390,703.50*(2)
	Morse Electric, Inc.	Freeport, IL	\$ 421,069.00
	Jamerson and Bauwens Electrical	Northbrook, IL	\$ 420,200.00
	Kelso-Burnett	Rolling Meadows, IL	\$ 429,000.00

C. Sitework Construction – (Capital – Downtown West Site Improvements)

3.	TBD	TBD	\$ TBD*(3)
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D. Structural Construction – (Capital – Downtown West Site Improvements)

4.	TBD	TBD	\$ TBD*(4)
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Purchase Report A: Discussion ensued on Items A, B, C, and D. Trustee Nelson will send Ms. Olson the local names of vehicle rental establishments.

Purchase Report B: Trustee Gorski inquired if Items A and B had any submissions that did not meet qualifications. Mr. Rick Jenks, vice president of operations, stated that he would verify, but he believes that the companies that submitted the bids were all that applied.

Items C and D: Trustee Gorski asked how much of the bid packet on the site work was grouped. Is it normal to group services or products together? Mr. Jenks stated there were lengthy conversations on the bid packets and that he would confer with Ringland Johnson and provide Trustee Gorski with a response. Trustee Nelson has requested that Trustees receive the Bid 24-26-D04 results before the meetings so that Trustees have time to review the results.

Trustee Soltow rejoined the meeting at 6:12 p.m. after being inadvertently cut off at 6:11 p.m.

2. Cash and Investment Report

Ms. Olson presented the Cash and Investment Report through November 22, 2024. Total operating cash is \$36,831,772. Total operating cash and investments are \$87,895,458. Total capital funds are \$34,660,219. Since October 31, 2024, the change in capital funds has been (\$1,778,913). The operating cash and investments change since October 31, 2024, is \$986,032. Ms. Olson stated that the total operating cash and investment funds were 86.41% of the FY2025 operating budget. Ms. Olson stated an updated Cash and Investment Report would be presented at the December 17, 2024, Regular Board of Trustees Meeting.

3. Resolution Abating a Portion of the Working Cash Fund of the District for Reimbursement for Classroom Building II (CLII) and the Health Sciences Center (HSC) Capital Projects

Ms. Olson stated that on April 23, 2024, Board Report (BR) 8148 was approved to open a trust account for renovating the Capital Development Board (CDB) project 810-080-017. On July 23, 2024, BR8169, Resolution of Intent to Reimburse Certain Expenditures, including CLII and HSC Project Expenditures, with Proceeds of Debt Obligation, was approved up to \$14,700,000. The resolution intended to anticipate the future bond obligation to permit RVC to reimburse itself for a portion of the capital expenditures associated with those projects. On August 23, 2024, \$18,000,000 was transferred to the CDB trust account for the CLII project, and on November 18, 2024, RVC closed the Working Cash Bonds, Series 2024 sale. Those bonds were issued to alter, remodel, and equip District facilities, including CLII and the HSC. Ms. Olson stated that this resolution is intended to abate a portion of the Working Cash Fund and reimburse the Education Fund \$12,415,582.00, a portion of the transfer to the CDB Trust Account.

4. Transfer of Student Purpose Account to an Endowment Fund with Rock Valley College Foundation

Ms. Olson explained that before 2000, RVC established a checking account, commonly known as the “Brewster Account.” The purpose of the account was to offer students a short-term emergency loan due to an unforeseen situation that would hinder the student’s ability to attend and succeed at Rock Valley College. The loan would be paid back from a student’s financial aid package. RVC Foundation has become very active in receiving referrals from Student Services for students with emergency needs that may impede their success at RVC. After discussions between the Administration and the Foundation, it was determined that providing a single source and process for emergency student needs would be in the best interest of the students, the College, and the Foundation. The account has a balance of \$81,473.93 and would be held at Illinois Bank and Trust in an Endowment Fund for student emergency funding. Discussion ensued. Trustee Nelson requested a report in six months or an update on how the account works.

5. Fiscal Year (FY) 2025 Estimated Revenues by Source for Community College District No. 511, Winnebago, Boone, DeKalb, McHenry, Stephenson, and Ogle Counties, Illinois (Rock Valley College)

Every year, the Chief Financial Officer (CFO) for RVC is required to certify the upcoming year’s estimated revenues by their source. Ms. Olson stated that \$37,126,903 is from real estate taxes, \$30,013,258 is from credit hours, grants, vocational education, rehabilitation, SURS on behalf of, \$9,565,123 is from the federal government, \$21,969,266 from student tuition and fees, and \$15,268,122 is from other fees and investments income.

6. Levy Year 2024 Estimated Taxes Required and Certificate of Compliance for Truth-In-taxation Hearing

Ms. Olson explained that on October 22, 2024, the Board approved the estimated taxes required for the upcoming levy year. The total property taxes represent an increase in the amount of taxes extended and/or abated for the upcoming levy year by 12.14%; therefore, a Truth-In-Taxation Hearing in accordance with the Truth-In-Taxation Law. A Truth-In-Taxation Hearing is being held on December 17, 2024, at 5:15 p.m. A notice was published within 14 days of the Truth-In-Taxation Hearing. Ms. Olson stated that there was a correction to the Certificate correcting the year from 2023 to 2024. Discussion ensued.

7. Fiscal Year (FY) 2026 Capital Project Requests

Mr. Jenks presented the FY2026 Capital Project Requests. Mr. Jenks reminded the Trustees that the Capital Project Request is a request to transfer funds to the Capital Fund (Fund 03). Mr. Jenks discussed the Capital and Protection, Health, and Safety Fund projects, which he rated in the order of importance regarding RVC’s fleet vehicles, buildings, parking lots, roadways, walkways, grounds, and other capital requests for \$8,950,000. Discussion ensued.

8. Fiscal Year (FY) 2025 Fund Transfer Request

Ms. Olson stated that the operating fund balance goal is establishing and maintaining an operating fund (education fund and operations and maintenance fund) balance of thirty-five to fifty percent of the following year's budgeted expenses. The College's FY2024 revenues exceeded expenses by \$15,797,713, bringing the operating funds balance (Funds 01 and 02) to \$41,241,242. Ms. Olson is requesting to transfer funds from the operating funds for various strategic initiatives. The total request of \$15,000,000 will maintain a balance of 48.8% of the operations fund. Discussion ensued.

Operations Discussion: Board Liaison Trustee Kennedy

1. Personnel Report

Mr. Jenks presented the December 2024 personnel report, which contained five placeholders. Yu Kay Law has accepted the Dean of Mathematics and Sciences position effective January 6, 2025. There are no departures. Discussion ensued.

2. Classroom II (CLII) Update

Mr. Jenks stated that the CLII project is moving forward. Mr. Jenks met with the architecture firm Bailey Edward Architecture from Chicago and examined the CLII building. The Capital Development Board (CDB) had chosen Bailey Architecture to work on the CLII CDB project. Discussion ensued.

3. Change Order Update

Mr. Jenks stated there were three change orders. Change order one was for the Downtown West Campus abatement of \$3,165 due to an additional wall needing abatement. Change order two was for the construction manager at risk for the Downtown West Campus in the amount of \$20,100 for cameras on the job site that will begin February 1, 2025. Change order three was for the demolition of the Downtown West Campus for \$13,745.93 because a cistern was discovered and removed. Discussion ensued.

4. Rock Valley College Events Calendar

Mr. Jenks presented the RVC on-campus events calendar for December 2024 and January and February 2025. Mr. Jenks highlighted the Nursing Pinning Ceremony, the High School Graphics Art Design Award Ceremony, and the Workforce Equity Initiative (WEI) Commencement Ceremony.

New Business/Unfinished Business

1. New Business:

- Attorney Joseph Perkoski discussed the rate increase that Robbins Schwartz will put into effect effective January 1, 2024. Attorney Perkoski explained the process of implementing rate increases for their clients and stated that Robbins Schwartz had held their current rates for the last two years. Attorney Perkoski stated that the rate increase will increase by \$20 per hour. Discussion ensued.

2. Unfinished Business:

- There was no unfinished business.

Adjourn to Closed Session

At 7:12 p.m., a motion was made by Trustee Kennedy, seconded by Student Trustee Mikos, to adjourn to closed session to discuss: 1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting per Section 2 (c) (1), and/or 2) Collective negotiating matters per Section 2 (c) (2), all in accordance with the Illinois Open Meetings Act. The motion was approved by unanimous roll call vote.

Reconvene Open Session

At 7:45 p.m., a motion was made by Trustee Nelson, seconded by Student Trustee Mikos, to adjourn the closed session and reconvene to the open session. The motion was approved by a unanimous roll call vote. No action was taken as a result of the closed session.

Next Regular Board of Trustees Meeting

The next Regular Board of Trustees Meeting will be held on December 17, 2024, at 5:15 p.m., in the Performing Arts Room (PAR, Room 0214) of 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 January 14, 2025, at 5:15 p.m., in the Performing Arts Room (PAR, Room 0214) of the Educational Resource Center (ERC) on the main campus.

Board of Trustees Retreat

The Board of Trustees Retreat will be held on January 25, 2025, at 8:00 a.m. in the Woodward Technology Center (WTC), Room 1308, on the main campus.

Adjourn

At 7:48 p.m., a motion was made by Trustee Nelson, seconded by Student Trustee Mikos, to adjourn the meeting. The motion was approved by a unanimous roll call vote.

Submitted by: Tracy L. Luethje

Richard Kennedy, Secretary

Robert Trojan, Chairperson

Re-Up: Helping Adult Learners Return to Complete



Board of Trustees Committee of the Whole

January 14, 2025

Dr. Patrick Peyer, Vice President of Student Services

Re-Up Education

RVC Strategic Goal – Exceptional Education: to focus and support adult learners without post-secondary credentials.

Re-Up uses predictive analytics/AI, patented personas, and 1:1 success coaching to deliver a highly personalized experience for RVC ‘stopped-out students’.

Re-Up would partner with RVC on its stop-out population with an LDA (last date of attendance) greater than two years to prepare them to re-enroll and support them post-re-enrollment.

The partnership will drive increased enrollment, persistence, and recaptured tuition.

This partnership will be specifically designed to address these issues:

- Find and re-enroll stop-outs.
 - estimate ~17,000 former students four semesters to 20 years.
- Coach returning students to increase persistence and retention rates.
- Support returning students to increase completion rates.

Re-Up Education

- Anticipated four year partnership agreement.
- No upfront cost to RVC.
- Re-Up receives 30% of tuition only upon successful re-enrollment of former students (post-census day enrollment verification).
- Re-Up Sole Source Product.
- Regional Partners: Oakton College, Triton College, Northern Illinois University, Chicago State.
- ICCB reviewing system-wide partnership agreement potential.

Re-Up Education

	Year 1	Year 2	Year 3	Year 4	Year 5	TOTAL
<u>Assumptions</u>						
Starting list size	17,000	17,000	17,000	17,000	17,000	
New students (re-enrollments)	183	231	149	136	103	802
Average CH / student ¹	10	10	10	10	10	
Cost per credit hour	\$130	\$130	\$130	\$130	\$130	
<u>Revenue Contribution</u>						
Recaptured tuition revenue ²	\$541,499	\$696,642	\$458,997	\$427,228	\$329,962	\$2,454,329
ReUp Fee	\$162,450	\$208,993	\$137,699	\$128,169	\$98,989	\$829,258
Gross profit from partnership	\$379,049	\$487,650	\$321,298	\$299,060	\$230,974	\$1,718,030
Gross margin	70%	70%	70%	70%	70%	

¹ A student coached by ReUp takes on average 9-12 credit hours per term

² Recaptured tuition revenue accounts for persistence and mandatory fees; students persist for an average of 2.3 terms

Questions?



FY2025 Enrollment Update

Board of Trustees Committee of the Whole – January 14, 2025

Term	Unduplicated Headcount				Credit Hours				Budget		Stretch	
	FY2024	FY2025	Change	% Change	FY2024	FY2025	Change	% Change	Budget	% to Budget	Goal	% to Goal
Summer II	1,858	1,861	3	0.16%	7,922	8,260	338	4.27%	9,000	92%	9,000	92%
Fall	5,410	5,654	244	4.51%	52,510	52,543.5	34	0.06%	51,100	103%	52,800	99.5%
Subtotal (Summer II + Fall)	7,268	7,515	247	3.40%	60,432	60,803.5	372	0.61%	60,100	101%	61,800	98%
Winterim	434	461	27	6.22%	1,442	1,639	197	13.66%	900	182%	1,200	137%
Spring	4,525	4,844	319	7.05%	44,380	46,116.5	1,736.5	3.91%	45,000	102%	47,500	97%
Subtotal (Summer II + Fall + Winterim + Spring)	12,227	12,820	593	4.85%	106,254	108,559	2,305	2.17%	106,000	102%	110,500	98%
Summer I	--	--	--	--	--	--	--	--	4,000	--	4,500	--
Total	--	--	--	--	--	--	--	--	110,000	--	115,000	--

Sources: FY2025 Summer II and Fall Enrollment Tickers (Final); Winterim and Spring Enrollment Tickers (01/07/2025)

Important Dates:

- Winterim classes end January 10.
- Spring classes begin January 11.

Academic Calendar for 2026-2027

Background: Rock Valley College seeks approval for the 2026-2027 Academic Calendar.

The College is submitting a full calendar beginning with Summer Session 2026 and ending with Summer Interim 2027, allowing a fiscal and academic year alignment.

Recommendation: It is recommended that the Board of Trustees approves the 2026-2027 Academic Calendar.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

ROCK VALLEY COLLEGE

ACADEMIC CALENDAR 2026-2027

2026 SUMMER SESSION

EIGHT-WEEK SESSION (30 days plus 2 final exam days)

FIRST FOUR-WEEK SESSION (15 days plus 1 final exam day)

SECOND FOUR-WEEK SESSION (14 days plus 2 final exam days)

June 15 (Monday) Classes Begin for First 4-week and 8-week Sessions of Session II
June 19 (Friday) No Classes/College Closed
July 3 (Friday) No Classes/College Closed
July 4 (Saturday) No Classes/College Closed
July 9 (Thursday) Final Exam Day for First 4-week classes of Session II
July 13 (Monday) Classes Begin for Second 4-week Session of Session II
July 30 (Thursday) End of Classes
August 5 & 6 (Wednesday, Thursday) Final Exams for Session II
August 9 (Sunday) Grades Due By 11:59pm Sunday Night

2026 FALL SEMESTER

August 15 (Saturday) Weekend Classes Begin
August 17 (Monday) Weekday Classes Begin
September 5, 6, 7 (Saturday, Sunday, Monday) No Weekend Classes/College Closed
September 8 (Tuesday) Faculty & Staff Development Day/No Classes/Offices Closed
November 25 (Wednesday) Fall Recess/No Classes/College Open
November 26, 27, 28, 29 (Thurs, Fri, Sat, Sun) No Classes/College Closed
December 4 (Friday) End of Weekday Classes
December 5 (Saturday) End of Weekend Classes
December 7 – 12 (Monday–Saturday) Final Exams for Weekday & Weekend Classes
December 13 (Sunday) Grades Due by 11:59pm Sunday Night
December 24 – January 1 (Thursday - Friday) No Classes/College Closed

2027 SPRING SEMESTER

January 4 (Monday) Offices Open
January 8 (Friday) Faculty Development Day/College Open
January 9 (Saturday) Weekend Classes Begin
January 11 (Monday) Weekday Classes Begin
January 18 (Monday) No Classes/College Closed
March 6 – 12 (Saturday-Friday) Spring Recess - No Weekday or Weekend Classes
March 13 (Saturday) Weekend Classes Resume
March 15 (Monday) Weekday Classes Resume
March 25 (Thursday) Faculty & Staff Development Day/No Classes/Offices Closed
March 26, 27, 28 (Friday, Saturday, Sunday) No Classes/College Closed
May 1 (Saturday) End of Weekend Classes
May 7 (Friday) End of Weekday Classes
May 8 (Saturday) Final Exams for Weekend Classes
May 10 – 14 (Monday–Friday) Final Exams for Weekday Classes
May 14 (Friday) Commencement Exercises
May 16 (Sunday) Grades Due By 11:59pm Sunday Night

2027 SUMMER INTERIM

FOUR-WEEK SESSION (14 days plus 1 final day)

May 17 (Monday) Classes Begin
May 31 (Monday) College Closed
June 10 (Thursday) Final Exam Day
June 13 (Sunday) Grades Due by 11:59pm Sunday Night

Deadlines vary for courses less than 16 weeks in length. Contact Records and Registration for specific dates.

Americans with Disabilities Act (ADA) Accessibility Update



Board of Trustees Committee of the Whole
January 14, 2025

Dr. Keith Barnes, Vice President of Equity and Inclusion

Executive Summary

Rock Valley College (RVC) continues demonstrating an exemplary commitment to maintaining Americans with Disabilities Act (ADA) compliance while enhancing its support for people with a disability.

Strategic Plan Alignment

RVC Strategic Plan Pillar IV – Diversity, Equity, and Inclusion:

Create and sustain a diverse, equitable, and inclusive campus that improves campus culture and accessibility, promotes accountability for the campus diversity, equity, and inclusion (DEI) effort, and increases the cultural competence of all employees, learners, and other stakeholder groups.

- Strategic Goal 1 (DEI Plan):*** Improve the campus culture by establishing cultural competence, trust, a sense of belonging among employees and learners, and accessibility to working and learning environments and the information shared within them.

- Board Policy 2:10.120 Americans With Disabilities Act (ADA)***

RVC Vision for Student Equity

To eliminate equity gaps in access, learning, and success outcomes for all students, with a particular focus on historically underserved student populations, including Black/African American, Hispanic, low-income, rural, non-traditional, and students with disabilities.

Highlights

- Hired a consultant and formed a task force to create a digital accessibility roadmap report.
- Created an ADA Compliance Officer Position – Eric Brown.
- Adopted Board Policy 2:10.120 Americans With Disabilities Act (ADA).
- Established an ADA/Disability Commission – Eric Brown and Lynn Shattuck, Director of Disability Support Services, Co-Chairs.
- Revised the ADA Self-Evaluation and Transition plan.
- Added “accessibility” to the strategic plan: Pillar IV description.

Highlights

- Formalized ADA requests for accommodations and grievance procedures for employees and visitors.
- Working with Plant, Operations, and Maintenance (POM) management on enhancing the Emergency Management Plan to accommodate people with a disability.
- Formalized procedures for when the elevators are inoperable.

Impact

- Improved digital accessibility on the website and social media (increase from the low 60% to an 89.2% rating from 2021 to 2024).
- Students with a disability who request services from the Disability Support Services continue to have success outcomes that are either on par or above the averages for other RVC students.
- Students with a disability reported an overwhelmingly positive experience on campus based on the 2024 Viewfinder Campus Climate Survey results.

Web Content Accessibility Guidelines (WCAG)

- Higher education websites are expected to follow WCAG 2.2 standards and aim for level AA* conformance.
- Currently, the RVC website has an 89.2% score.
- A good accessibility score is between 80% and 100%, which indicates that our website meets most of the WCAG criteria.

*AA is an intermediate level of conformance to the WCAG.

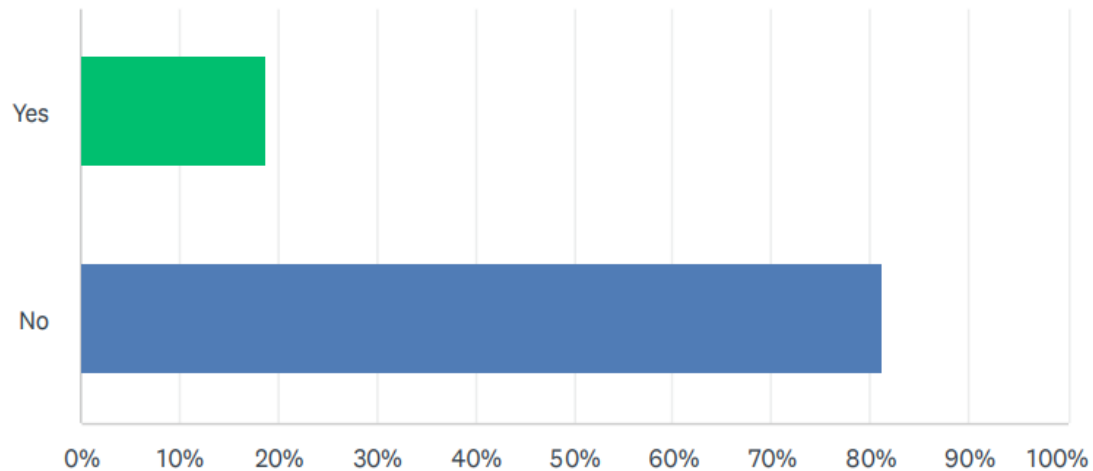
Statistics from Disability Support Services (DSS)

- The number of students registered with DSS in FY2024 was up 6% from the last year.
- The total number of students registered with DSS in FY2024 was 491 (approximately 11% of the total student body).
- Persistence rate for students with disabilities from last Fall to Spring was 75% (compared to 71% for non-disabled students).
- Retention rate for students with disabilities from Fall 2023 to Fall 2024 was 59% (compared to 52% for non-disabled students).

2024 Viewfinder Student Culture Survey Results

Q17 Do you have a disability*?

Answered: 430 Skipped: 102



ANSWER CHOICES	RESPONSES	
Yes	18.84%	81
No	81.16%	349
TOTAL		430

18.8% of respondents reported that they have a disability.

2024 Viewfinder Student Culture Survey Results

	STRONGLY DISAGREE	DISAGREE	NEUTRAL	AGREE	STRONGLY AGREE	N/A	TOTAL	WEIGHTED AVERAGE
I feel welcome on campus	0.00% 0	1.27% 1	15.19% 12	34.18% 27	46.84% 37	2.53% 2	79	4.30
I feel welcome in the surrounding community	2.53% 2	2.53% 2	12.66% 10	32.91% 26	45.57% 36	3.80% 3	79	4.21
I am treated with respect by students	0.00% 0	2.53% 2	7.59% 6	43.04% 34	41.77% 33	5.06% 4	79	4.31
I am treated with respect by faculty	0.00% 0	0.00% 0	11.39% 9	25.32% 20	60.76% 48	2.53% 2	79	4.51
I am treated with respect by staff	0.00% 0	0.00% 0	8.86% 7	27.85% 22	58.23% 46	5.06% 4	79	4.52
I am treated with respect by administrators	0.00% 0	2.53% 2	8.86% 7	25.32% 20	54.43% 43	8.86% 7	79	4.44
I am treated with respect in the classroom	0.00% 0	0.00% 0	7.59% 6	34.18% 27	54.43% 43	3.80% 3	79	4.49
Students with a disability have organizations/clubs they can join	1.27% 1	5.06% 4	10.13% 8	26.58% 21	39.24% 31	17.72% 14	79	4.18
Campus physical accessibility (doors, restrooms, parking, walkways, elevators, etc.) meets my needs	3.85% 3	5.13% 4	6.41% 5	23.08% 18	46.15% 36	15.38% 12	78	4.21
Events I attend on campus are accessible to me	1.27% 1	3.80% 3	10.13% 8	27.85% 22	40.51% 32	16.46% 13	79	4.23
Faculty make appropriate accommodations for my disability	1.28% 1	0.00% 0	15.38% 12	25.64% 20	39.74% 31	17.95% 14	78	4.25

Weighted average score, 0 to 5 scale.

Questions



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

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

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

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

On January 24, 2023, the Rock Valley College Board of Trustees approved BR #8008, Career Running Start IGA, with Rockford Public School District #205. Both parties would like to extend the agreement through Fiscal Year 2025.

Recommendation: It is recommended that the Rock Valley College Board of Trustees extends the Career Running Start Intergovernmental Agreement with Rockford Public School District #205, effective January 24, 2023, the date both parties approve and fully execute the IGA extension, to expire June 30, 2025. The program will apply to classes for the Spring 2025 semester.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

**Rockford Public School District #205 Extended
Career Running Start Intergovernmental Agreement**

WHEREFORE, the Parties, by their respective officers, have extended the original Career Running Start Intergovernmental Agreement (Rock Valley College Board Report #8008) by this Extension Agreement through June 30, 2025, effective on the dates set forth below.

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

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

President

President

Secretary, Board of Trustees

Secretary, Board of Trustees

Date

Date

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


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

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

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

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

Attorney Reviewed.


Howard J. Spearman, Ph.D.
President

Board Approval: 
Secretary, Board of Trustees

LLH

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

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

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

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

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

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

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

Section 1 Incorporation of Preamble Recitals

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

BOARD APPROVED

DEC 13 2022

Section 2 Implementation of Career Running Start

Rockford Public Schools

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

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

Section 3 DISTRICT Obligations

DISTRICT will:

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

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

Section 4 COLLEGE Obligations

COLLEGE will:

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

credit for dual credit courses.

Section 5 Participating DISTRICT Students' Obligations

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

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

Section 6 Shared Obligations and Understandings of the Parties

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

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

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

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

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

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

coursework.

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

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

Section 8 Miscellaneous Provisions

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

LLH

If to DISTRICT:

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

If to COLLEGE:

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

with a copy to counsel:

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

with a copy to counsel:

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

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

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

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

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

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

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

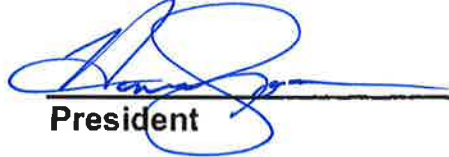
LLH

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


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

Winnebago County, Illinois

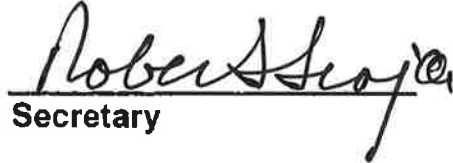
Board of Education Rockford
Public School District No. 205
Boone-Winnebago
County, Illinois



President



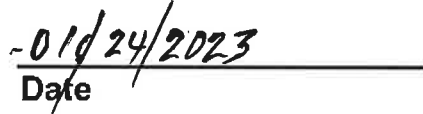
President



Secretary



Secretary



Date

12/19/2022 | 2:26 PM CST

Date

BOARD APPROVED

DEC 13 2022

Rockford Public Schools

Board of Trustees
Illinois Community COLLEGE
District No. 511

APPENDIX A
DISTRICT Career Running Start Program Process Procedures

Pre-Selection Criteria for DISTRICT High School Students

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

APPENDIX B**DISTRICT Procedures to Fulfill Qualifications and Admissions**

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

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

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

APPENDIX C

Career Running Start Academic Conduct Policies

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

ADVISING & COMMUNICATION

Career Running Start students are expected to:

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

ATTENDANCE POLICY

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

MAINTAINING ACADEMIC INTEGRITY

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

ACADEMIC EARLY WARNING

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

DISMISSAL FROM PROGRAM

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

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

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

Career Running Start

Aviation

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

Manufacturing

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

Mechatronics

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

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

Welding

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

Purchase Report-A - FY2025 Purchases

Recommendation: Board approval for items marked with an asterisk.

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

Miller Engineering Co.	Rockford, IL	\$700,150.00*(1)
Ruiz Construction Systems, Inc.	Rockford, IL	\$ 851,812.50
		Not to exceed

1. This expense is for the construction services, filtration, and equipment for the paint booth for the Collision Repair Program at the Downtown West Campus. The project includes a double paint prep booth, a double paint booth, a paint mixing room, and collaboration with the architect to filtrate the paint booths. Bid #24-22-D06 Downtown Campus Paint Equipment was brought to the Board on October 22, 2024, for the amount of \$396,194.00, but the bid was rejected for not adhering to the College’s Responsible Bidder Ordinance (RBO) (Board Policy 5:10.120) which requires vendors to be registered with the US Department of Labor Office Apprenticeship and Training. Bid #24-30-D06 Downtown Campus Paint Equipment was a rebid of Bid #24-22-D06 Downtown Campus Paint Equipment. The rebid ran for seven (7) weeks, and one hundred sixty-four (164) vendors were notified of the bid release. The College received two submittals opened on Friday, December 20, 2024. Miller Engineering adheres to the College’s RBO and is the lowest responsible bidder. This request includes a 10% contingency and is not to exceed.

FY2025 Capital Expense

B. System Installation – (Remodeling – Security System Upgrades)

Schneider Electric	Westmont, IL	\$441,015.00*(2)
		Not to exceed

2. This expense is for infrastructure upgrades to the security system of four buildings on the College’s main campus. The existing security system is becoming obsolete and needs to be upgraded. The systems at the Support Services Building (SSB), Spring Brook House (SBH), Building E (BDGE), and Bell School (BELL) will be the first to transition from the Continuum system to Genetec. All other Campus and off-campus RVC sites will still be on the Continuum system until later. Schneider Electric provided consulting services for the project as approved on BR-8168-B and will now provide the security equipment and installation that integrates with the existing system. This request includes a 10% contingency and is not to exceed.

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

Exemption A: Contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part.

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

FY2025 Capital Expense

Purchase Report-A - FY2025 Purchases

C. System Installation – (Remodeling – Security System Upgrades)

Ringland-Johnson, Inc.	Cherry Valley, IL	\$333,165.80*(3)
		Not to exceed

3. This expense is for a general contractor for infrastructure upgrades to the security system of four buildings on the College’s main campus. The existing security system is becoming obsolete and needs to be upgraded. The systems at the Support Services Building (SSB), Spring Brook House (SBH), Building E (BDGE), and Bell School (BELL) will be the first to transition from the Continuum system to Genetec. All other campus and off-campus RVC sites will still be on the Continuum system until a later date. Schneider Electric is providing the new security equipment and integration, and the general contractor will coordinate with Schneider Electric on the building renovations related to the project. Bid 24-20 Security Infrastructure Upgrades were posted for six (6) weeks, and eighty-three (83) vendors were notified of the opportunity. The College received one submittal. This request includes a 10% contingency and is not to exceed.

FY2025 Capital Expense

D. Building Improvements – (Remodeling – HSC Buildout & Elevator)

Stenstrom Construction Group	Rockford, IL	\$2,272,600.00*(4)
Ringland-Johnson, Inc.	Cherry Valley, IL	\$ 2,393,350.00
Rockford Structures Construction Co	Machesney Park, IL	\$ 2,416,700.00
L & L Builders, Inc.	Loves Park, IL	\$ 2,485,131.00
		Not to exceed

4. This expense is for the buildout of the third floor and a second elevator in the Health Sciences Center (HSC). Bid 24-23 HSC Buildout & 2nd Elevator received four submittals, and Stenstrom Construction Group was the lowest responsible bidder. The buildout of the unfinished area on the third floor of the HSC will create space for the Massage Therapy program’s lab and classroom, the Marketing Department’s offices and collaboration space, a staff breakroom, a student lounge, a mother’s room, a gender-neutral restroom, and a printer and copier room. Adding an elevator on the northeast corner of the building will improve accessibility. This contract includes an extended maintenance agreement that is not to exceed.

FY2025 Capital Expense

Purchase Report-A - FY2025 Purchases

E. Wheel Loader – (Capital Service Equipment Replacement – Plant Operations and Maintenance)

McCann Industries Inc.	Addison, IL	\$139,900.00*(5)
Mid-State Equipment	Columbus, WI	\$ 148,000.00
Miller-Bradford & Risberg, Inc.	De Pere, WI	\$ 148,500.00
McCann Industries Inc.	Addison, IL	\$ 149,900.00
US Equipment Exchange.	Frankfort, IL	\$ 164,000.00
		Not to exceed

5. This expense is for a used 2020 Case 621G Wheel Loader for snow removal on the main campus. The College currently rents a 5, 6, or 7 series wheel loader for the snow removal months at a cost of \$18,000 per year. This 2020 wheel loader is a six-series estimated to last between 20 and 25 years. This used equipment has 948 hours of use, is considered low mileage, and includes a one-year, 1,000-hour premiere warranty.

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

FY2025 Capital Expense

F. Task Chairs – Office Equipment/Furniture – Current Capital Needs)

Atmosphere Commercial Interiors	Rockford, IL	\$199,996.90*(6)
Interiors for Business	Batavia, IL	\$ 208,130.43
North American Import and Export Co	Madeira Beach, FL	\$ 231,897.59
Right Size Facility	Naperville, IL	Not within specifications
		Not to exceed

6. This expense is for two hundred forty-one (241) task chairs to replace aging office chairs in the Stenstrom Student Center (SSC) and the Support Services Building (SSB). Bid 24-28 Task Chairs for SSC & SSB sought to evaluate the College’s long-time standard of the Steelcase Think Chair, find a model that offered a body-diverse option for accommodations, and replace as many aging chairs as possible within budget. Throughout the bid process, twenty-five (25) models from eight (8) manufacturers were considered, and the Steelcase Leap and Leap Plus were determined to be the best fit for the College. Atmosphere Commercial Interiors was the lowest responsive bidder. This is a not to exceed.

FY2025 Capital Expense

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Communication Services Audit

Background: SpyGlass Group, LLC audits communication and technology to identify billing errors, overcharges, redundancies, and inefficiencies. Rock Valley College would like to engage SpyGlass to review our voice, internet, data, cloud, and mobile vendors to identify recovery dollars and cost savings.

These audit services are exempt from Bid under the Illinois State Statute (110 ILCS 805/3-27.1) under exemption A: Contracts for the services of individuals possessing a high degree of professional skill where ability or fitness of the individual plays an important part. SpyGlass Group, LLC is also part of the Omnia Partners consortium, and they were awarded the consortium contract for telecommunication audit services.

SpyGlass only charges for the findings the College chooses to act upon after the audit. Spyglass would be paid from the college's savings from the audit findings. Fees are set forth as follows:

- 50% of any refund, credit, or compensation received by the College relating to past services or charges
- 12 times any monthly cost reduction received by the College relating to cancellation of any service
- 12 times any monthly cost reduction received by the College relating to the modification, consolidation, or negotiation of any service, contract, or account

Recommendation: It is recommended that the Board of Trustees approves SpyGlass Group, LLC to conduct a telecom expense audit for the College and authorizes the College to execute a contractual agreement.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

ROCK VALLEY COLLEGE
Cash and Investment Report
December 31, 2024

	<u>Month End Balance</u>
<u>Operating Cash Accounts</u>	
Illinois Bank & Trust	4,314,510
PMA Operating Cash	11,246,228
Petty Cash	3,965
ISDLAF*	18,589,134
Total Operating Cash:	<u>34,153,837</u>
<u>Operating Investments Accounts</u>	
PMA Operating	42,641
ISDLAF*	61,397
CD's and CDARS	46,151,197
Treasuries	13,652,395
ISDLAF Term Series	3,775,000
Total Operating Investments:	<u>63,682,631</u>
Total Operating Cash & Investments:	<u>97,836,468</u>

Total Operating Cash and Investments on November 30, 2024	<u>86,593,948</u>
Total Operating Cash and Investments on December 31, 2024	<u>97,836,468</u>
Total Operating Cash and Investments on December 31, 2023	<u>86,619,649</u>
% of Operating Budget	96.19%
Change in Operating Cash and Investments since November 30, 2024	<u>11,242,520</u>

*Illinois School District Liquid Asset Fund

	<u>Month End Balance</u>
<u>Working Cash Accounts</u>	
ISDLAF*	2,314,953
Total Working Fund Cash:	<u>2,314,953</u>

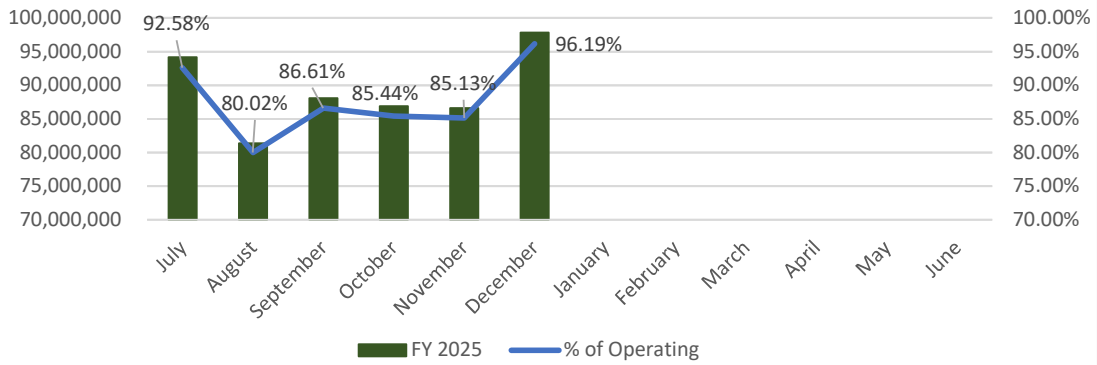
Total Working Cash Funds on November 30, 2024	<u>14,730,535</u>
Total Working Cash Funds on December 31, 2024	<u>2,314,953</u>
Change in Working Cash Funds since November 30, 2024	<u>(12,415,582)</u>

*Illinois School District Liquid Asset Fund

	<u>Month End Balance</u>
<u>Capital Funds</u>	
Debt Service	56,275
Life Safety	3,185,559
CDB Escrow	18,513,841
Building Funds	1,631,891
Total Capital Funds:	<u>23,387,567</u>

Total Capital Funds on November 30, 2024	<u>34,956,285</u>
Total Capital Funds on December 31, 2024	<u>23,387,567</u>
Change in Capital Funds since November 30, 2024	<u>(11,568,718)</u>

Operating Cash Balance and % Coverage of FY'25 Operating Budget



Month / Year	Cash & Investments	Capital	Total
December 2024	97,836,468	22,888,518	120,724,986
December 2023	86,619,649	12,022,984	98,642,633
November 2024	86,593,948	34,956,285	121,550,233
November 2023	87,396,331	20,349,393	107,745,724
October 2024	86,909,426	36,439,132	123,348,557
October 2023	86,279,617	20,962,436	107,242,052
September 2024	88,096,984	36,073,771	124,170,755
September 2023	88,021,757	19,753,543	107,775,300
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

Personnel Report

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

A. Appointments

_____, Executive Director of Assessment and Accreditation, Full-time, ADM, Grade R,
\$ _____, effective _____.

B. Departures

Danielle Baumgartner, Executive Director of Information Technology, Full-time, has resigned effective January 02, 2025.

Dominick Squicciarini, Dean of Career Technical Education, Full-time, has resigned effective January 03, 2025.

Kenosha Holland, Dental Hygiene Clinical Instructor, Full-time, has resigned effective January 09, 2025.

Danielle Hardesty, Associate Philosophy Professor, Full-time Faculty, has resigned effective January 10, 2025.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Human Resources (HR) Progress Update
(June 2024-December 2024)



Board of Trustees Committee of the Whole
January 14, 2025

Dr. Terrica Huntley, Interim Vice President of Human Resources

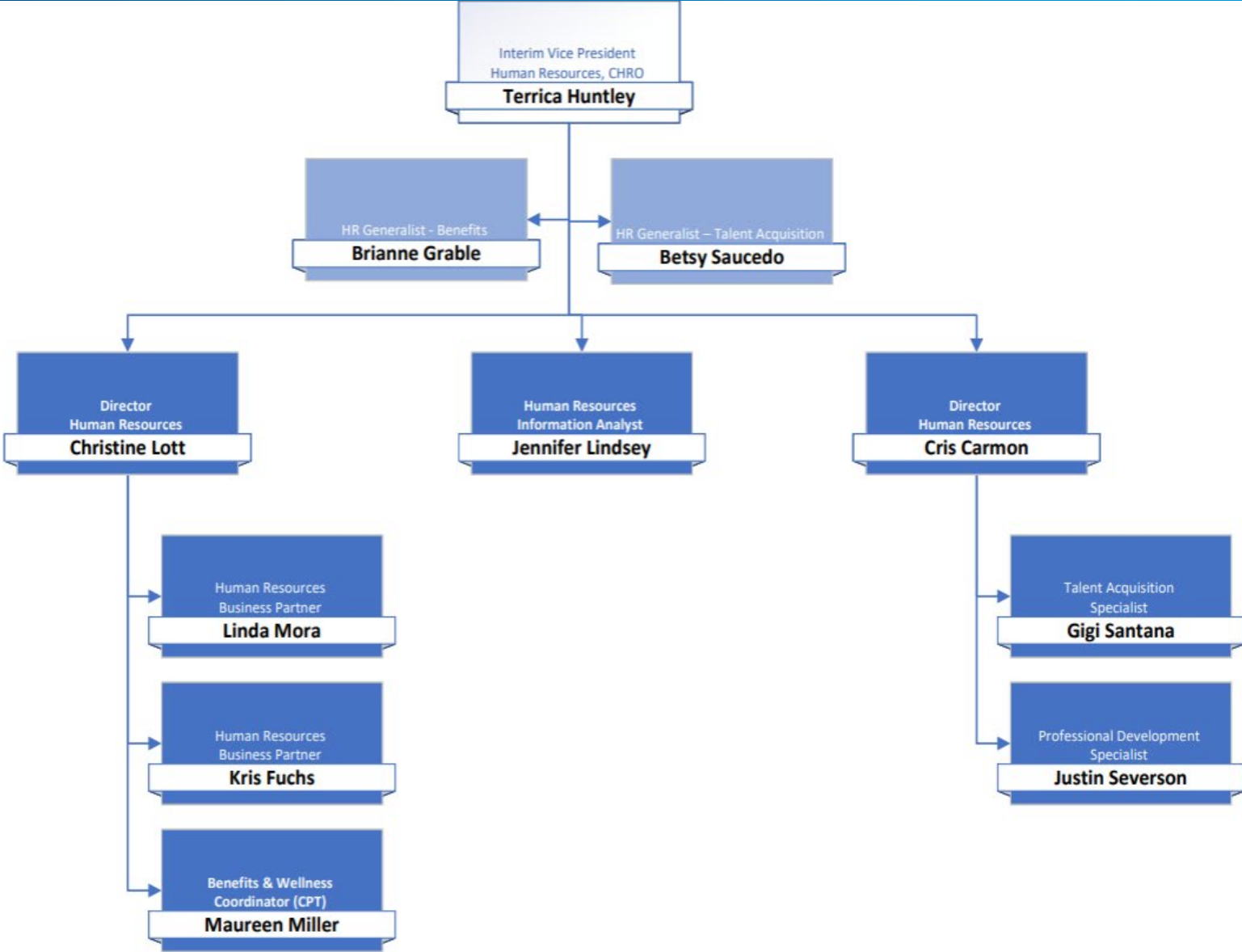
Executive Summary

- Rock Valley College's (RVC) Human Resources (HR) department is comprised of 11 team members who work collaboratively and cross-train to ensure that employees' needs are always met.
- RVC's HR department focuses on talent acquisition, compensation, benefits and wellness, employee data analytics, professional development, employee relations, progressive discipline, collective bargaining agreements, and legal updates.
- RVC's Talent Acquisition Specialists, Business Partners, and Generalists work in teams assigned to each campus division to ensure consistent and timely workflow and communication.
- HR provides opportunities for growth and development each month. Some examples include monthly new hire orientation, supervisor training, and training mandated by federal and state compliance.
- RVC continues to offer benefits at a reasonable rate and provide opportunities for wellness checks.

Executive Summary

- This semester, the HR Team has been working on updating processes and information to increase understanding and provide support to our employees. Examples of this effort include the updated employee handbook, progressive discipline and supervisor support documents, 30/60/90 onboarding documents, Board policy manual revisions, and the bloodborne pathogens OSHA compliance process.
- In efforts to continue to diversify our employee talent pool, RVC is expanding its resources to inform the community about the wonderful employment opportunities that exist at RVC.
- In efforts to continue to provide exceptional training opportunities, RVC is providing year-round professional development opportunities and committing to professional development pertinent to HR, such as Advanced Internet Recruitment Strategies (AIRS) and Society for Human Resource Management (SHRM).
- As an HR Team, we are committed to modeling the importance of education and growth. Six of HR's team members have completed or are working towards completing advanced degrees.

Organizational Structure



Position Summaries

Interim Vice President of Human Resources (HR) – Dr. Terrica Huntley

- Establishes strategic direction for HR, providing HR guidance to the President and Vice Presidents
- Policy and procedure oversight for employees
- Leads HR Directors, Information Analyst, and Executive Assistant

HR Generalists – Brie Grable and Betsy Saucedo

- New hire in-processing, including validation of transcripts and ensuring all pre-employment requirements have been met
- Personnel file maintenance and records retention
- Update HR pages in Quarry
- Assists in focus area (Benefits or Talent Acquisition)

Information Analyst – Jennifer Lindsey

- Manages all employee data in HRIS (Ellucian/Colleague)
- Inputs pay processing forms (PPFs)
- Data analytics for HR (Informer)

Position Summaries

Director of HR – Christine Lott

- Employee and labor relations oversight, including Title IX compliance and other legal-related matters for employees
- Compensation and benefits oversight, including job descriptions and salary grades
- Leads Human Resources Business Partners (HRBPs) and Benefits and Wellness Coordinator

HRBP – Kris Fuchs and Linda Mora

- The HRBP is the primary point of HR contact for leaders and employees in assigned departments
- Advises leaders and employees on career progression, performance improvement, and other employee matters
- Supports candidate selection and new-hire onboarding efforts

Benefits & Wellness Coordinator – Maureen Miller

- Manages and administers all benefit programs, including new hires and the annual open enrollment, as well as benefit changes due to qualifying life events
- Family Medical Leave Act (FMLA) and Americans with Disabilities Act (ADA) administration for employees
- Tuition Waiver and Reimbursement administration

Position Summaries

Director of HR – Cris Carmon

- Professional development oversight for leaders and (non-faculty) employees
- Talent acquisition oversight for all employees
- Leads professional development and talent Acquisition Specialists

Talent Acquisition Specialist – Giselle Santana

- Manages the job posting and candidate selection process, including applicant tracking system (Frontline)
- Leads employment branding efforts, including passive and active candidate attraction, and development of the talent network
- Creates and executes recruitment advertising strategy

Professional Development Specialist – Justin Severson

- Manages strategic plan for professional development
- New hire orientation and ongoing support of employee development
- Co-leads Professional Development Day planning

Collaboration Across Campus

Linda/Gigi/Brie

Human Resources

Career and Technical Education
(CTE) and Workforce
Development

Operations

Student Affairs

Kris/Betsy/Betsy

Academic Affairs

Equity and Inclusion

Institutional Effectiveness
and Communications

Finance

HR Calendar of Events

July:

- Summer employee appreciation event
- Wage increase entries
- Faculty lane/step letters
- Adjunct hiring process
- Submit blanket purchase orders (BPO) for Benefits
- Complete expectations evaluations
- Apply cell phone stipends

August:

- Board of Trustees HR Quarterly Report presentation
- Process faculty wages
- Annual OSHA refresher training
- Stay interviews
- New fiscal year expectations planning

September:

- Faculty and staff Professional Development Day (PDD)
- Employee /Rookie/Leader of the year awards
- Anniversary awards
- Spring instructor hiring process begins
- Board of Trustees HR annual report

October:

- Biometric screening and flu shots
- Golden Eagles gold cohort starts
- Complete lpedts report
- Work on C report

November:

- Golden Eagles blue cohort starts
- Open benefit enrollment
- ICCB faculty staff and salary data (C1) report due
- ICCB faculty staff and salary supplementary information report due
- Board of Trustees HR quarterly report presentation

HR Calendar of Events

December:

- Winter employee appreciation event
- Supervisor 101 training
- ICCB employment plan survey report due
- Benefit enrollment entries
- Process tuition waivers
- Process minimum wage increases

January:

- Supervisor 201 training
- 1095 forms
- Faculty Development Day support
- Compliance training
- Mandated reporter training
- Sexual harassment training

February:

- Board of Trustees HR quarterly report presentation
- Golden Eagles grey tier begins

March:

- Fall instructor hiring begins
- Spring employee appreciation event
- HR Integrated Postsecondary Education Data System (IPEDS) survey report due
- Statement of economic interest reporting due

April:

- Faculty and staff PDD
- Process community education and theater pay processing forms (PPF)

May:

- Process tuition waivers
- Retirement celebration
- Board of Trustees HR quarterly report presentation

June:

- Employee handbook review
- ICCB annual faculty and staff salary and benefits data (C3) report due

Updated Employee Handbook

- Collaborative effort among divisions
- Completed revisions on the employee handbook
- Review with the Leadership team
- Upload to the intranet
- Created an annual review process to ensure the handbook is updated yearly

Rock Valley College

Employee Handbook



**Howard J. Spearman, Ph.D.,
President**

Revised: September 9, 2024

Board Policy Revision Updates

- To date, the HR department and the Office of the President have contributed 30+ hours reviewing the Board Policy Manual and assessing the need for changes in collaboration with RVC's attorneys, Robbins Schwartz, and campus Leadership
- Article 1:
 - Has been presented to the Board of Trustees and approved
- Article 2:
 - It is currently being reviewed, and various departments across campus are updating administrative procedures and standard operating procedures (SOPs) based on the language in the Board Policies.

Onboarding Process Updates

- An onboarding checklist has been developed so that supervisors can create a training plan for new employees. The goal of this tool is to improve a sense of belonging for new employees and increase relationship building between employees and supervisors
- 30/60/90 check-in documents have been updated, and additional awareness has been made amongst leaders regarding the importance of these documents and their utilization
- HRBPs have implemented a 30/60/90 checklist to track the completion of these documents
-
- Our professional development specialist has begun working with RVC's Project Manager to explore automation options for this process
- Our HR Analyst has worked with IT and other campus partners to begin developing a tool that will automate the pay processing form as a part of onboarding

Progressive Discipline and Supervisor Guidance Resources

To enhance the topics developed for the Supervisor 201 training, HRBP has been working with Dr. Hansen Stewart to update and create a repository of documents to assist supervisors in guiding and directing their employees.

The following documents have been created and made available for supervisor use in the intranet:

- Mediation*
- Employee Development Plan*
- One on One Meeting Template*
- Performance Improvement Plan
 - Verbal Warning
 - Written Warning
 - Final Written Warning
 - Termination Recommendation

*Indicates a newly created document and process

New Employee Orientation

- New employee orientation sessions have been standardized on a regular monthly schedule
- This annual schedule is dispersed to all presenters at the beginning of the year, and Outlook calendar invites are sent out in advance
- Special sessions are held at the end of orientation for each of the Collective Bargaining Group leaders to introduce themselves to new employees within their Collective Bargaining Agreement (CBA)
- Orientation material was analyzed to ensure that appropriate topic selection, communication, and scheduling were delivered to each new employee

Recruitment and Talent Acquisition Tools

In efforts to expand and diversify our employee pool, we are currently utilizing the following resources for recruitment resources:

- Frontline
- HigherJobs.com
- WorkplaceDiversity.com
- Indeed/Glassdoor
- TheChronicle.com
- Rockford Area Chamber of Commerce
- VetJobs.com
- Association of Fund Raising Professionals
- American Conference of Academic Deans Career Center
- TheBlueLine.com (Police Officer Job Board)
- The VA-Northern Illinois/Southern Wisconsin Chapter
- Hard Rock Casino Veterans Job Fair

Benefit Adoption and Application

- The College was able to maintain insurance premiums and not charge employees more for health benefit usage than they were paying the previous year
- We have administered biometric screenings and flu shots to 178 participants this year
- The open enrollment period has been provided to 405 benefit-eligible employees for selection. Those selections are now being input into Ellucian/Colleague.

Professional Development Resources

HR Training Opportunities:

- Empowerment (via Cornerstone)
- Search Committee and Implicit Bias Training
- Professional Development Days (January, April, September)
- New Hire Orientation
- Golden Eagles Academy Gold Tier
- Golden Eagles Academy Blue Tier
- Golden Eagles Academy Gray Tier
- Supervisor 101 Training
- Supervisor 201 Training
- Dominance, Influence, Steadiness, Conscientiousness (DISC) *
- Cornerstone
- DDI (Development Dimensions International)

Team Educational Accomplishments

Dr. Terrica Huntley

Graduated with a Doctoral Degree (Ed.D) in Community College Leadership from NIU in December 2024

Mr. Justin Severson

Graduated with a Masters in HR Management from Western Governors University in August 2024

Ms. Betsy Saucedo

Will graduate with a Masters in HR Management from Saint Mary's University of Minnesota in January 2025

Ms. Christine Lott

Will graduate with a Masters in Higher Education Student Affairs from Fort Hayes State University in May 2025

Ms. Linda Mora

Started her Masters in HR Management from Western Governors University in December 2024

Ms. Brie Grable

Will start her Master in Business Administration with an HR Focus from the University of Wisconsin-Whitewater in January 2025

Other Educational Opportunities

Advanced Internet Recruitment Strategies (AIRS) Certification:

- RVC's two Talent Acquisition Specialists completed their AIRS Certification
- RVC's Director of Human Resources has completed the AIRS Leadership Certification training

Civil Treatment Certification

- Our Director of Human Resources has become certified to teach Civil Treatment courses that are utilized in our Supervisor 101 Training sessions

Society for Human Resource Management (SHRM) Training Sessions:

- HR staff are encouraged to obtain additional certifications, including SHRM-CP (Certified Professional) Certification
- As a team, HR has implemented SHRM study moments, where we review topics in preparation for the SHRM certification and their applicability to our daily work.
- Six members of the HR team are participating in this opportunity

Collaborative Project in Progress

Bloodborne Pathogens OSHA Compliance Project:

HR has been working with RVC's Emergency Risk Coordinator to get employees compliant with OSHA training and vaccination requirements for positions that may come in contact with bloodborne pathogens.

This project has multiple phases:

1. Identify employees who need this information
2. Moving forward, insert this process in new employee onboarding
3. Provide OSHA training for all employees included
4. Offer a Hepatitis B vaccination, the opportunity to present a vaccination card, or sign a declination form
5. Maintain medical records in a secure space for up to 30 years after an employee has separated from the college

*Currently, RVC has identified 360 employees to whom this applies and is going to review their files to see if Hepatitis B information has been collected

Questions?



Operations Calendar for FY2026 – FY2027

Background: In past years, Rock Valley College combined the Academic and Operations Calendars into one calendar. However, on March 27, 2018, Board Report #7496 separated them into two calendars.

The Board of Trustees approved the following Board Reports in reference to the Operations Calendar:

- March 27, 2018; Board Report #7496 – Amendment to Board Report #7140 College Hours of Operation
- August 25, 2020; Board Report #7745 – Amendment to the 2020-2021 Operations Calendar
- January 25, 2022; Board Report #7899 – Amendment to the FY2024 Operations Calendar
- September 26, 2023; Board Report #8023 – FY2025 Operations Calendar

The FY2026 – FY2027 Operations Calendar subset includes dates the College is closed, and students cannot access College buildings, offices, and student services. The Operations Calendar is primarily used to communicate to the public and college community the dates when College operations are affected.

Recommendation: It is recommended that the Board of Trustees approves the FY2026 – FY2027 Operations Calendar.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachment: FY2026 – FY2027 Operations Calendar

Operations Calendar FY2026

2025 SUMMER SEMESTER

June 19 (Thursday) Holiday/College Closed
July 4 (Friday) Holiday/College Closed

2025 FALL SEMESTER

August 30 (Saturday) College Closed
August 31 (Sunday) College Closed
September 1 (Monday) Holiday/College Closed
September 2 (Tuesday) Faculty & Staff Development Day/Offices Closed
November 27, 28 (Thursday, Friday) Holiday/College Closed
November 29, 30 (Saturday, Sunday) College Closed
December 24, 25 (Wednesday – Thursday) Holiday/College Closed
December 26 – 30 (Friday – Tuesday) College Closed
December 31 (Wednesday) Holiday/College Closed

2026 SPRING SEMESTER

January 1 (Thursday) Holiday/College Closed
January 19 (Monday) Holiday/College Closed
March 8 – 15 (Sunday – Sunday) Spring Recess/College Open/No Students
April 2 (Thursday) Faculty & Staff Development Day/Offices Closed
April 3 (Friday) Holiday/College Closed
April 4, 5 (Saturday, Sunday) College Closed

2026 SUMMER SEMESTER

May 23, 24 (Saturday, Sunday) College Closed
May 25 (Monday) Holiday/College Closed
June 19 (Friday) Holiday/College Closed
July 3, 4 (Friday, Saturday) Holiday/College Closed

Operations Calendar FY2027

2026 FALL SEMESTER

September 5 - 6 (Saturday, Sunday) College Closed
September 7 (Monday)..... Holiday/Offices Closed
September 8 (Tuesday)..... Faculty & Staff Development Day/College Closed
November 26, 27 (Thursday, Friday)..... Holiday/College Closed
November 28, 29 (Saturday, Sunday) College Closed
December 24, 25 (Thursday – Friday)..... Holiday/College Closed
December 26 – 30 (Saturday – Wednesday)..... College Closed
December 31 (Thursday)..... Holiday/College Closed

2027 SPRING SEMESTER

January 1 (Friday)..... Holiday/College Closed
January 18 (Monday) Holiday/College Closed
March 6 – 12 (Saturday – Friday)..... Spring Recess/College Open/No Students
March 25 (Thursday)..... Faculty & Staff Development Day/Offices Closed
March 26 (Friday)..... Holiday/College Closed
March 27, 28 (Saturday, Sunday)..... College Closed

2027 SUMMER SEMESTER

May 29, 30 (Saturday, Sunday)..... College Closed
May 31 (Monday) Holiday/College Closed
June 18 (Friday)..... Holiday/College Closed
July 4, 5 (Sunday, Monday)..... Holiday/College Closed

ROCK VALLEY COLLEGE 2025 - AT A GLANCE CAMPUS FACILITY EVENTS

Date	Event	Staff	Student	Athletic	Community
January					
1/4/2025	Women's Basketball Game - PEC Gym, 1pm	X	X	X	X
1/7/2025	Women's Basketball Game - PEC Gym, 5pm	X	X	X	X
1/8/2025	RVC Eras Trivia Event - SSC Atrium, 11:30am	X	X		
1/9/2025	New Student Welcome Event - SSC Atrium & CLI, 11am		X		
1/10/2025	Faculty Development Day - ERC PAR, 8am	X			
1/10/2025	TRiO Spring Retreat - SSC Atrium, 8:30am		X		
1/11/2025	Rumble in the Rock - PEC Gym, 9am	X	X	X	X
1/11/2025	Michael Pitman Financial Literacy Event - SSC Atrium, 10am	X	X		
1/12/2025	USBA Youth Baseball Camp - PEC Gym, 8am	X	X	X	X
1/15/2025	ISS Welcome Back Brunch - SSC Atrium, 10:30am	X	X		
1/18/2025	Women's & Men's Basketball Game - PEC Gym, 1pm & 3pm	X	X	X	X
1/22/2025	MLK Day Celebration - SSC Atrium, 11:30am	X	X		
1/23/2025	RVC FAFSA & CFNIL Scholarship Event - WTC 1102, 1110 & 1114, 5pm	X	X		
1/25/2025	RVC Youth Softball Camp - PEC Gym, 11am	X	X	X	X
1/25/2025	Men's Basketball Game - PEC Gym, 1pm	X	X	X	X
1/26/2025	USBA Youth Baseball Camp - PEC Gym, 8am	X			X
1/29/2025	Lunar New Year Celebration - SSC Hub, 1pm	X	X		
February					
2/2/2025	USBA Youth Baseball Camp - PEC Gym, 8am	X			X
2/3/2025	First Generation Speaker Series - SSC Atrium, 12pm	X	X		
2/3/2025	2025 Town Hall - SSC Atrium, 3pm	X	X		X
2/4/2025	First Tuesday Lecture - SSC Atrium, 5:30pm	X	X		X
2/8/2025	RVC Youth Softball Camp - PEC Gym, 11am	X	X	X	X
2/8/2025	Pi Gamma Omega Founders Day - SSC Atrium, 11:30am				X
2/8/2025	Men's Basketball Game - PEC Gym, 1pm	X	X	X	X
2/10/2025	NFPA Session - SSC Atrium, 8am	X	X		X
2/11/2025	Women's & Men's Basketball Game - PEC Gym, 5pm & 7pm	X	X	X	X
2/12/2025	Wellness Wednesday - SSC Atrium, 12pm	X	X		
2/13/2025	Women's & Men's Basketball Game - PEC Gym, 5pm & 7pm	X	X	X	X
2/15/2025	American Parkinson Disease Association Conference - SSC Atrium, 10am				X
2/15/2025	Women's & Men's Basketball Game - PEC Gym, 1pm & 3pm	X	X	X	X
2/18/2025	Women's & Men's Basketball Game - PEC Gym, 5pm & 7pm	X	X	X	X
02/18 & 02/19	Early College Transition Event - SSC Atrium, 5:30pm	X			X
2/22/2025	ICTM Regional Mathematics Contest - SSC, ERC, JCSM & CLI, 8am	X	X		X
March					
3/3/2025	First Generation Speaker Series - SSC Atrium, 12pm	X	X		
3/4/2025	First Tuesday Lecture - SSC Atrium, 5:30pm	X	X		X
3/11/2025	RPS High School Visual Art Workshop - SSC Atrium, 8am				X
3/12/2024	CLR Movie Matinee - ERC PAR, 12pm	X	X		
3/14/2025	Sister to Sister GLOW Conference - SSC Atrium, 9am	X	X		X
3/15/2025	Science Olympiad Regional Conference - SSC, PEC, CLI & JCSM, 7am	X	X		X
3/19/2025	Wellness Wednesday - SSC Atrium, 12pm	X	X		
3/23/2025	Softball Game - Softball Field, 1pm	X	X	X	X
3/26/2025	Softball Game - Softball Field, 2pm	X	X	X	X
3/27/2025	NICUU & CLR Lunch and Bingo - BELL 013, 11am	X	X		X
3/29/2025	Softball Game - Softball Field, 12pm	X	X	X	X
3/30/2025	Softball Game - Softball Field, 12pm	X	X	X	X