

**Rock Valley College**  
**Community College District No. 511**  
**3301 N Mulford Road, Rockford, IL 61114**  
**BOARD OF TRUSTEES COMMITTEE OF THE WHOLE MEETING**  
**5:30 p.m. Tuesday, November 9, 2021**

*On October 15, 2021, Governor Pritzker issued the twenty-second Gubernatorial Disaster Proclamation for all counties in Illinois. Due to the COVID-19 health pandemic, Howard J. Spearman, Ph.D., president of Rock Valley College, has determined that an in-person meeting is not practical, prudent, or feasible based on the Disaster Proclamation. Under Section 7 (e) (4) of the Open Meetings Act (5 ILCS120/7(e)(4)), this meeting will be held without the physical presence of a quorum at the meeting location.*

***Meeting Location:** Building E, Rock Valley College, 3301 N. Mulford Road, Rockford, IL 61114. Howard J. Spearman, Ph.D., president of Rock Valley College, will be physically present at the meeting location. **Trustees/members, citizens, faculty, and staff may attend the meeting via teleconference or videoconference.***

*Access to the Regular Board of Trustees meeting is provided via teleconference online: <https://rockvalleycollege-edu.zoom.us/j/93291249012?pwd=SE0zSS9xNzBDaWRGZHZlNVo1NHQyUT09> or by phone at 312-626-6799 using Meeting ID: 932 9124 9012 Password: 974918 The meeting will include an opportunity for public comment. Any public member who would like to make a public comment can submit their public comment via email to [RVC-BoardPC@rockvalleycollege.edu](mailto:RVC-BoardPC@rockvalleycollege.edu) by 3:30 p.m. on November 9, 2021. Public comments submitted via email will be announced during the public comment portion of the meeting.*

**AGENDA**

- A. Call to Order**
- B. Roll Call**
- C. Communications and Petitions (Public Comment)**
- D. Recognition of Visitors**
- E. Review of Minutes:** Board of Trustees Committee of the Whole October 12, 2021
- F. General Presentations**
- G. Adjourn to Closed Session** to discuss: 1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees under Section 2 (c) (1) and/or 2) Collective negotiating matters per Section 2 (c) (2) and/or 3) The purchase or lease of real property for the use of the public body per Section 2 (c) (5) and/or 4) Litigation has been filed, is pending, or probable per Section 2 (c) (11), all in accordance with the Illinois Open Meetings Act.
- H. Teaching, Learning & Communications Discussion: Board Liaison Trustee Cudia**
  - 1. Enrollment Update
  - 2. Illinois Community College Board (ICCB) Economic Impact Study Report / Students
  - 3. ATC Information Session Presentation
- H. Finance Discussion: Board Liaison Trustee Soltow**
  - 1. Fiscal Year 2021 Financial Audit Report
  - 2. First Quarter Vital Signs; FY 2022
  - 3. Cash and Investment Report
  - 4. Purchase Report(s) (A, B)
  - 5. Proposed 2021 Tax Levy and Setting a Date for Truth-In-Taxation Hearing
- I. Operations Discussion: Board Liaison Trustee Kearney**
  - 1. Personnel Report
  - 2. Election Day 2022 (November 8, 2022)
  - 3. Juneteenth National Freedom Day
  - 4. Board Policy 3:30.090 Family and Medical Leave / Expanded FMLA (First Reading)
  - 5. Board Policy 3:30.110 Victims' Economic Security and Safety Act (VESSA) / (First Reading)
  - 6. 2020 Campus Safety and Security Report (Clery Act Report)
  - 7. Boone County Intergovernmental Agreement-Police Dispatch
  - 8. Amendment to SHIELD Program COVID-19 Testing Support Agreement
  - 9. RVC Events Calendar
  - 10. RVC Athletics Update
  - 11. Advanced Technology Center (ATC) Update
- J. Other Business:** New Business/Unfinished Business
- K. Adjourn to Closed Session** to discuss: 1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees under Section 2 (c) (1) and/or 2) Collective negotiating matters per Section 2 (c) (2) and/or 3) The purchase or lease of real property for the use of the public body per Section 2 (c) (5) and/or 4) Litigation has been filed, is pending, or probable per Section 2 (c) (11), all in accordance with the Illinois Open Meetings Act.
- L. Reconvene Open Session**
- M. Next Regular Board of Trustees meeting:** November 23, 2021, at 5:15 p.m.; Remote meeting held via teleconference.
- N. Next Committee of the Whole meeting:** December 7, 2021, at 5:15 p.m.; Remote meeting held via teleconference.
- O. Adjourn**

Jarid Funderburg, 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, October 12, 2021**  
**MINUTES**

*On September 17, 2021, Governor Pritzker issued the twenty-first Gubernatorial Disaster Proclamation for all counties in Illinois. Due to the COVID-19 health pandemic, Howard J. Spearman, Ph.D., president of Rock Valley College, has determined that an in-person meeting is not practical, prudent, or feasible based on the Disaster Proclamation. Under Section 7 (e) (4) of the Open Meetings Act (5 ILCS120/7(e)(4)), this meeting will be held without the physical presence of a quorum at the meeting location.*

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**Call to Order**

The Rock Valley College (RVC) Board of Trustees Committee of the Whole meeting was called to order at 5:16 p.m. by Chairperson Jarid Funderburg.

**Roll Call**

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

Mr. Jarid Funderburg	Mr. Paul Gorski
Ms. Lynn Kearney	Mr. Bob Trojan
Ms. Gloria Cudia	Mr. John Nelson joined at 5:22 p.m.
Ms. Evelyn Molina, Student Trustee	

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

Also Present: Dr. Howard Spearman, President; Mr. Ron Geary, Vice President of Academic Affairs; Dr. Patrick Peyer, Vice President of Student Affairs; Mr. Rick Jenks, Vice President of Operations; Mr. Jim Handley, Vice President of Human Resources; Ms. Ellen Olson, Vice President of Finance; Ms. Heather Snider, Vice President of Institutional Effectiveness & Communications; Mr. Keith Barnes, Vice President of Equity and Inclusion; Ms. Janet Taylor; Executive Director of Facilities and Operations; Ms. Ann Kerwitz, Assistant to the President; Ms. Kris Fuchs, Assistant to the President; Mr. David Schneider, Dean of Student Success; Ms. Lynn Shattuck, Director of Disability Support Services; Ms. Tammie

Beckwith Schallmo, Senior Vice President, Managing Director of PMA Securities, LLC. Attorney Joseph Perkoski, Robbins Schwartz

### **Communications and Petitions**

There were no public comments.

### **Recognition of Visitors**

Dr. Howard Spearman recognized Ms. Tammie Beckwith Schallmo, Senior Vice President, Managing Director of PMA Securities, LLC. Ms. Beckwith Schallmo will be presenting the bond refunding resolution.

### **Adjourn to Closed Session**

At 5:18 p.m., a motion was made by Trustee Trojan, seconded by Trustee Nelson, to adjourn to closed session to discuss 1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees in accordance with Section 2 (c) (1); and/or 2) Collective negotiating matters per Section 2 (c) (2); and/or 3) The purchase or lease of real property for the use of the public body per Section 2 (c) (5), all in accordance with the Illinois Open Meetings Act. The motion was approved by a unanimous roll call vote.

### **Reconvene Open Session**

At 6:17 p.m., a motion was made by Trustee Nelson, seconded by Trustee Trojan, 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.

### **Review of Minutes**

There were no comments on the minutes from the September 14, 2021 Board of Trustees Committee of the Whole meeting.

### **General Presentations**

#### **1. Bond Refunding Resolution**

Ms. Ellen Olson, vice president of finance, presented the bond refunding resolution. On June 29, 2015, RVC issued general obligation bonds. Tammie Beckwith Schallmo, senior vice president, managing director of PMA Securities, LLC., presented earlier this summer regarding bond refunding and at that time recommended that it may be in the best interest of the College to consider the opportunity to refund its outstanding Series 2015C and 2015D Bonds.

Refunding the Series 2015C and 2015D bonds would achieve several goals. First, the restructuring would level out the debt repayment through the levy year 2025, shortening the final maturity on the existing bonds by approximately six years. In addition, based on the total current debt of the College, all debt would be paid off in the levy year 2026. Also, the bond refunding will result in a reduction of interest expense to the College.

It is recommended that the Board of Trustees approve the resolution of the issuance of not to exceed \$43,500,000 general obligation bonds to be issued to refund the outstanding Series 2015C and 2015D Bonds and the levy of a direct annual tax sufficient to pay the principal and interest.

Trustees feel that it would be a tremendous accomplishment for the Board to pay off the existing debt in 2025 and 2026. Trustee Nelson inquired about what dollar amount RVC would be saving by paying off the debt. Ms. Olson stated that as presented at the August 2021 Committee of the Whole, scenario one, would be \$2,000,000, and in scenario two, it would be \$2,500,000. Ms. Olson said that the savings would depend on when RVC could sell the bonds out to the public and the rates. Ms. Olson stated the earliest that RVC could go out to market is early 2022, as there are a lot of steps to the resolution process. First, Ms. Olson and Ms. Shallmo recommend that the Board approve the resolution to set the parameters, issuing up to \$43,500,000 of general obligation bonds. Then, Ms. Shallmo and Ms. Olson would keep the Board updated on the status and information regarding the market. Finally, before RVC would go public and issue the bonds, Ms. Olson would notify the Board. The actual execution requires dual approval of the chair or vice-chair and Ms. Olson.

### **Teaching, Learning & Communications Discussion: Board Liaison Trustee Cudia**

#### **1. Enrollment Update**

Ms. Heather Snider, vice president of institutional effectiveness and communications, presented the Fiscal Year 2022 enrollment update. Ms. Snider said that RVC is 97% to budget.

Spring enrollment will be opening up with priority registration beginning on October 24, 2021, so beginning November 2021, the Board will be receiving updates that include both winter and spring terms. There were no questions.

#### **2. RAISE Program Presentation**

Ms. Lynn Shattuck, director of disability support services, presented an update on the RAISE program. Ms. Shattuck stated that the RAISE program is an alternative post-secondary education (PSE) program for young adults with intellectual disabilities who desire to participate in an inclusive and comprehensive college experience. In addition, the program is designed for students who find traditional PSE options too challenging without additional support. Ms. Shattuck explained how the program officially began in 2010.

The RAISE program offers six core classes; Career Exploration, Career Skills, Financial Literacy, Safe and Healthy Living, Personal Empowerment, and Community Integration. Enrollment is between 25-40 students per semester and tuition is currently \$300 per class. Participants are presently from Rockford, Harlem, Belvidere, Belvidere North, Winnebago, Pecatonica School districts, and private pay families. The RAISE program is 100% financially sustained by tuition.

Significant achievements have been made since the fall of 2019, and in 2021 RAISE had its First Annual Graduation Ceremony. There were 11 graduates of the six core classes, and six students have continued at RVC. In addition, the United States Department of Education has approved the RAISE program to become a Comprehensive Transition and Post-secondary (CTP) program. There are only six other such programs in the state of Illinois. With the CTP program, students must complete 45 credits of required coursework to earn their RAISE Certificate of Achievement. As part of the CTP process, RAISE was redeveloped to allow students to earn stackable credentials and take coursework aligned with vocational pathways. The CTP approval is significant as it waives or changes some of the standard requirements for students eligible for financial aid. Non-credit-bearing courses are eligible for aid as long as they are included in the program's course of study, including Community and Continuing Education classes, audited classes, and credit classes, not eligible normally for financial aid. Students in the CTP are eligible for three types of federal financial assistance; Federal Pell Grant, Federal Supplemental Education Opportunity Grant, and Federal Work-Study. In addition to federal aid, scholarships are available due to private donor generosity, the RVC Foundation, the Community Foundation, and internal fundraising efforts.

The following steps in the new CTP designation will focus on the program promotion, transitioning RAISE students into vocational pathways and college coursework, building community partnerships with



employers identifying work experiences, and transitioning program completers into community employment.

Trustees thanked Ms. Shattuck for her presentation and complimented her on a job well done.

### 3. Advanced Technology Center (ATC) Program Success Metrics

Ms. Heather Snider presented the ATC goals and benchmarks. There are five goals for the ATC. Goal one is hands-on curriculum offerings. RVC will develop a curriculum that meets industry needs and monitor, adjust and add curriculum to meet industry needs. Some of the metrics used are positive feedback from advisory boards and industry partners, labor market reports, and ongoing input.

Goal two is to increase industry partner involvement with the programs. RVC will monitor job placement through number of students placed by the end of the program, number of completers employed in a related job within six months of completion by the company, and do occupational follow-up surveys.

Goal three is industry partner satisfaction. RVC will identify regional and national average benchmarks by identifying comparison groups, compare RVC ATC programs to comparable programs by industry credentials offered, employment outcomes, number of completers, and employer satisfaction. Ms. Snider explained that industry partner satisfaction is higher than comparison groups. Evaluations will measure the results from students/trainees, evaluations from businesses, including transfer of skills, and adopted or developed assessments.

Goal four is the marketing and advertising initiatives by fostering awareness of the facility and its offerings; recruiting and retaining students in the specific programs served at the ATC; attracting business and industry partners for customized training opportunities; and building support and engagement with diverse communities.

Goal five is community development. RVC will utilize and monitor space for community engagement, which consists of the frequency of space reservations for community meetings/events. In addition, RVC will provide opportunities for industry partner sponsorships by the number and amount of scholarships and number of partners offering priority student internships, interviews, and employment.

Benchmarking will consist of monitoring program completion rates, monitoring student employment before program completion and after program completion. RVC will also monitor the regional economic impact of the ATC, and finally, RVC will monitor equity of the program access and outcomes.

### Finance Discussion: Board Liaison Trustee Soltow

#### 1. Purchase Reports

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

##### ***Purchase Report A – FY 2022 Purchases:***

A. Inspection & Repairs Bengst Sjostrom Theatre Roof – (Other Contractual Services: IL Arts General Operations Support)

1. Uni-Systems Engineering, Inc.	Minneapolis, MN	\$	14,768.00 (1)*
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B. Reimbursement – (Miscellaneous Expenditures: New Americans Initiative (NAI) DACA Applications)

2. Department of Homeland Securities	Laguna Nigel, CA	\$	25,000.00 (2)*
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C. Rental Equipment – (Rental-Equipment: Grounds Maintenance)

3. M&D Truck and Equipment Sales	Monroe, WI	\$	24,000.00 (3)*
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Trustee Trojan asked when going out to bid on item C if the local Caterpillar dealer was contacted, and Ms. Olson confirmed that the local Caterpillar dealer was contacted.

#### 2. Cash and Investment Report

Ms. Olson presented the September 30, 2021, cash and investment report. The total for operating cash and investments is \$66,373,319.00. The change in operating cash and investments since August 31, 2021, was (\$856,603.00). Total Capital Funds are \$26,989,336.00, and the change in capital funds since August 31, 2021, was \$2,825,458.00. The changes in the debt service line were due to property taxes continuing to be received from the counties to relieve our debt service. There were no questions.

### **Operations Discussion: Board Liaison Trustee Kearney**

#### **1. Personnel Report**

Mr. Jim Handley, vice president of human resources, presented the personnel report for September 2021. There are no appointments and one departure. There were no questions.

#### **2. Americans With Disability Act (ADA) Digital Accessibility Summary Report**

Ms. Lynn Shattuck presented the ADA digital and instructional technology accessibility report. The ADA went into effect in 1990 and was amended in 2008. Following the implementation of the ADA, the focus was on the physical accessibility of institutions, but as technology has increased, so has the number of lawsuits related to digital access.

What can we expect in the future? The Department of Justice will likely resume digital accessibility activity; litigation related to mobile apps and mobile web experiences will increase; and possible Department of Justice regulation or ADA amendments before 2025. RVC has seen increased online and hybrid course offerings and ADA accommodations have also increased significantly since 2015. An increasing number of students with disabilities are pursuing post-secondary education and all indications are that this trend will continue. Over the past several years, many improvements have helped to move our digital accessibility efforts forward.

Electronic information and technology are also referred to as digital accessibility. Why is digital accessibility important? The pandemic drove considerable increases in digital communication systems for both work and learning, and it's likely that online and hybrid education and remote work will continue. However, campuses have not ensured digital accessibility for students, and employees have faced grievances and complaints, resulting in court cases as well as investigations and settlement agreements with federal agencies. Digital accessibility has become a campus-wide impact, including teaching and learning, web pages, marketing and recruitment, information technology, budget/financing, human resources, campus facilities, internal and external communications, and service departments, including disability services.

TMLS Consulting, Inc. was engaged from April to June 2021 to review and evaluate RVC's awareness, knowledge, and systems/services for responding to digital accessibility challenges. The consultation timeline and deliverables are as follows: late March of 2021, there was a self-assessment that RVC completed of strengths/weaknesses; April 8, 2021, there was a presentation and consulting overview to key college stakeholders; April 28, 2021, there was a presentation by peer institution University of Cincinnati; May 2021, there was a sharing of research and resources; June 8, 2021, a presentation was given to RVC Cabinet, and late June 2021 a sharing of the final report and recommendations.

#### **3. Purchasing Process Update**

Mr. Jim Handley, and Ms. Kathy Jones, purchasing manager, reviewed the purchasing processes for the College. Ms. Jones said that purchasing for RVC requires that RVC work within the framework of the Board of Trustees Policies and other statutes, rules, and regulations. Procedures are based on the objective of securing services, materials, supplies, and equipment at the lowest possible cost while also providing a consistent standard for quality. In addition, there are 14 exceptions that the Higher Education Public Community College Act allows the Board of Trustees to choose to utilize. When the Master Blanket Order list is brought to the Board for approval, an exception list is presented. Purchases over \$10,000 go Minutes – Rock Valley College Board of Trustees Committee of the Whole, October 12, 2021

to the Board of Trustees for approval. The Purchasing Department must be contacted before committing to any purchase or service. In addition, legal must review contracts over \$50,000. To get these items on the Purchase Reports, departments must provide specific information. Ms. Jones explained quotes and requests for proposals (RFP) and what is entailed in receiving both.

Mr. Handley explained that the next steps in the purchasing process would be to revise the administrative procedures since they have not been updated since 2017. Then, the procedures will be sent to the attorneys for review. Once reviewed by the attorneys, several steps will be taken. For example, one step will be to explore Purchasing Consortiums, adjust bid/RFP language to reduce bid interpretation complications, and expand the Business Enterprise Program outreach, training, and advertising to attract more diverse responsible bidders. Discussion ensued. Trustees would like to see an audit of the bid notices and in what newspapers they have been placed.

#### **4. Capital Projects Update**

Ms. Janet Taylor, executive director of facilities and operations, presented the capital projects update. Ms. Taylor reviewed repairs to the Educational Resource Center (ERC) stairways and sidewalks, LED interior lighting upgrade, Bengst Sjostrom Theater (BST) tent, and Building E roof and gutter replacement. Trustee Gorski was happy with Ms. Taylor's presentation and that it was clear and concise.

#### **5. RVC Events Calendar**

Ms. Taylor presented the RVC Events Calendar. Trustee Trojan would like to see an athletic scorecard to see where all the teams are in their competitions. Ms. Taylor said she would work with Mr. Darin Monroe, athletic director, to see what could be done.

#### **6. ATC Update**

Ms. Taylor presented the Advanced Technology Center (ATC) progress update. Ms. Taylor reported that several projects had been completed; the concrete floors were sealed, plank tile flooring was installed, electrical work was completed, and Information Technology (IT) completed their installation and wiring of equipment. In addition, Ms. Taylor stated that the door hardware was installed; building inspections and the certificate of occupancy was completed and issued. In October, traffic signs were installed. Discussion ensued.

Ms. Ellen Olson presented the ATC cost summary. The numbers so far with the ATC are as follows: Budget is \$15,415,000; approved expenses by the Board are \$14,514,629.87; RVC has paid out \$9,683,426.63; remaining to be spent of costs approved is \$4,831,203.24, which leaves a remaining budget amount of \$900,370.13. Ms. Olson stated that there are no new current change orders this month, and to date, \$367,780.79 is the dollar amount of change orders approved toward the \$500,000 contingency.

#### **Other Business / New Business**

There was no new or unfinished business.

#### **Adjourn to Closed Session**

At 8:11 p.m., a motion was made by Trustee Trojan, seconded by Trustee Nelson, to adjourn to closed session to discuss 1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees in accordance with Section 2 (c) (1); and/or 2) Collective negotiating matters per Section 2 (c) (2); and/or 3) The purchase or lease of real property for the use of the public body per Section 2 (c) (5), all in accordance with the Illinois Open Meetings Act. The motion was approved by a unanimous roll call vote.

### **Reconvene Open Session**

At 9:46 p.m., a motion was made by Trustee Nelson, seconded by Trustee Gorski, to adjourn the closed session and reconvene to the open session. The motion was approved by a unanimous roll call vote. No action was taken as a result of the closed session.

### **Next Regular Board of Trustees Meeting**

The next Regular Board of Trustees meeting will be held on October 26, 2021, at 5:15 p.m. remotely via teleconference.

### **Next Committee of the Whole Meeting**

The next Committee of the Whole meeting will be held on November 9, 2021, at 5:15 p.m., remotely via teleconference.

### **Adjourn**

At 9:50 p.m., a motion was made by Trustee Nelson, seconded by Trustee Gorski, to adjourn the meeting. The motion was approved by a unanimous voice vote.

Submitted by: Tracy Luethje

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Robert Trojan, Secretary

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Jarid Funderburg, Chairperson

**FY2022 Enrollment Update**

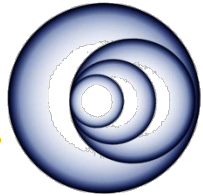
Board of Trustees Committee of the Whole – November 9, 2021

Term	Unduplicated Headcount				Credit Hours				Budget	
	FY2021	FY2022	Change	% Change	FY2021	FY2022	Change	-% Change	Budget	% to Budget
Summer II	2,135	1,972	-163	-7.63%	9,771	8,815	-956	-9.79%	9,408	94%
Fall	5,607	5,310	-297	-5.30%	53,541	51,325	-2,216	-4.14%	53,544	96%
Subtotal (Summer II + Fall)	7,742	7,282	-460	-5.94%	63,312	60,140	-3,172	-5.01%	62,952	96%
Winterim	229	238	9	3.93%	764	811	47	6.15%	NA	--
Spring	2,670	2,478	-192	-7.19%	27,787.5	26,218.5	-1,569	-5.65%	48,715	54%
Subtotal (Summer II + Fall + Winterim + Spring)	10,641	9,998	-643	-6.04%	91,863.5	87,169.5	-4,694	-5.11%	111,667	78%
Summer I	--	--	--	--	--	--	--	--	3,333	--
<b>TOTAL</b>	--	--	--	--	--	--	--	--	<b>115,000</b>	--

\*Sources: FY2022 Summer II Enrollment Ticker (Final), FY2022 Fall Enrollment Ticker, FY2022 Winterim Enrollment Ticker and FY2022 Spring Enrollment Ticker (11/3/2021)

**Important Dates**

- Fall census was August 30, 2021.
- Spring and Winterim registration opened October 27, 2021.
- Winterim registration ends December 10, 2021.
- Spring registration ends January 7, 2022.



**Rock Valley College**

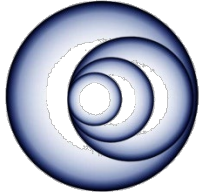
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Board of Trustees Committee of the Whole  
November 9, 2021

# **Illinois Community College Board Economic Impact Study Report**

## **Part 1: Students**

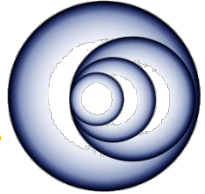
Heather Snider, Vice President Institutional Effectiveness and Communications



## Study Collaborators

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- Illinois Community College Board (ICCB)
- ICCS Economic Impact Study (EIS) Advisory Committee
- Northern Illinois University (NIU) Center for Governmental Studies (CGS) Economic Impact Study (EIS) Project Team



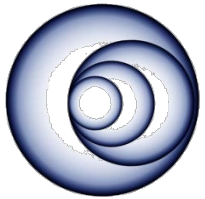
# EIS Components

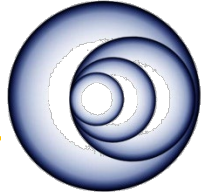
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- Environmental Scan
- Student-level Outcome Analysis
- Economic Impact on Employees and Community



# **SECTION 1: ENVIRONMENTAL SCAN**

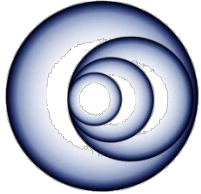




## Population

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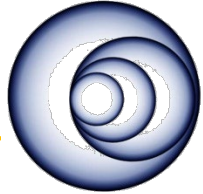
- District population has declined each year since 2011.
  - While the number of White residents has declined, the number of African American, Asian, and Latinx residents has increased.
  - These patterns are projected to continue.
- District college-aged population is projected to decline from 2020 to 2025.
  - 3.7% decline for ages 15 to 19
  - 2.0% decline for ages 20 to 24



# Meeting the Needs of Business & Industry

Description	Employment		2010-2020 Change	
	2010	2020	Number	Percent
Manufacturing	29,961	32,490	2,529	8.4%
Health Care and Social Assistance	23,750	25,222	1,472	6.2%
Government	20,657	17,561	(3,096)	-15.0%
Retail Trade	17,722	17,076	(646)	-3.6%
Accommodation and Food Services	11,874	11,678	(196)	-1.7%
Other Services (except Public Administration)	11,940	10,414	(1,526)	-12.8%
Admin, Support, Waste Mgmt and Remediation Svcs	11,064	9,533	(1,531)	-13.8%
Transportation and Warehousing	8,295	8,831	536	6.5%
Construction	6,922	7,212	290	4.2%
Wholesale Trade	5,885	5,596	(289)	-4.9%
Finance and Insurance	5,843	4,358	(1,485)	-25.4%
Professional, Scientific, and Technical Services	4,828	4,221	(607)	-12.6%
Arts, Entertainment, and Recreation	2,014	2,209	195	9.7%
Educational Services	2,302	2,115	(187)	-8.1%
Real Estate and Rental and Leasing	1,638	1,651	13	0.8%
Utilities	1,506	1,614	108	7.2%
Agriculture, Forestry, Fishing and Hunting	1,269	1,369	100	7.9%
Information	1,933	1,359	(574)	-29.7%
<b>Total</b>	<b>169,836</b>	<b>164,716</b>	<b>(5,120)</b>	<b>-3.0%</b>

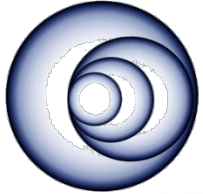
SOURCE: EMSI, 2020



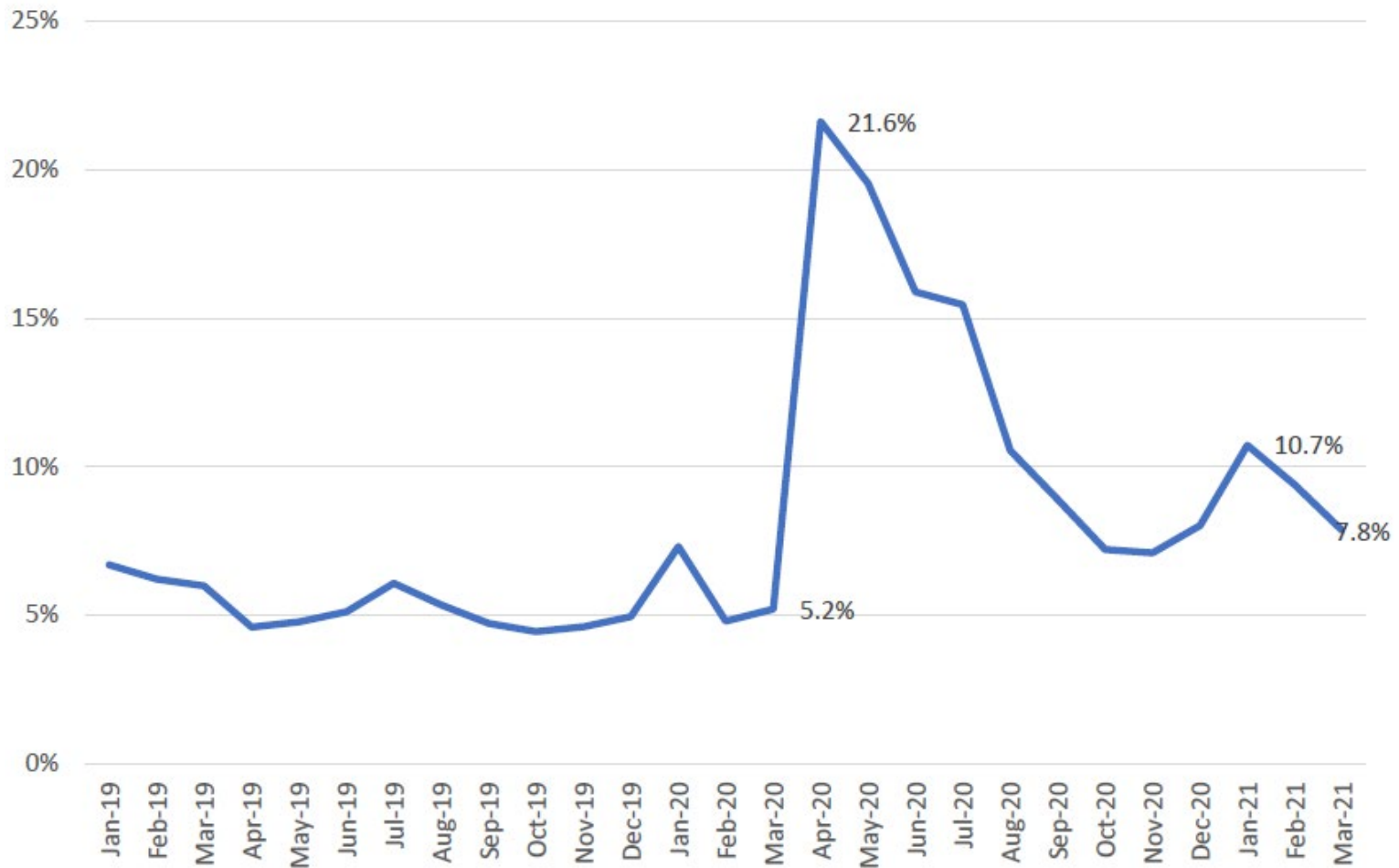
# Income and Poverty

Race	Median Household Income		Poverty Rate
	Boone County	Winnebago County	District
All Households	\$69,272	\$54,489	14.0%
Non-Latinx White	\$71,014	\$61,159	9.2%
African American	Insf. Data	\$31,064	35.9%
Asian	insf. Data	\$79,796	13.3%
Latinx	\$60,601	\$43,381	22.7%

SOURCE: American Community Survey, 5-year estimates, 2019

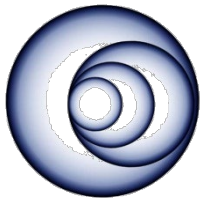


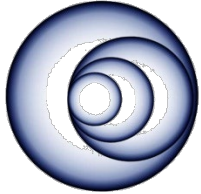
# District Unemployment Rate Trend



SOURCE: Illinois Department of Employment Security, Economic Information and Analysis

**SECTION 2:**  
**ROCK VALLEY COLLEGE STUDENT**  
**OUTCOMES**



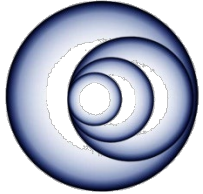


# Student Return on Investment

Year	Net Price	Opportunity Cost	Total Cost	Post Completion Earnings Gains	Discounted Cash Flow
-1	\$8,419	\$9,751	\$18,170		-\$18,897
0	\$7,603	\$10,919	\$18,522		-\$18,522
1				\$10,973	\$10,534
2				\$11,742	\$10,821
3				\$12,563	\$11,115
4				\$13,443	\$11,418
5				\$14,384	\$11,728
6				\$15,391	\$12,047
7				\$16,468	\$12,375
8				\$17,621	\$12,711
9				\$18,854	\$13,057
10				\$18,854	\$12,535
⋮				⋮	⋮
38				\$18,854	\$3,997
39				\$18,854	\$3,837
40				\$18,854	\$3,683
Total Increased Earnings				\$678,274	NPV \$269,773
					IRR 26.3%

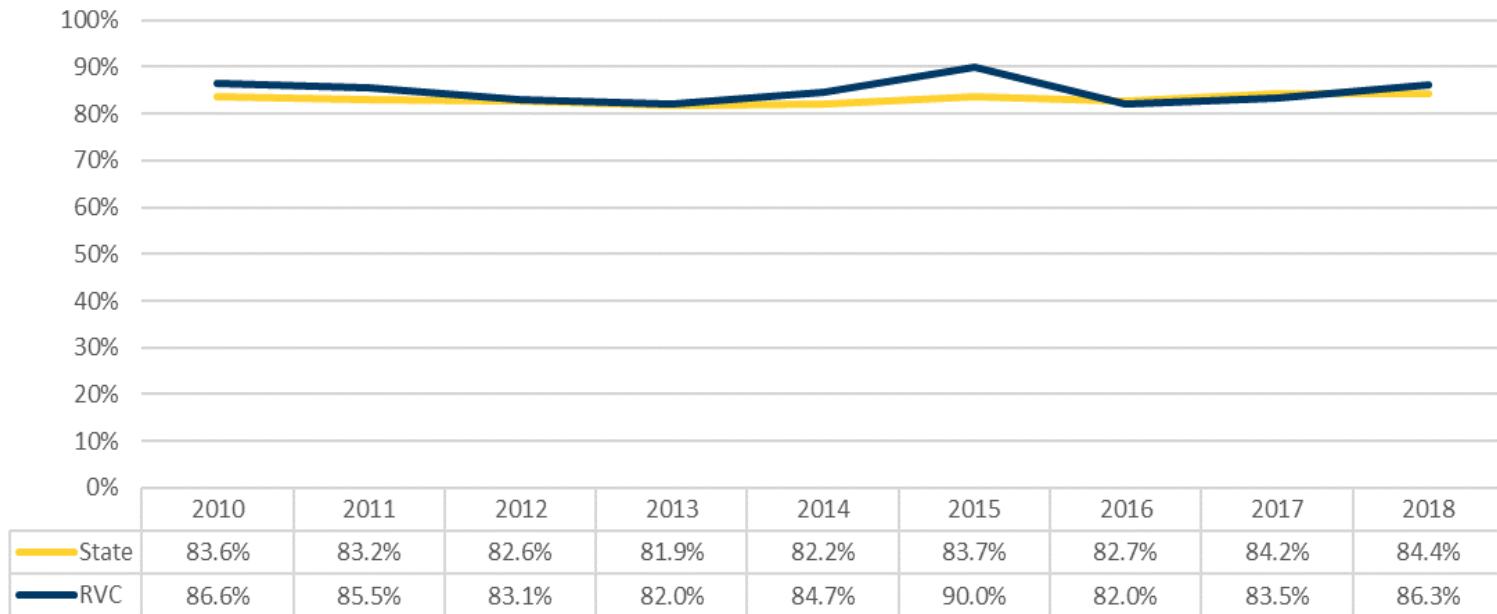
## Estimated Net Return for AAS Degree and Long-term Certificate Completers

*If a student put \$36,692 in an investment that returned 40 annual payments equivalent to the earnings gains from an associate degree/long-term certificate, they would earn interest at a rate of 26.3%.*



# Student Employment Outcomes

Career Job Employment Rate One Year After Completion  
(Long-term Certificates and Associate in Applied Science Completers)



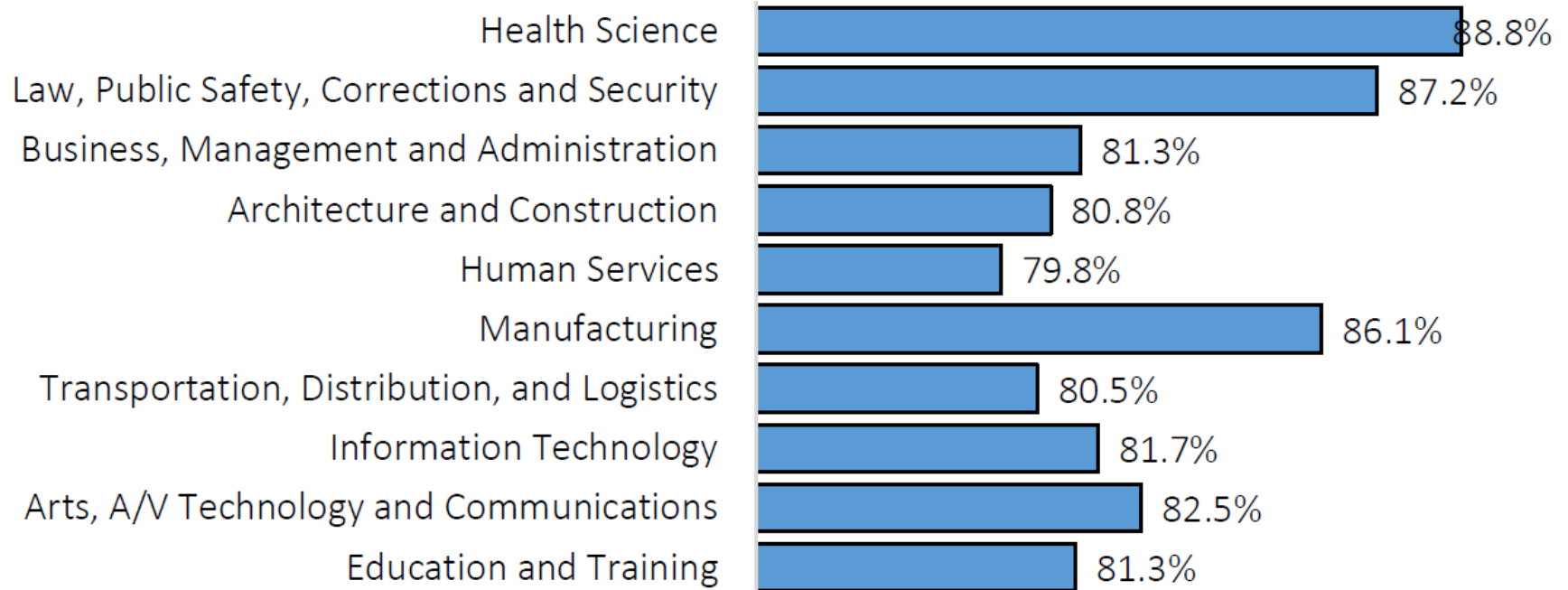
SOURCE: ICCB and IDES Institutional Research Tool Dataset



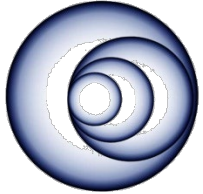


# Student Employment Outcomes

## Career Job Employment Rate One Year After Completion by Career Cluster (Long-term Certificates and Associate in Applied Science Completers)

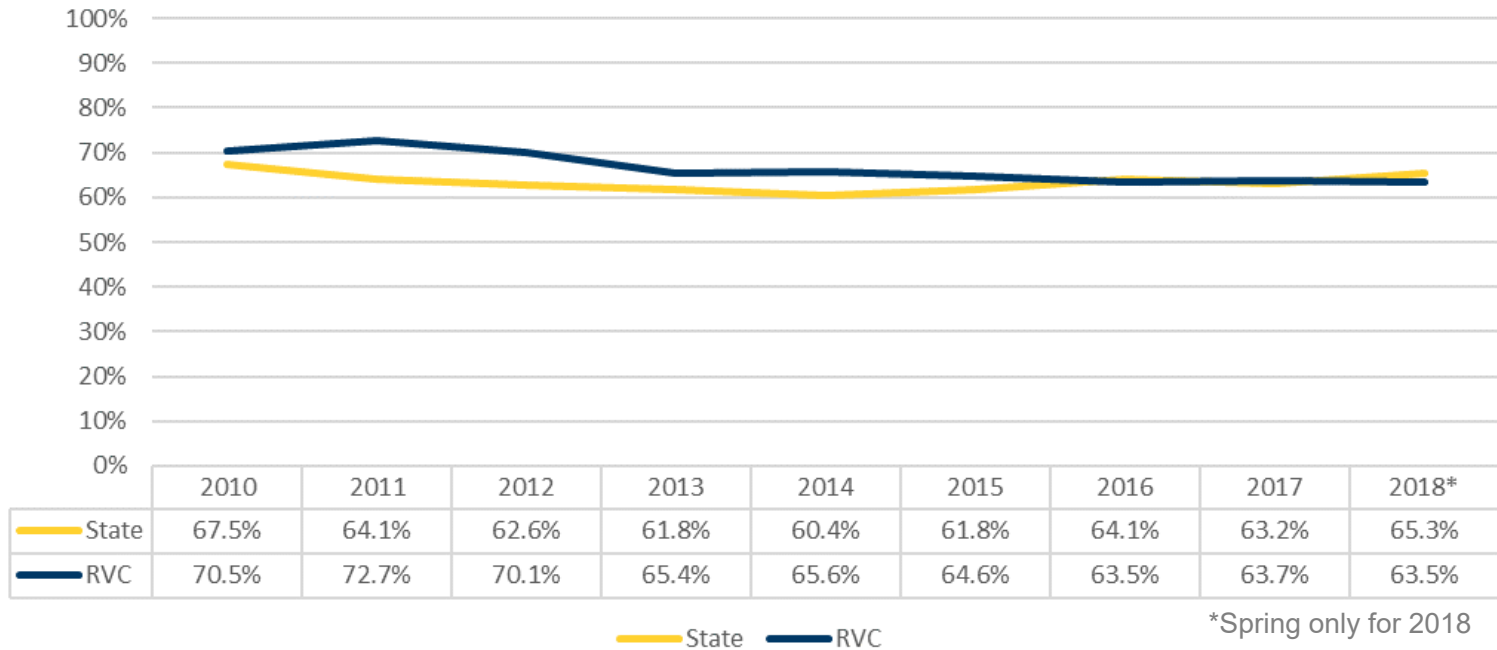


SOURCE: ICCB and IDES Institutional Research Tool Dataset



# Postsecondary Enrollment

Postsecondary Enrollment Rate by Year of Completion

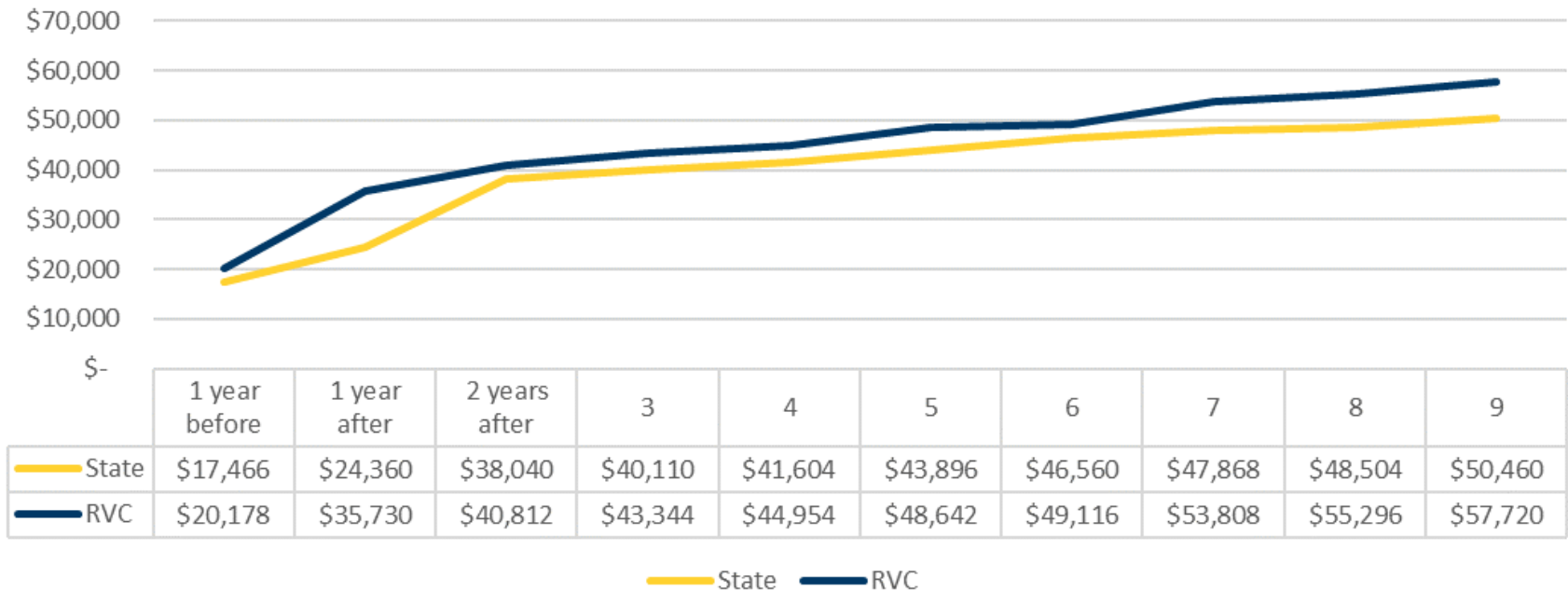


SOURCE: ICCB and IDES Institutional Research Tool Dataset

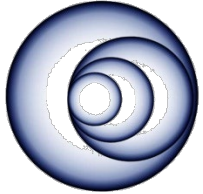


# Earnings: Long-term Certificates & AAS

Average Earnings Over Time for 2009 Completers  
(Long-term Certificates and Associate in Applied Science Completers)

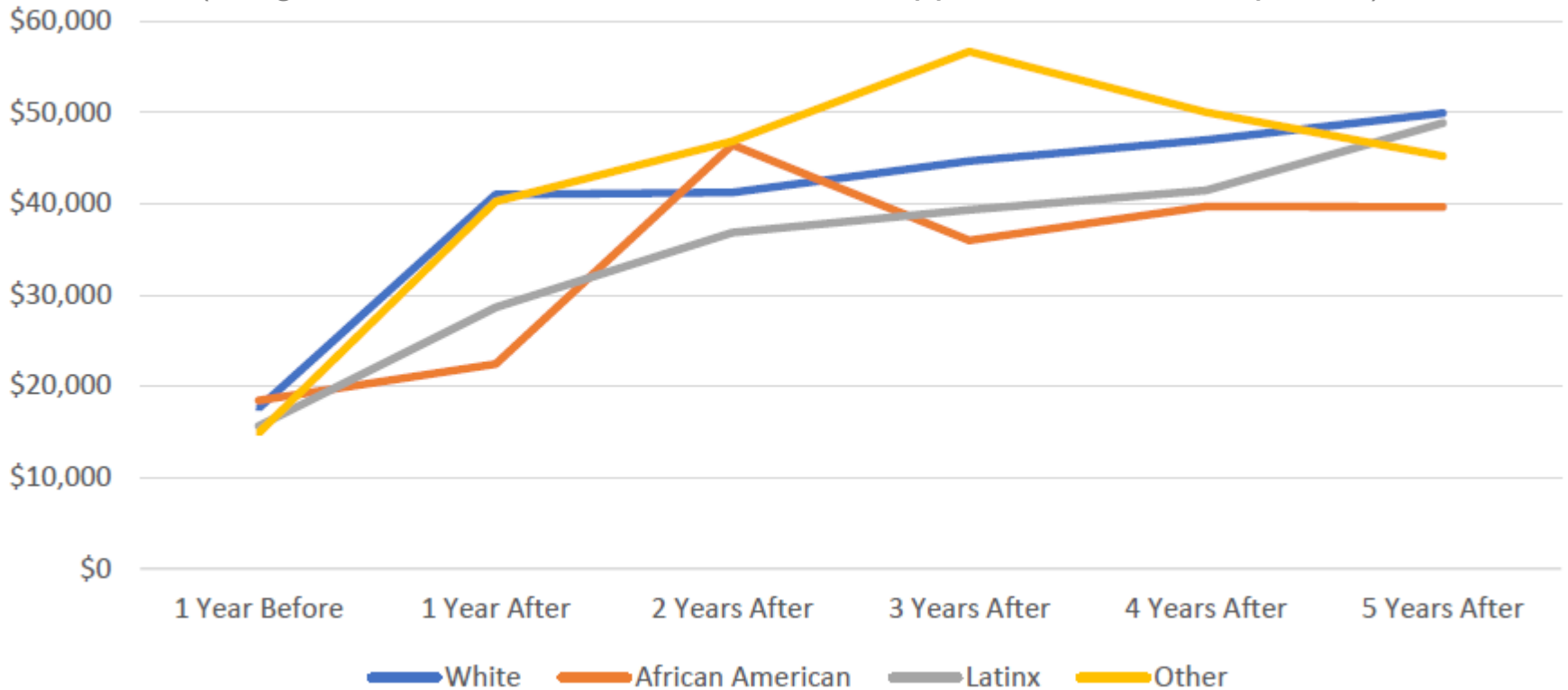


SOURCE: ICCB and IDES Institutional Research Tool Dataset

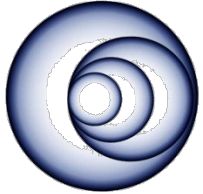


# Earnings: Long-term Certificates & AAS

Average Earnings Over Time for 2013 Completers by Race/Ethnicity  
(Long-term Certificates and Associate in Applied Science Completers)

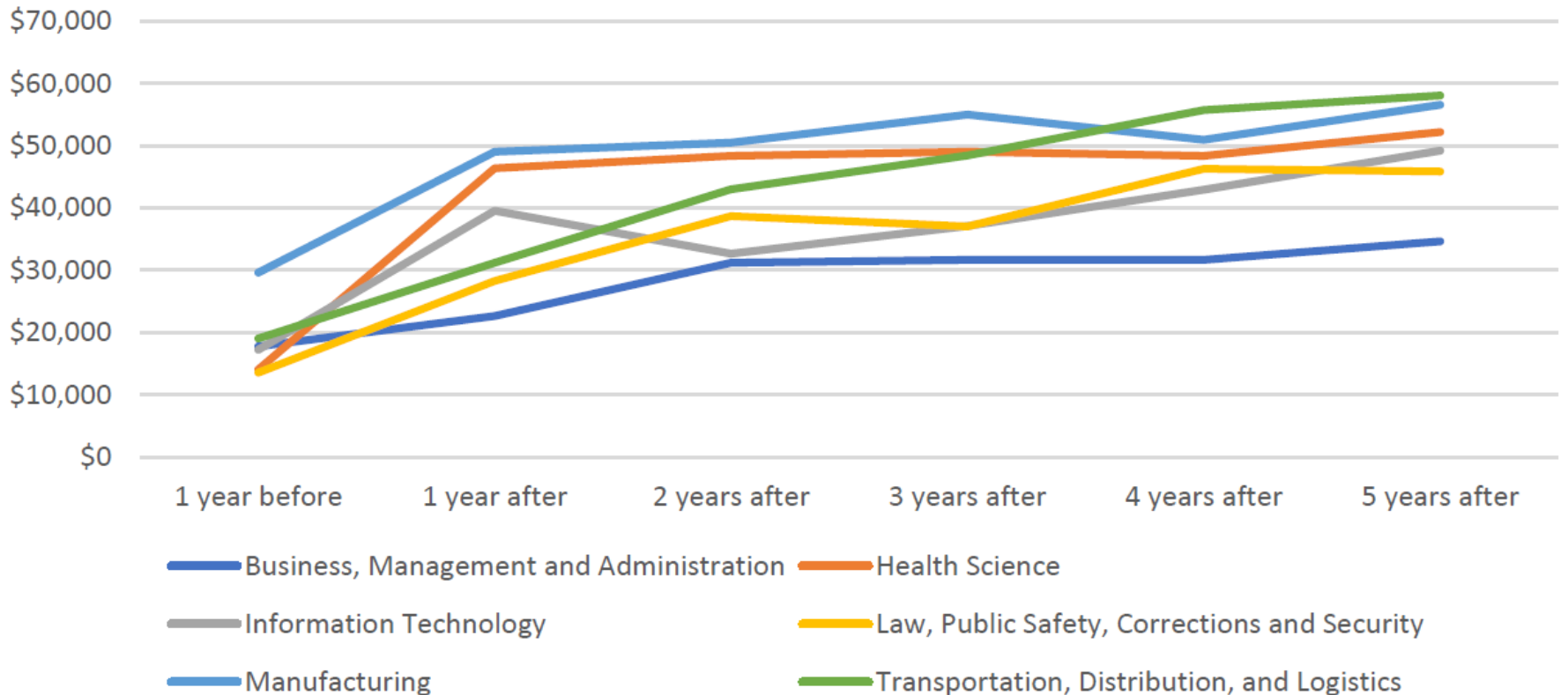


SOURCE: ICCB and IDES Institutional Research Tool Dataset



# Earnings: Long-term Certificates & AAS

Career Job Earnings Over Time for 2013 Completers by Career Cluster (Long-term Certificates and Associate in Applied Science Completers)



SOURCE: ICCB and IDES Institutional Research Tool Dataset



Questions?

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# Advanced Technology Center Information Session

November 9, 2021  
Board of Trustees  
Committee of the Whole

**RockValleyCollege.edu**







Rock Valley College's Advanced Technology Center (ATC) will become a **workforce and economic development engine** that helps **sustain and grow the manufacturing industry in our region**

Occupying approx. 77,000 ft<sup>2</sup> of space in Belvidere, IL (former Shopko), the RVC ATC will provide **innovative hands-on learning** to prepare both **RVC students and currently-employed workers** for **high-demand jobs in local manufacturing companies**



# Advanced Manufacturing Advance Your Career

**The ATC's mission will be not only to produce highly qualified manufacturing professionals, but to help shape the values of the entire community to create an ecosystem that is supportive of modern advanced technologies as an agent for personal career success and a strong economy, and as a vehicle for community development and regional cooperation.**

*National Coalition of Advanced Technology Centers – RVC Site Report 2018*

**Advanced Partnerships to support your career goals the day you complete your program and increase your potential to advance in your career.**

# Career Advancement

## Advancing your Career support systems include:

- Educational and Industry Partners establish learn and work Cooperative agreements and internships.
- Job Placement on-site support
- Advance your Career faster with training and re-training
- Meeting Mid-Level Business and Industrial Partner needs to train current and future workforce
- Embedding soft skills curriculum components into academic training – MEC and WLD
  - Articulated Credit – CNC
    - Student Development 101- Career Planning
      - Career Exploration, Search, Resume development, Interviewing, Professionalism
    - Student Development 103- Workplace Ethics
      - Attendance, Team Environments, Integrity, Effective Communication

# CNC Machining

## 32 week CNC program (Two 16 week sessions)

- Train students to become entry level CNC operators and:
  - Create manufacturing processes
  - Design fixtures
  - Make drawings
  - Write CNC programs
  - Setup, operation, programming
  - G-code programming



# CNC Machining

- 16 students
- 32 week curriculum
- 1 week break between two 16 week sessions
  - Blueprints 1&2, Machine Fundamentals, and Machine 1-5
  - CAD/CAM
  - Internship Opportunities/Cooperative Partnerships
  - Articulated Credit
  - 9 Student projects
  - Utilization of CNC Lathe, CNC Mill, OD& Surface Grinding, Manual Lathe and Mill
- 6 NIMS credentials (National Institute for Metalworking Skills)
  - Materials, Measurement, and Safety
  - Mill 1, Mill 2
  - Lathe 1 Lathe 2
  - Grinding 1

# Career Advancement

## CNC Machining

### Target Occupations

Occupation	2020 Jobs	Annual Openings	Median Earnings	Growth (2020 - 2024)	Location Quotient (2020)
	5,511.22 Jobs (2020) 424% above National average	(4.0%) % Change (2020-2024) Nation: 0.4%	\$20.03/hr \$41,655/yr Median Earnings Nation: \$19.84/hr; \$41,271/yr	511 Annual Openings	
Machinists	2,567	236	\$21.26	(3.42%)	7.65
Multiple Machine Tool Setters, Operators, and Tenders, Metal and Plastic	687	63	\$18.04	(2.72%)	5.33
Computer Numerically Controlled Tool Operators	665	57	\$18.11	(5.65%)	4.85
Grinding, Lapping, Polishing, and Buffing Machine Tool Setters, Operators, and Tenders	546	53	\$16.82	(7.56%)	8.32
Cutting, Punching, and Press Machine Setters, Operators, and Tenders, Metal and Plastic	352	37	\$18.41	3.25%	2.10
Heat Treating Equipment Setters, Operators, and Tenders, Metal and Plastic	166	14	\$17.54	(10.41%)	10.22
Computer Numerically Controlled Tool Programmers	151	15	\$25.97	3.14%	6.25
Extruding and Drawing Machine Setters, Operators, and Tenders, Metal and Plastic	108	11	\$24.38	(10.72%)	1.67
Rolling Machine Setters, Operators, and Tenders, Metal and Plastic	84	7	\$29.69	(9.95%)	2.56
Drilling and Boring Machine Tool Setters, Operators, and Tenders, Metal and Plastic	66	6	\$23.93	(16.07%)	7.19
Forging Machine Setters, Operators, and Tenders, Metal and Plastic	38	3	\$22.66	(9.13%)	2.57
Lathe and Turning Machine Tool Setters, Operators, and Tenders, Metal and Plastic	32	4	\$19.77	15.51%	1.38
Milling and Planing Machine Setters, Operators, and Tenders, Metal and Plastic	28	2	\$18.36	(3.68%)	1.74
Tool Grinders, Filers, and Sharpeners	11	Insf. Data	\$18.63	Insf. Data	1.59
Layout Workers, Metal and Plastic	<10	Insf. Data	Insf. Data	Insf. Data	Insf. Data

Source - EMSI – Economic Modeling Specialists International

# Mechatronics

- Two Semester Credit Program – 16 weeks each semester
  - Train students to become Electro-mechanical and mechatronics technologists and technicians
  - Students will implement or maintain automated and robotic systems into today's manufacturing
  - The certificate was originally requested from RVC industry partners, most notably Illinois Manufacturing Association, Woodward and All World



# Mechatronics

## Fundamentals of Mechatronics Certificate 1

- Electrical and mechanical systems, graphics and print reading,
- Robotic manipulators, end of arm tooling, gear drives, belt drives, and shaft systems.
- 16 week – 16 credits – one semester, three 5 week sessions

## Industry Recognized Certifications embedded in Fundamentals of Mechatronics

- SolidWorks 3D CAD graphics and blueprint reading training for Certification as CSWA Certified SolidWorks Associate
- FANUC Robots using Robo-Guide and FANUC E-learning for Certification

# Mechatronics

- **Advanced Mechatronics Certificate 2**
  - Programmable Logic Controllers (PLC's), industrial robots and sensors, conveyor systems, control panels
  - System-level troubleshooting.
  - 16 week – 15 credits – one semester, three 5 week sessions
- **Industry recognized certification**
  - FANUC IR Vision system using FANUC E-learning for Certification



# Mechatronics

## Advanced Mechatronics Certificate 2 Assembly line concepts integrated with:

- Load / Unload conveyor system
- Pneumatic FANUC robot manipulator with manual and automatic modes, including Teach Pendant
- Assembly line control panel with HMI warning and fault codes
- Integration of pressure pad mat,
- Safety light screen
- E-stops industry standard
- Pull cord safety
- Enclosure door safety interlocks,
- Variable frequency drive
- Junction boxes with remote I/O
- Simulation of faults for troubleshooting
- Proximity induction switches
- Servo pushers
- Belt and Pulley driven systems
- Standard photo eye and part presence detection sensors
- OSHA standards for industrial standards for Lockout / Tagout

# Career Advancement

## Mechatronics

### Target Occupations

Occupation	71,945.33 Jobs (2020)	2.9% % Change (2020-2024)	\$25.24/hr \$52,506/yr Median Earnings	1,063 Annual Openings		
Occupation	2020 Jobs		Annual Openings	Median Earnings	Growth (2020 - 2024)	Location Quotient (2020)
Maintenance and Repair Workers, General	5,911		599	\$20.64	1.09%	1.18
Electrical, Electronic, and Electromechanical Assemblers, Except Coil Winders, Tapers, and Finishers	2,046		233	\$17.19	(0.78%)	2.11
Industrial Machinery Mechanics	1,540		186	\$26.57	12.56%	1.16
Electrical and Electronic Engineering Technologists and Technicians	245		26	\$28.46	3.27%	0.60
Electrical and Electronics Repairers, Commercial and Industrial Equipment	130		12	\$27.95	2.89%	0.58
Electrical and Electronics Installers and Repairers, Transportation Equipment	84		7	\$30.95	(0.48%)	2.00

Source - EMSI – Economic Modeling Specialists International

# Welding

## Two Semester Credit Program

- New equipment, new technology, and expansion of the welding lab.
  - Addition of Plasma Cutter
  - Added Fabrication Lab class WLD-172 per industry partner request (Plasma)
  - Addition of Robotic Welder – FANUC certification in programming and welding (new course Fall 2022)



# Welding

## Industrial Welder Certificate (Certificate 1)

- Shielded Metal Arc Welding (Stick),
- Gas Metal Arc Welding/Metal Inert Gas (MIG),
- Gas Tungsten Arc Welding (TIG)
- Oxy-fuel welding and cutting
- Welding safety.
- Prepares learner for an entry-level welding position.
  
- 16 week – 16 credits – one semester

# Welding

## Advanced Welder Certificate (Certificate 2)

- Multi-Weld positions: overhead, vertical
- Pulsed spray transfer welding in all positions
- Oxy-fuel
- Shielded Metal Arc (STICK)
- Gas Metal Arc (MIG)
- Flux Core Arc
- Gas Tungsten Arc (TIG) welding
  
- 16 week – 15 credits – one semester

# Welding

- Advanced Welder Certificate courses teach multi-angle weld positions
- Vertical Welding
- Overhead Welding
- Advanced TIG
- Welding Fabrication
- Multi-process welding machines
- Advanced Techniques/Tools
  - Pulsed MIG welding delivers higher quality
  - Lower heat input for less distortion on thin materials, less spatter minimizes post weld grinding and rework allowing more welding time.
  - Perform welding applications that couldn't be done in the past.
  - Multi-process Capabilities of MIG, Pulsed MIG, Stick, DC Lift Arc TIG and DC Pulsed TIG



# Career Advancement

## Welding

### Target Occupations

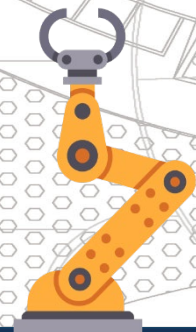
Occupation	2020 Jobs	Annual Openings	Median Earnings	Growth (2020 - 2024)	Location Quotient (2020)
Maintenance and Repair Workers, General	1,812	154	\$21.42	(4.16%)	1.32
Welders, Cutters, Solderers, and Brazers	789	77	\$21.06	0.38%	2.03
Plumbers, Pipefitters, and Steamfitters	497	48	\$40.74	0.06%	1.12
First-Line Supervisors of Construction Trades and Extraction Workers	308	29	\$40.51	(1.05%)	0.49
Sheet Metal Workers	159	15	\$31.02	(0.04%)	1.25
Structural Iron and Steel Workers	81	9	\$45.73	2.12%	1.20
Welding, Soldering, and Brazing Machine Setters, Operators, and Tenders	65	7	\$21.57	0.46%	1.91
Reinforcing Iron and Rebar Workers	<10	Insf. Data	Insf. Data	Insf. Data	Insf. Data

Source - EMSI – Economic Modeling Specialists International



# Advanced Student Support

**Onsite:**  
**Academic Advising and Registration**  
**Student Life**  
**Career Advising**  
**Job Placement Support**  
**Financial Aid, Grants, Scholarships**





# Tuition and Materials

## Tuition

- Waived for the Spring 2022
  - Mechatronics \$2240 -16 credits per term
  - Welding \$2240 – 16 credits per term
  - CNC Machining \$5000 per 16 weeks

## Other Estimated Expenses

- Credit Program Fees
  - Technology fee \$10/credit hour
  - Activity fee \$7/credit hour
  - Registration fee \$2/per term
  - Course fee \$1/per course
  - Variable Lab fees
- Textbooks
- Materials

## CNC Machining - \$200 estimated

- Boots, safety glasses

## Welding ~\$600 - *estimated*

- Jacket
- Boots
- Welding Gloves and Safety Glasses
- Helmet
- Tools
- Textbooks

## Fundamentals of Mechatronics ~\$500 - *estimated*

- Textbooks and software access Safety Glasses

## Advanced Mechatronics ~\$850 - *estimated*

- Textbooks and software access

**Fiscal Year 2021 Audit  
Comprehensive Annual Financial Report**

**BACKGROUND:** Pursuant to Section 3-22.3 of the Illinois Community College Act, each district is required to have an external audit performed at the end of their fiscal year. The College's Fiscal Year 2021 audit was performed by the independent auditing firm of Sikich, LLP and was presented at the College's Committee of the Whole meeting on November 9, 2021.

**RECOMMENDATION:** It is recommended that the Board of Trustees accept the Fiscal Year 2021 financial audit prepared by the independent auditing firm of Sikich, LLP.

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Howard J. Spearman, Ph.D.  
President

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



3301 North Mulford Road  
Rockford, IL 61114

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State of Illinois

Rock Valley College

Community College District 511

1st Quarter Y-T-D Financial Report  
9/30/2021

Submitted: Tuesday, November 9, 2021

Prepared by: Ellen Olson, Chief Financial Officer

Presented by: Ellen Olson, Chief Financial Officer



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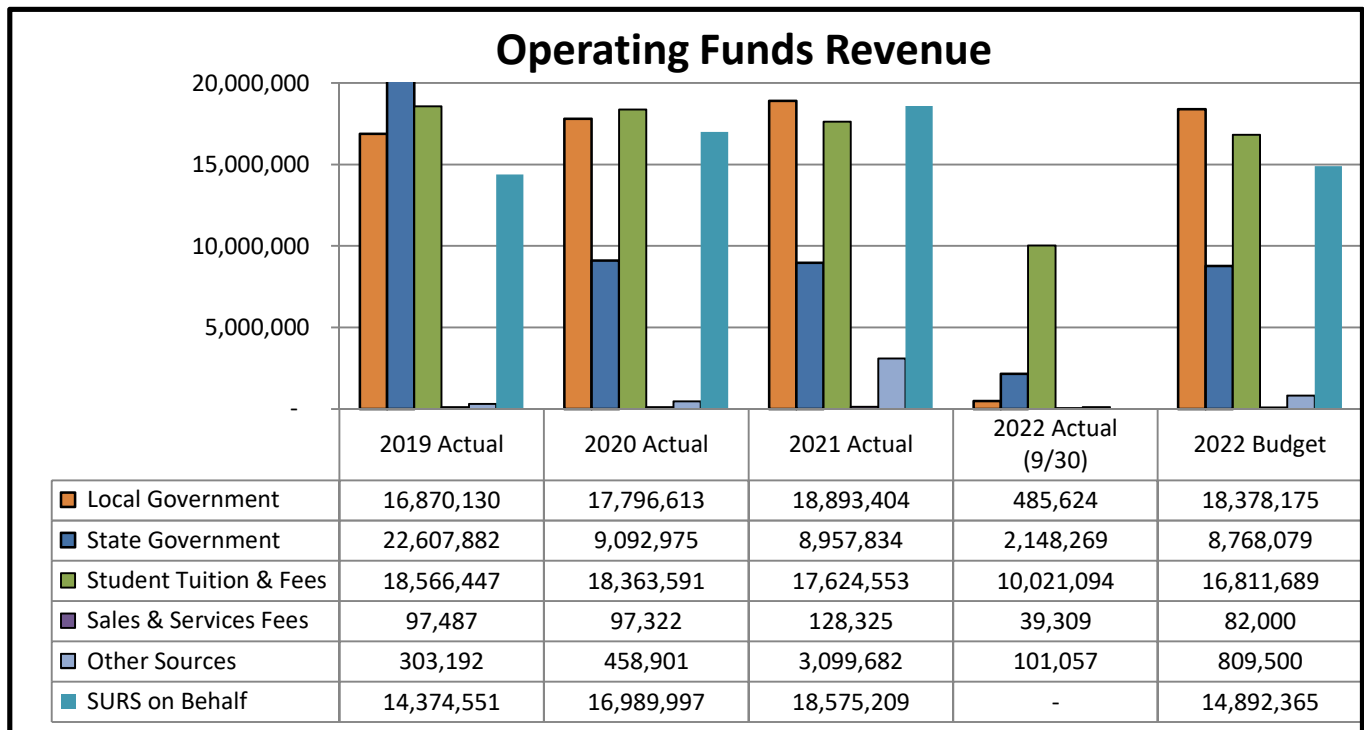
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**Rock Valley College**  
**FY22 Operating Funds 1st Qtr Y-T-D**

*Operating (Funds 01 & 02)*

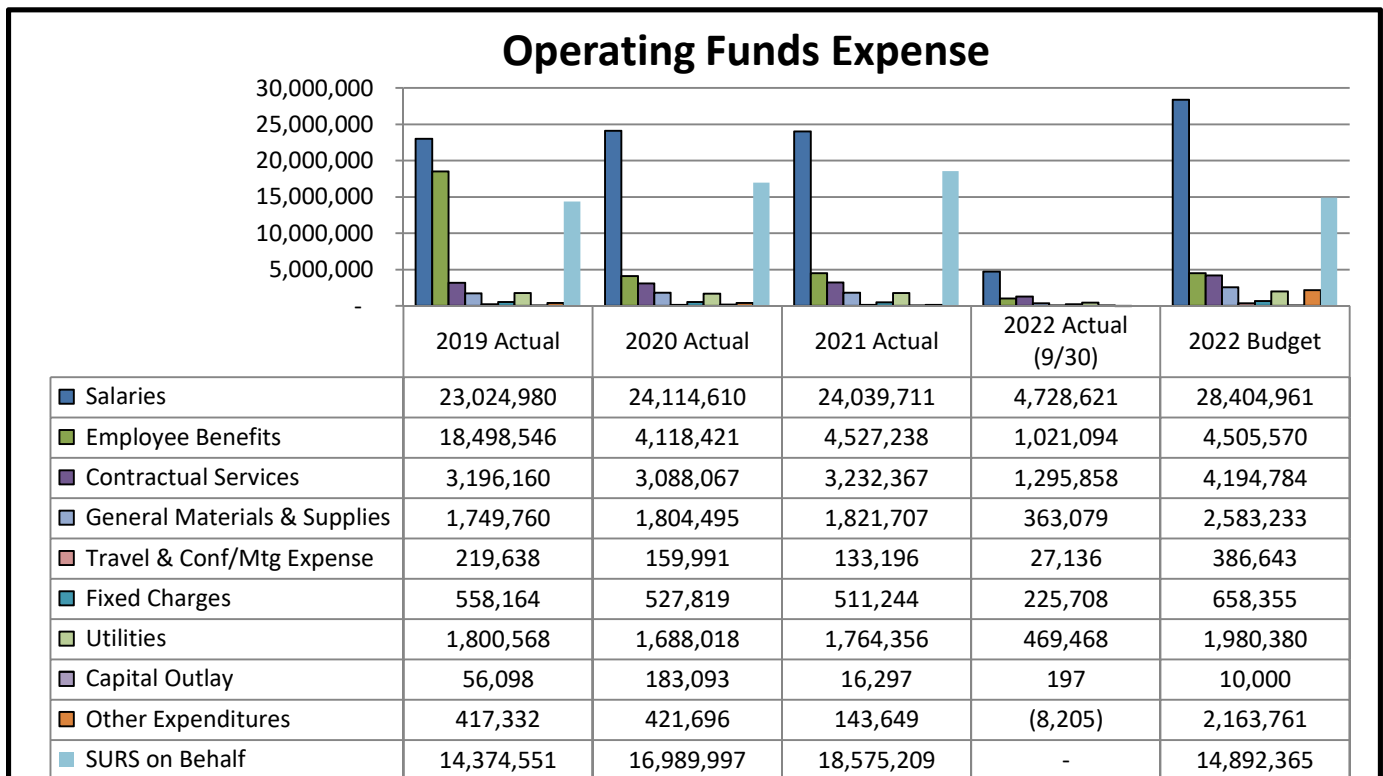
<b>Revenues by Source</b>	Fund 01 Actual 9/30/2021	Fund 02 Actual 9/30/2021	Total Operating Revenue 9/30/2021	2022 Operating Revenue Budget	% Actual to Budget
41 Local Government	\$ 121,546	\$ 364,078	\$ 485,624	\$ 18,378,175	2.64%
42 State Government	1,985,702	162,567	2,148,269	8,768,079	24.50%
43 Federal Governmental	-	-	-	-	
44 Student Tuition & Fees	9,343,242	677,852	10,021,094	16,811,689	59.61%
45 Sales & Services Fees	39,309	-	39,309	82,000	47.94%
46 Facilities Revenue	-	224,892	224,892	845,000	26.61%
47 Investment Revenue	(3,780)	-	(3,780)	337,051	-1.12%
48 Gifts, Grants, & Bequests	26,141	-	26,141	240,000	10.89%
49 Other Sources	49,676	51,381	101,057	809,500	12.48%
SURS on Behalf	-	-	-	14,892,365	0.00%
<b>Total Revenues</b>	<b>\$ 11,561,836</b>	<b>\$ 1,480,770</b>	<b>\$ 13,042,606</b>	<b>\$ 61,163,859</b>	<b>21.32%</b>



## Rock Valley College FY22 Operating Funds 1st Qtr Y-T-D

### Operating (Funds 01 & 02)

<b>Expenses by Source</b>	Fund 01 Actual 9/30/2021	Fund 02 Actual 9/30/2021	Total Operating Expense 9/30/2021	2022 Operating Expense Budget	% Actual to Budget
51 Salaries	\$ 4,304,529	\$ 424,093	\$ 4,728,621	\$ 28,404,961	16.65%
52 Employee Benefits	921,457	99,637	1,021,094	4,505,570	22.66%
53 Contractual Services	1,008,368	287,490	1,295,858	4,194,784	30.89%
54 General Materials & Supplies	314,642	48,437	363,079	2,583,233	14.06%
55 Travel & Conf/Mtg Expense	27,043	93	27,136	386,643	7.02%
56 Fixed Charges	79,452	146,256	225,708	658,355	34.28%
57 Utilities	(5,101)	474,568	469,468	1,980,380	23.71%
58 Capital Outlay	-	197	197	10,000	N/M
59 Other Expenditures	(8,205)	-	(8,205)	2,163,761	-0.38%
SURS on Behalf	-	-	-	14,892,365	0.00%
<b>Total Expenses</b>	<b>\$ 6,642,186</b>	<b>\$ 1,480,770</b>	<b>\$ 8,122,956</b>	<b>\$ 59,780,051</b>	<b>13.59%</b>



<b>Other Financing Sources (Uses)</b>	Fund 01 Actual 9/30/2021	Fund 02 Actual 9/30/2021	Total Operating Expense 9/30/2021	2022 Operating Expense Budget	% Actual to Budget
Transfers from Other Funds					
Transfer to Other Funds	-	-	-	-	N/M
<b>Total Other Financing Sources</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>N/M</b>
<b>Total Expenses, Including Transfers</b>	<b>\$ 6,642,186</b>	<b>\$ 1,480,770</b>	<b>\$ 8,122,956</b>	<b>\$ 59,780,051</b>	<b>13.59%</b>

## Fund 01 Education-Detail

*The Education Fund is established by Section 3-1 of the Public Community College Act. It is used to account for the revenues and expenditures of the academic and service programs of the college.*

	(Target % = 25%)						
	FY 2019 Actuals	FY 2020 Actuals	FY 2021 Actuals	FY 2022 Actuals (9/30/21)	% of 2021 Actuals	FY 2022 Budget	% of 2022 Budget
<b>Revenue</b>							
Local Government	\$ 14,368,374	\$ 15,047,276	\$ 16,093,106	\$ 121,546	0.76%	\$ 15,648,816	0.78%
State Government	7,629,636	8,435,475	8,303,462	1,985,702	23.91%	8,117,810	24.46%
Federal Government	-	-	-	-	-	-	-
Student Tuition & Fees	16,703,267	18,092,620	16,135,139	9,343,242	57.91%	14,980,587	62.37%
Sales & Service Fees	97,397	97,322	128,325	39,309	30.63%	82,000	47.94%
Facilities Revenue	-	-	-	-	-	-	-
Investment Revenue	1,144,018	929,394	95,063	(3,780)	-3.98%	337,051	-1.12%
Gifts, Grants & Bequests	224,437	230,428	237,359	26,141	11.01%	240,000	10.89%
Other Revenue	121,246	191,571	2,846,338	49,676	1.75%	587,000	8.46%
SURS on Behalf	13,208,898	15,752,154	17,045,429	-	0.00%	13,526,365	0.00%
<b>Total Revenue</b>	<b>\$ 53,497,273</b>	<b>\$ 58,776,240</b>	<b>\$ 60,884,221</b>	<b>\$ 11,561,836</b>	<b>18.99%</b>	<b>\$ 53,519,629</b>	<b>21.60%</b>
<b>Expenses</b>							
Salaries	\$ 21,210,945	\$ 22,326,700	\$ 22,063,594	4,304,529	19.51%	\$ 26,163,652	16.45%
Employee Benefits	3,687,785	3,747,521	4,118,476	921,457	22.37%	4,101,765	22.46%
Contractual Services	1,669,860	1,918,517	1,874,496	1,008,368	53.79%	2,342,084	43.05%
General Materials & Supplies	1,382,545	1,459,192	1,427,947	314,642	22.03%	2,020,533	15.57%
Travel & Conf/Meeting Exp	220,605	165,765	129,560	27,043	20.87%	393,568	6.87%
Fixed Charges	385,142	363,655	347,293	79,452	22.88%	442,355	17.96%
Utilities	3,903	1,423	3,351	(5,101)	-152.23%	4,345	-117.39%
Capital Outlay	12,001	181,857	16,297	-	0.00%	10,000	0.00%
Other Expenditures	417,332	421,696	129,014	(8,205)	-6.36%	2,163,761	-0.38%
SURS on Behalf	13,208,898	15,752,154	17,045,429	-	0.00%	13,526,365	0.00%
<b>Total Expenses</b>	<b>\$ 42,199,015</b>	<b>\$ 46,338,481</b>	<b>\$ 47,155,458</b>	<b>\$ 6,642,186</b>	<b>14.09%</b>	<b>\$ 51,168,427</b>	<b>12.98%</b>
<b>Contingency</b>	<b>29,500</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,883,808</b>	<b>-</b>
<b>Other Financing Sources (Uses)</b>							
Transfers from Other Funds	-	-	-	-	-	-	-
Transfer to Other Funds	(11,050,000)	(5,000,000)	-	-	-	532,606	-
<b>Total Other Financing Sources (Uses)</b>	<b>(11,050,000)</b>	<b>(5,000,000)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>532,606</b>	<b>-</b>
<b>Excess (Deficiency) of Revenues Over Expenditures and Other Sources (Uses)</b>							
	<b>\$ 218,759</b>	<b>\$ 7,437,760</b>	<b>\$ 13,728,763</b>	<b>\$ 4,919,650</b>	<b>-</b>	<b>\$ -</b>	<b>-</b>
Beginning Fund Balance	\$ 15,560,213	\$ 15,778,972	\$ 23,216,732	\$ 36,945,495	-	\$ 15,560,213	-
Change in Fund Balance	218,759	7,437,760	13,728,763	4,919,650	-	-	-
<b>Ending Fund Balance</b>	<b>\$ 15,778,972</b>	<b>\$ 23,216,732</b>	<b>\$ 36,945,495</b>	<b>\$ 41,865,145</b>	<b>-</b>	<b>\$ 15,560,213</b>	<b>-</b>

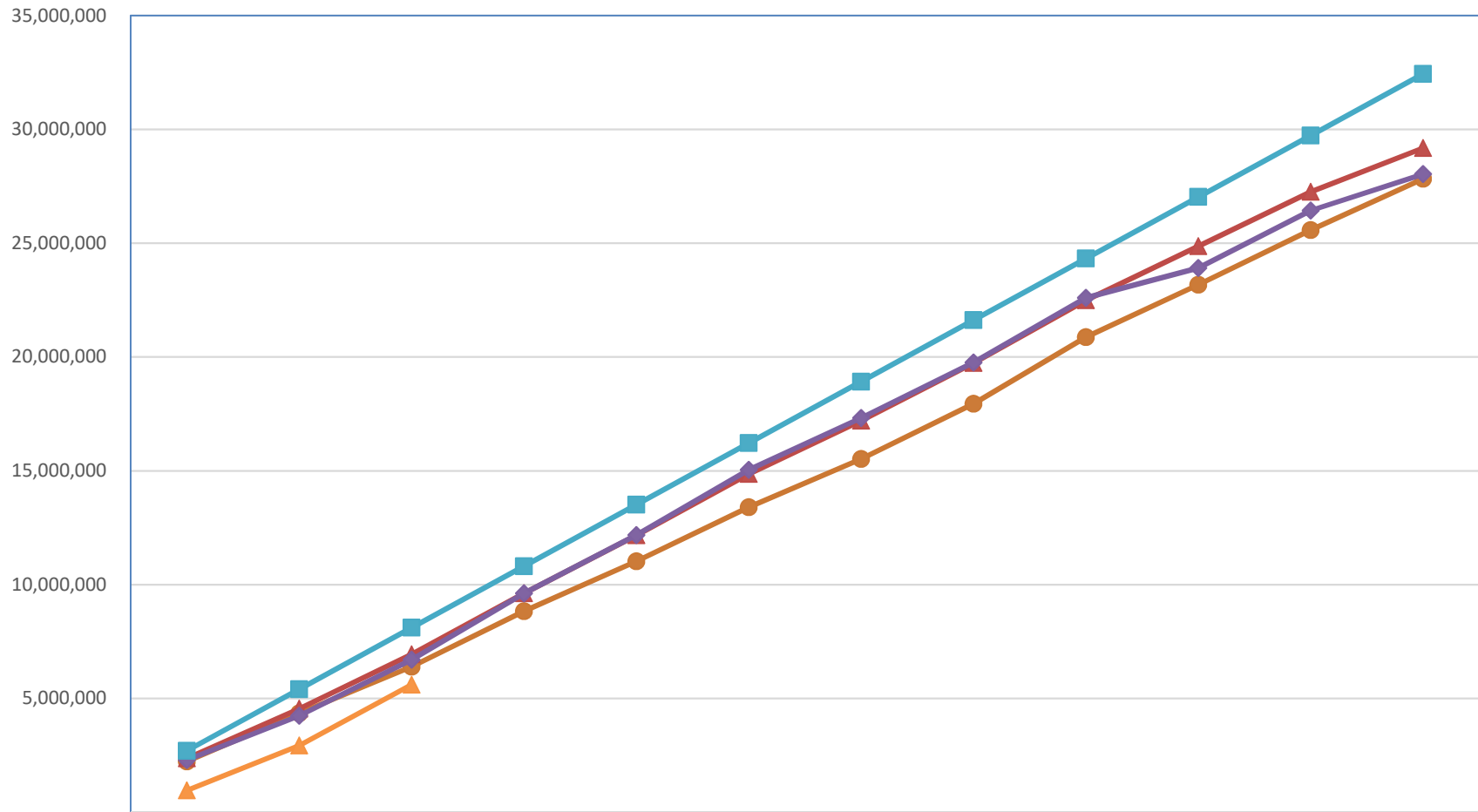
## Fund 02 Operations & Maintenance-Detail

*The Operations & Maintenance Fund is used to account for the expenditures for the improvement, maintenance, repair, or benefit of buildings and property, including the costs of interior decorating, installation and repair of fixtures, rental of building and property, payment of insurance premiums upon buildings, and utilities.*

	FY 2019	FY 2020	FY 2021	FY 2022	% of 2021	FY 2022	% of 2022
	Actuals	Actuals	Actuals	Actuals (9/30/21)	Actuals	Budget	Budget
(Target % = 25%)							
<b>Revenue</b>							
Local Government	\$ 2,501,756	\$ 2,617,545	\$ 2,800,298	\$ 364,078	13.00%	\$ 2,729,359	13.34%
State Government	603,695	657,500	654,371	162,567	24.84%	650,269	25.00%
Federal Government	-	-	-	-		-	
Student Tuition & Fees	1,863,175	925,295	1,489,414	677,852	45.51%	1,831,102	37.02%
Sales & Service Fees	90	-	-	-	N/M	-	N/M
Facilities Revenue	1,005,311	999,246	882,193	224,892	25.49%	845,000	26.61%
Investment Revenue	603	3,965	117	-	0.00%	-	N/M
Gifts, Grants & Bequests	-	-	-	-		-	
Other Revenue	181,946	263,718	253,343	51,381	20.28%	222,500	23.09%
SURS on Behalf	1,165,653	1,237,843	1,529,780	-	0.00%	1,366,000	0.00%
<b>Total Revenue</b>	<b>\$ 7,322,229</b>	<b>\$ 6,705,110</b>	<b>\$ 7,609,516</b>	<b>\$ 1,480,770</b>	<b>19.46%</b>	<b>\$ 7,644,230</b>	<b>19.37%</b>
<b>Expenses</b>							
Salaries	\$ 1,814,035	\$ 1,736,301	\$ 1,976,117	\$ 424,093	21.46%	\$ 2,241,309	18.92%
Employee Benefits	436,211	370,642	408,762	99,637.31	24.38%	403,805	24.67%
Contractual Services	1,526,301	1,169,550	1,357,871	287,490	21.17%	1,852,700	15.52%
General Materials & Supplies	367,215	344,555	393,760	48,437	12.30%	562,700	8.61%
Travel & Conf/Meeting Exp	(967)	(5,774)	3,636	93	2.54%	(6,925)	-1.34%
Fixed Charges	173,023	164,164	163,951	146,256	89.21%	216,000	67.71%
Utilities	1,796,665	1,686,595	1,761,006	474,568	26.95%	1,976,035	24.02%
Capital Outlay	44,097	1,235	-	197	N/M	-	N/M
Other Expenditures	-	-	14,635	-	N/M	-	N/M
SURS on Behalf	1,165,653	1,237,843	1,529,780	-	0.00%	1,366,000	0.00%
<b>Total Expenses</b>	<b>\$ 7,322,233</b>	<b>\$ 6,705,110</b>	<b>\$ 7,609,516</b>	<b>\$ 1,480,770</b>	<b>19.46%</b>	<b>\$ 8,611,624</b>	<b>17.20%</b>
<b>Contingency</b>							
		-		-		-	
<b>Other Financing Sources (Uses)</b>							
Transfers from Other Funds	-					967,394	
Transfer to Other Funds	-	-	-	-		-	
<b>Total Other Financing Sources (Uses)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>967,394</b>	
<b>Excess (Deficiency) of Revenues Over Expenditures and Other Sources (Uses)</b>	<b>\$ (4)</b>	<b>\$ -</b>	<b>\$ 0</b>	<b>\$ 0</b>		<b>\$ -</b>	
Beginning Fund Balance	\$ 0	\$ 0	\$ 0	\$ 0		\$ 0	
Change in Fund Balance	(4)	-	0	0		-	
<b>Ending Fund Balance</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>		<b>\$ 0</b>	

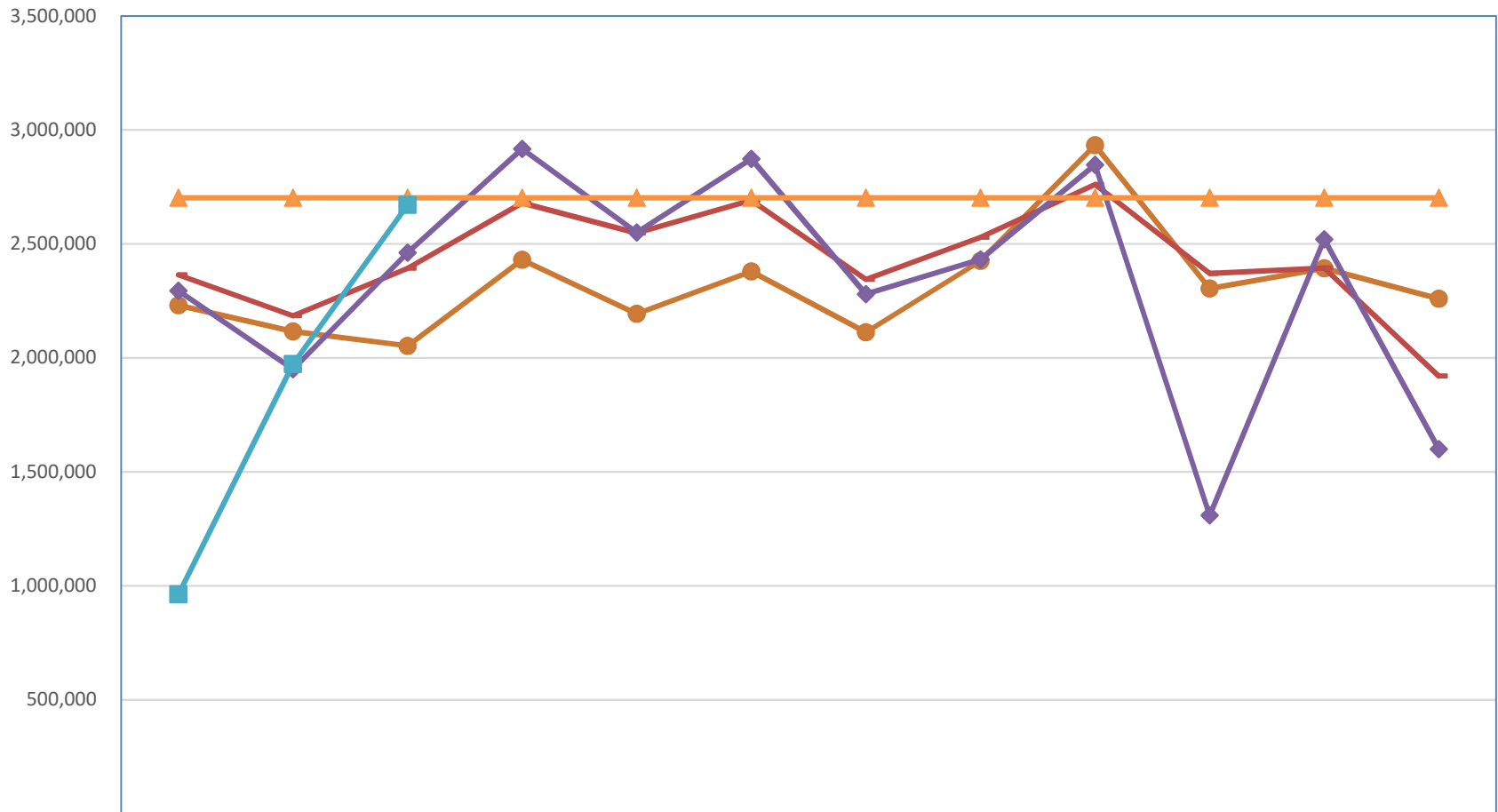


### Rock Valley College FY22 Payroll Year-to-Date



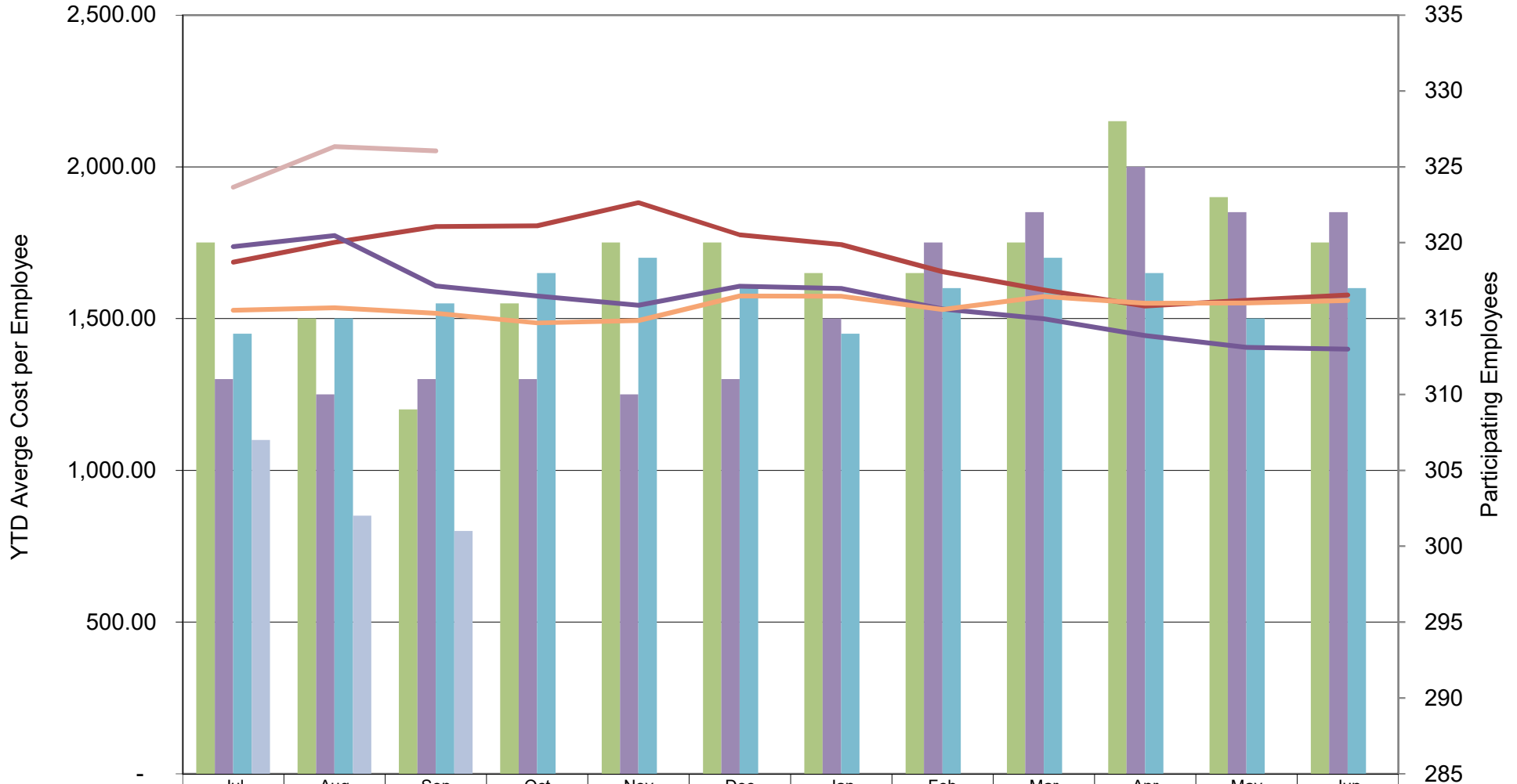
	July	August	September	October	November	December	January	February	March	April	May	June
FY19 Actuals	2,230,757	4,347,131	6,400,135	8,831,017	11,024,85	13,404,61	15,516,99	17,942,12	20,874,67	23,178,69	25,571,23	27,831,24
FY20 Actuals	2,363,755	4,548,769	6,941,711	9,621,485	12,168,50	14,859,79	17,203,77	19,732,41	22,492,80	24,863,87	27,257,78	29,177,52
FY21 Actuals	2,294,726	4,244,818	6,706,844	9,623,834	12,174,04	15,046,85	17,326,77	19,757,95	22,605,23	23,913,77	26,434,59	28,034,58
FY22 Budget	2,702,707	5,405,414	8,108,121	10,810,82	13,513,53	16,216,24	18,918,94	21,621,65	24,324,36	27,027,07	29,729,77	32,432,48
FY22 Actuals	962,081	2,934,747	5,605,690									

### Rock Valley College FY22 Payroll by Month



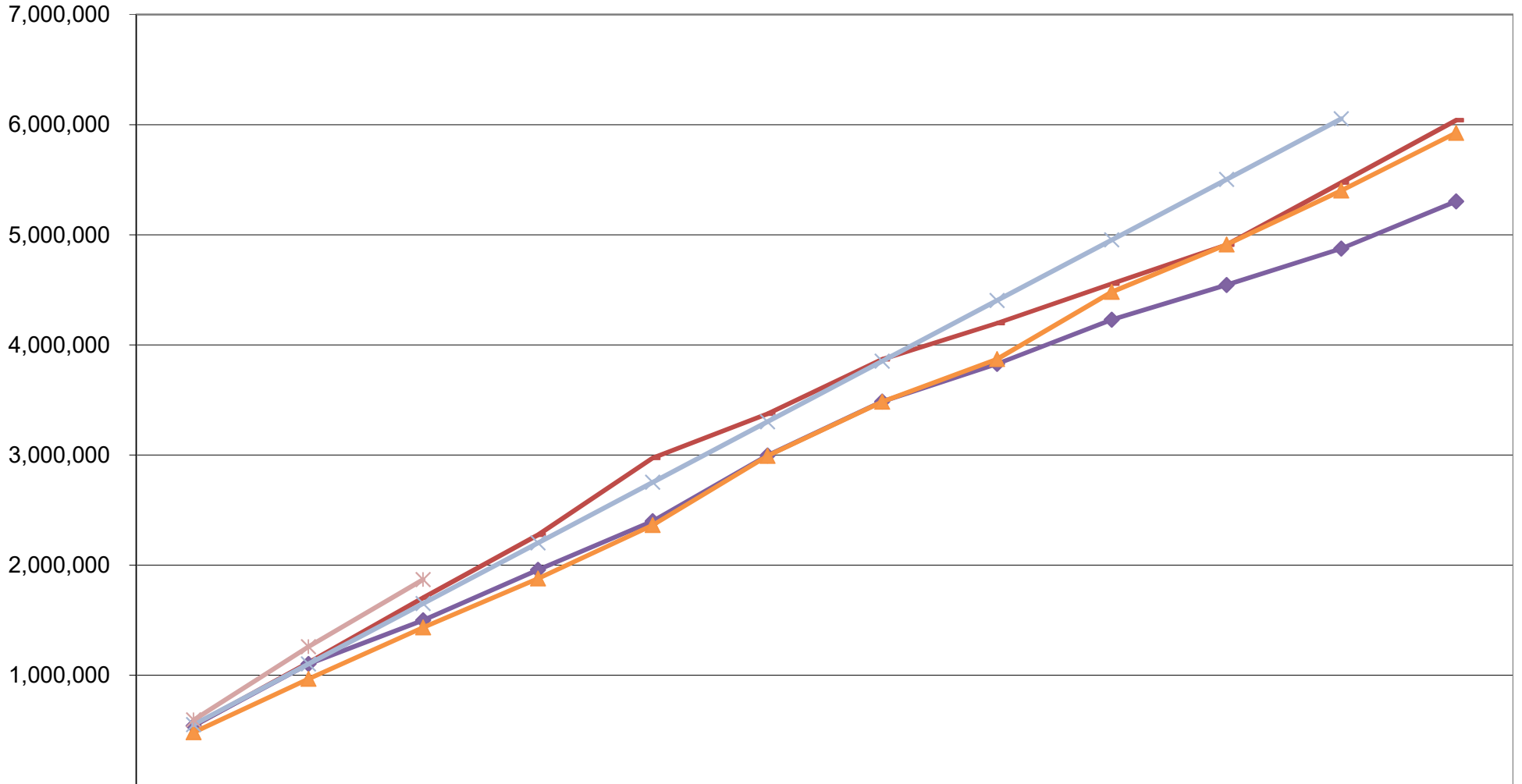
	July	August	September	October	November	December	January	February	March	April	May	June
<span style="color: blue;">—●—</span> FY19 Actual	2,230,757	2,116,374	2,053,005	2,430,882	2,193,837	2,379,757	2,112,385	2,425,128	2,932,548	2,304,019	2,392,542	2,260,011
<span style="color: red;">—▲—</span> FY20 Actual	2,363,755	2,185,014	2,392,942	2,679,774	2,547,020	2,691,294	2,343,971	2,528,645	2,760,390	2,371,070	2,393,906	1,919,747
<span style="color: purple;">—◆—</span> FY21 Actual	2,294,726	1,950,092	2,462,026	2,916,990	2,550,209	2,872,814	2,279,917	2,431,184	2,847,274	1,308,544	2,520,823	1,599,983
<span style="color: orange;">—▲—</span> FY22 Budget	2,702,707	2,702,707	2,702,707	2,702,707	2,702,707	2,702,707	2,702,707	2,702,707	2,702,707	2,702,707	2,702,707	2,702,707
<span style="color: teal;">—■—</span> FY22 Actuals	962,081	1,972,666	2,670,943									

## Rock Valley College Health Care Costs - Year-To-Date Average Cost per Participating Employee



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY19 Participants	320	315	309	316	320	320	318	318	320	328	323	320
FY20 Participants	311	310	311	311	310	311	315	320	322	325	322	322
FY21 Participants	314	315	316	318	319	317	314	317	319	318	315	317
FY22 Participants	307	302	301									
FY19 Actuals	1,686.25	1,751.31	1,802.94	1,805.60	1,881.93	1,775.86	1,744.12	1,654.40	1,594.37	1,541.50	1,560.12	1,578.14
FY20 Actuals	1,737.32	1,773.66	1,607.72	1,574.17	1,544.01	1,606.46	1,599.17	1,531.75	1,499.03	1,444.35	1,405.39	1,399.26
FY21 Actuals	1,527.79	1,535.82	1,517.10	1,485.53	1,493.89	1,574.47	1,573.64	1,529.73	1,572.55	1,550.68	1,551.37	1,559.78
FY22 Actuals	1,932.84	2,066.52	2,053.00									

## Rock Valley College Health Care Costs - Year-To-Date



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY19 Actual	539,601	1,112,082	1,701,975	2,275,074	2,973,479	3,374,159	3,868,474	4,196,591	4,554,551	4,909,165	5,472,347	6,040,559
FY 20 Actual	540,308	1,101,441	1,498,397	1,956,688	2,397,848	2,994,437	3,484,581	3,827,848	4,228,767	4,543,917	4,873,903	5,303,201
FY21 Actual	479,727	966,029	1,433,663	1,876,231	2,363,336	2,989,928	3,482,475	3,870,226	4,480,190	4,910,989	5,401,861	5,925,591
FY22 Budget	550,389	1,100,778	1,651,167	2,201,556	2,751,945	3,302,334	3,852,723	4,403,112	4,953,501	5,503,890	6,054,279	
FY22 Actuals	593,383	1,258,512	1,868,230									

**ROCK VALLEY COLLEGE**  
Cash and Investment Report  
October 31, 2021

	<u>Month End Balance</u>
<u>Operating Cash Accounts</u>	
Illinois Bank & Trust	11,935,274
PMA Operating Cash	10,001,970
Petty Cash	3,274
ISDLAF*	28,279,419
 Total Operating Cash:	 <u>50,219,938</u>
<u>Operating Investments Accounts</u>	
PMA Operating	5,662,344
ISDLAF*	4,087,625
CD's and CDARS	6,979,476
ISDLAF Term Series	3,978,749
 Total Operating Investments:	 <u>20,708,194</u>
<b>Total Operating Cash &amp; Investments:</b>	<b><u>70,928,131</u></b>

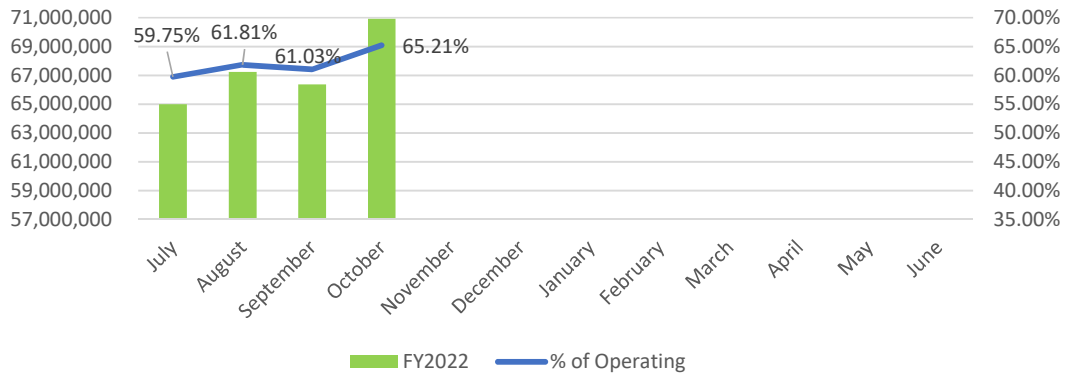
<b>Total Operating Cash and Investments on September 30, 2021</b>	<b><u>66,373,319</u></b>
<b>Total Operating Cash and Investments on October 31, 2021</b>	<b><u>70,928,131</u></b>
<b>Total Operating Cash and Investments on October 31, 2020</b>	<b><u>60,310,843</u></b>
<b>% of Operating Budget</b>	<b>65.21%</b>
<b>Change in Operating Cash and Investments since September 30, 2021</b>	<b><u>4,554,812</u></b>

\*Illinois School District Liquid Asset Fund

	<u>Month End Balance</u>
<u>Capital Funds</u>	
Debt Service	10,903,674
Life Safety	1,817,261
CDB Escrow	4,140,089
Building Funds	3,757,331
ATC Capital	2,669,705
 Total Capital Funds:	 <u>23,288,062</u>

<b>Total Capital Funds on September 30, 2021</b>	<b><u>26,989,336</u></b>
<b>Total Capital Funds on October 31, 2021</b>	<b><u>23,288,062</u></b>
<b>Change in Capital Funds since September 30, 2021</b>	<b><u>(3,701,274)</u></b>

### Operating Cash Balance and % Coverage of FY'22 Operating Budget



Month / Year	Cash & Investments	Capital	Total	Column1
October 2021	70,928,131	23,288,062	94,216,193	
October 2020	60,310,843	23,527,607	83,838,450	
September 2021	66,373,319	26,989,336	93,362,655	
September 2020	63,680,363	23,314,770	86,995,132	
August 2021	67,229,922	24,163,878	91,393,799	
August 2020	57,188,522	26,624,788	83,813,309	
July 2021	64,988,026	22,955,921	87,943,946	
July 2020	56,297,105	25,271,236	81,568,341	
June 2021	65,999,909	22,845,925	88,845,834	
June 2020	54,510,977	23,758,781	78,269,758	
May 2021	58,904,746	17,697,700	76,602,446	
May 2020	50,905,472	19,385,048	70,290,520	
April 2021	57,702,722	16,321,268	74,023,990	
April 2020	53,537,017	9,820,346	63,357,363	
March 2021	57,889,015	16,320,911	74,209,926	
March 2020	54,181,766	9,814,807	63,996,573	
February 2021	58,371,407	18,029,220	76,400,627	
February 2020	57,211,177	10,832,793	68,043,970	
January 2021	58,933,599	17,961,949	76,895,548	
January 2020	60,673,218	10,821,135	71,494,353	
December 2020	59,642,700	17,962,058	77,604,758	
December 2019	61,039,969	10,808,269	71,848,238	
November 2020	59,174,467	23,724,660	82,899,127	
November 2019	59,159,008	15,998,883	75,157,891	
October 2020	60,310,843	23,527,607	83,838,450	
October 2019	55,382,391	22,164,265	77,546,656	

**Purchase Report-A – FY22 Addendum**

Recommendation: Board approval for items marked with an asterisk

A. On-line Communications – (Instructional Software & Administrative Software: General Institutional Software)

**Zoom Video Communications San Jose CA \$2,550.00\*(1)**

1. This increase is to adjust the college’s Zoom licensing to best meet the current needs of the college community. The current package does not provide for enough cloud storage space to accommodate the users cloud recordings. Adjusting the current Zoom plan will allow the cloud storage to go from 250GB to 5300GB. In addition to increasing the cloud storage, the number of Zoom licenses will also be increased allowing the ability to accommodate more of the faculty and staff. This increase is prorated to the end of the college’s current agreement that ends March 2022 and will be covered by the Higher Education Emergency Relief Fund Act (HEERF).

Original approved amount:	\$16,876.71
Increase requested:	\$2,550.00
New Total Expenditure:	\$19,426.71

FY22 Grant Expense

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

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



**Purchase Report-B – FY22 Purchases**

Recommendation: Board approval for items marked with an asterisk

A. Concert Revenue – (Other Contractual Services – Rockford Symphony)

**Rockford Symphony Orchestra Rockford IL \$14,667.00\*(1)**

1. This is the 50% portion of the ticket sales that is to be paid to the Rockford Symphony from the annual July 3<sup>rd</sup> Patriotic Concert held on campus. This performance is done in collaboration with Starlight Theatre every year.

FY22 Pass-Through Expense

B. Ticketing System for the Starlight Theatre – (Auxiliary Enterprise Fund – Starlight, Other Contractual Services)

**Tickets.com Chicago IL \$30,000.00\*(2)**

2. This expense is for the annual renewal of the Starlight Theatre's ticketing system per the contract that was approved on October 24, 2017 Board Report# 7456. This is a multi-year contract that goes from 10/31/17 through 10/31/22.

FY22 Budgeted Expense

C. Software – (HEERF: General Institutional Expenses)

**Siteimprove Sacramento CA \$23,871.00\*(3)**

3. With the increased traffic on the college website due to the pandemic, it is essential that the college improve the user experience on the college website for all students, employees and visitors who are remote during the pandemic. This software will not only improve the user experience, it will allow the college to meet the ADA accessibility level of the government web accessibility standards. This Siteimprove Intelligence Platform was developed solely by Siteimprove A/S and is considered a proprietary/sole source purchase. The college's IT Enterprise system team has reviewed and approved this software. This expense will be covered by the Higher Education Emergency Relief Fund Act (HEERF).

FY22 Grant Expense

**Purchase Report-B – FY22 Purchases**D. Software – (HEERF: General Institutional Expenses)**Entre Computer Solutions Machesney Park IL \$39,944.84\*(4)**

4. This expense is for the total cost of a three-year license for the Extreme IQ cloud support of the college's existing wireless environment application. Purchasing a three-year license rather than purchasing three, one-year licenses provides a cost savings of an estimated \$20,000.00. This application is currently housed on campus and will no longer be supported unless it is migrated to the cloud. Migration to the cloud will also align with the college's continued effort to modernize the disaster recovery plan. This is an upgrade of an existing software platform already in use throughout the campus. This expense will be covered by the Higher Education Emergency Relief Fund Act (HEERF).

FY22 Grant Expense

E. Software – (Student Tech Fees)**Entrinsik Inc Raleigh NC \$20,493.00\*(5)**

5. This expense is for the purchase of a new module for Informer 5 which is included in the Ellucian Cloud migration project. This module is a dashboard that will help make project management easier and more efficient. The cost reflects a 10% discount on the vendor pricing. This is an upgrade of an existing software platform already in use throughout the campus and was included in the Technology Assessment presentation in May 2021.

FY22 Budget Expense

**Purchase Report-B – FY22 Purchases**

F. Software – (HEERF: General Institutional Expense)

**Hyland Olathe KS**

**\$46,780.87\*(6)**

6. This expense is for the cloud migration of the Perceptive Content (Image Now) software currently owned by the college. This is the first year of a three-year agreement. Due to the college already having paid for the FY22 support agreement, the vendor is crediting the college \$28,780.87 for unused support which brings cost down from \$75,098.00 to \$46,780.87. This is an upgrade of an existing software platform already in use throughout the campus and was included in the Technology Assessment presentation in May 2021. This expense will be covered by the Higher Education Emergency Relief Fund Act (HEERF).

FY22 Budget Expense

G. Bulk road Salt – (Operations & Maintenance Fund – Grounds Maintenance, Maintenance Supplies)

**City of Rockford Rockford IL (\$61.00/ton) NOT TO EXCEED \$21,350.00\*(7)**

Midwest Salt West Chicago IL (\$106.48/ton) \$37,268.00

Get Salt Now Inc West Chicago Il (\$109.50/ton) \$38,325.00

7. This expense is for salt used to remove ice and snow from the campus parking lots during the upcoming winter season. The college is able to purchase salt through the City of Rockford at \$61.00/ton delivered to campus based on the State of Illinois contract pricing. Total expense is based on the average winter usage of 350 tons.

*This purchase is exempt from Bid under the Illinois State Statute (110 ILCS 805/3-21.1)  
Exception K: Contracts for goods or services procured from another governmental agency*

FY22 Budget Expense

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Howard J. Spearman, Ph.D.  
President

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

**Levy Year 2021 Estimated Taxes Required and  
Setting Hearing Date for Truth-in-Taxation**

**BACKGROUND:** Each year, the Board of Trustees approves the estimated taxes required for the upcoming levy year. If the estimated taxes for the upcoming levy year exceed the amount of taxes extended and/or abated for the previous levy year by more than 5%, a public Truth-in-Taxation Hearing is needed. Prior to the Truth-in-Taxation Hearing, a notice in the local newspaper must be placed not more than 14 days nor less than seven days prior to the Truth-in-Taxation Hearing.

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the following estimates for the amount of taxes necessary to be raised by taxation for the year 2021 as follows:

Educational Purposes – Fund 01	\$15,391,174
Operations and Maintenance Purposes – Fund 02	\$ 2,676,726
Fire Protection, Health, Life, or Safety – Fund 03	0
Financial Audit Purposes – Fund 11	\$ 50,000
Liability Protection Settlement Fund – Fund 12	0
Liability Insurance/Tort & Risk Management	0
Workers’ Compensation Insurance	0
Unemployment Insurance	0
Casualty Insurance	0
Athletic Insurance	0
Social Security and Medical Insurance	0
<b>Total Tax Levy</b>	<b>\$18,117,900</b>

This represents a 4.99% increase over the 2020 tax levy. However, to provide public disclosure, a hearing on the proposed 2021 Tax Levy under the Truth-in-Taxation law of the State of Illinois will be held virtually on December 21, 2021 at 5:15 p.m. via Zoom (<https://rockvalleycollege-edu.zoom.us/j/97108660426?pwd=NjE5aXdONFd5YzlmRFJjdTZMYXAxdz09>). Rock Valley College will publish the Notice of said hearing as required by Statute.

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Howard J. Spearman, Ph.D.  
President

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

## CERTIFICATE

The undersigned hereby certifies that he is the Secretary of the Board of Trustees of Community College District No. 511, Winnebago, Boone, DeKalb, McHenry, Stephenson and Ogle Counties, Illinois (Rock Valley College); he further certifies that the attached "Board Report Levy Year 2021 Estimated Taxes Required Levy Year 2021 and Setting Hearing Date for Truth-in-Taxation" is a true and authentic copy of the Board Report adopted on November 23, 2021 by the Board of Trustees.

Dated this 23rd day of November, 2021.

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

Subscribed and sworn to before me  
This 23rd day of November, 2021

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Notary Public

**NOTICE OF PROPOSED PROPERTY TAX  
LEVY FOR ROCK VALLEY COLLEGE DISTRICT**

- I. A public hearing to approve a proposed property tax levy for Community College District No. 511, Winnebago, Boone, DeKalb, McHenry, Stephenson, and Ogle Counties, Illinois for 2021 will be held virtually December 21, 2021 at 5:15 p.m. via Zoom (<https://rockvalleycollege-edu.zoom.us/j/97108660426?pwd=NjE5aXdONFd5YzlmRFJJdTZMYXAxdz09>).

Any person desiring to speak at the public hearing and present testimony to the taxing district may email [RVC-BoardPC@rockvalleycollege.edu](mailto:RVC-BoardPC@rockvalleycollege.edu) by 3:15 p.m. on December 21, 2021.

- II. The corporate and special purpose property taxes extended or abated for 2020 were \$17,257,027.

The proposed corporate and special purpose property taxes to be levied for 2021 are \$18,117,900.

This represents an **increase** of 4.99% from the previous year.

- III. The property taxes extended for debt service and public building commission leases for 2020 were \$12,152,567.

The property taxes to be levied for debt services and public building commission leases for 2021 are \$12,142,795. This represents a **decrease** of 0.08% from the previous year.

- IV. The total property taxes extended or abated for 2020 were \$29,409,594.

The estimated total property taxes to be levied for 2021 are \$30,260,695. This represents an **increase** of 2.89% from the previous year.



**Board Personnel Report**

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

**A. APPOINTMENTS**

Christine Albert, Executive Director of Finance, full time with benefits, exempt, grade E, \$87,500 prorated for the balance of the fiscal year, effective December 1, 2021.

**B. DEPARTURES**

(Revised Reason/Date) Chuck Konkol, Full-Time Faculty, Computer Information Systems, resigning effective December 12, 2021.

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

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

## 2022 General Election Day Holiday

**BACKGROUND:**

On May 31, 2021, the Illinois General Assembly approved Senate Bill 815 which was signed into law by Governor Pritzker on June 17, 2021, becoming Public Act 102-0015. This Public Act made a number of changes to the state's 2022 election cycle, including the following:

- Added Section 5/2A-1.1c to the Election Code making November 8, 2022 a state holiday known as the 2022 General Election Day.
- November 8, 2022 is deemed a legal school holiday for purposes of the School Code and the State Universities Civil Service Act.
- Any closed school must be made available to the local election authority for use as a polling place for the 2022 general election.
- These provisions apply to the 2022 general primary election and general election only. They are both repealed effective January 1, 2023.

**RECOMMENDATION:** It is recommended that the Board of Trustees approve closing Rock Valley College on Tuesday, November 8, 2022 for the 2022 General Election Day holiday.

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Howard J. Spearman, Ph.D.  
President

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

## Juneteenth National Freedom Day Holiday

**BACKGROUND:**

Juneteenth National Freedom Day commemorates the abolition of slavery throughout the United States and its territories in 1865.

Illinois Governor Pritzker signed legislation on June 16, 2021 amending the State Commemorative Dates Act, which provides that Juneteenth National Freedom Day shall be observed throughout the State as a holiday on June 19 of each year. Prior to this legislation, June 19 was not a holiday and Juneteenth was observed on the third Saturday of June. This legislation (HB 3922, Public Act 102-0014) is effective January 1, 2022.

The federal government made Juneteenth National Freedom Day a paid holiday with a 415-14 vote in the U.S. House of Representatives and a unanimous vote in the U.S. Senate.

The Illinois General Assembly made Juneteenth National Freedom Day a paid holiday with a 98 yes and 1 present vote in the Senate and a unanimous vote in the House.

Naming Juneteenth National Freedom Day as an official Rock Valley College holiday aligns with the Diversity and Equity Initiative tenet of the College's Strategic Plan. The estimated annual cost is approximately \$60,000.

**RECOMMENDATION:** It is recommended that the Board of Trustees approve adding Juneteenth National Freedom Day as an additional paid holiday for RVC employees. Following the College's past practice for observing holidays that fall on a Saturday or Sunday, if June 19 falls on a Saturday, the College will be closed on the preceding Friday, and employees will receive a paid holiday. If June 19 falls on a Sunday, the College will be closed on the following Monday, and employees will receive a paid holiday.

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Howard J. Spearman, Ph.D.  
President

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

**Board Policy 3:30.090  
Family and Medical Leave**

**First Reading**

**BACKGROUND:**

Rock Valley College has an existing Board Policy 3:30.090 for Family and Medical Leave. The Family Medical Leave Act (FMLA) of 1993 is a Federal employment law requiring covered employers to provide eligible employees with unpaid but job-protected leave due to qualifying family and medical needs. Among other requirements, an employee must have worked at least 1,250 hours for the employer in the previous 12-month period to qualify for FMLA leave.

On August 10, 2021, Governor Pritzker approved House Bill 0012, which amended various Acts relating to educational institutions in Illinois. HB0012 provides that an employee of a community college district who has been employed for at least 12 months and who has worked at least 1,000 hours in the previous 12-month period shall be eligible for family and medical leave under the same terms and conditions as leave provided to eligible employees under the federal Family and Medical Leave Act of 1993. The effective date is January 1, 2022.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the revision of Board Policy 3:30.090 so that Rock Valley College is in compliance with HB0012. **Attorney Reviewed.**

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

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

Attachment: Revised Board Policy 3:30.090 Family and Medical Leave

**FAMILY AND MEDICAL LEAVE**  
**FIRST READING**

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**1. FAMILY AND MEDICAL LEAVE DEFINED:**

In accordance with and subject to the *Family and Medical Leave Act of 1993* (the "FMLA") ~~and the *Public Community College Act* ("PCCA")~~, unpaid leaves of absence are available to eligible Rock Valley College employees for certain enumerated reasons. The College will grant an eligible employee up to a total of 12 work weeks during any rolling 12-month period to take ~~family and medical~~ leave when the employee is unable to work because of the following reasons:

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- a) The birth and first-year care of a child;
- b) The placement of a child with an employee in connection with the adoption or foster care of a child by an employee;
- c) To care for a child, parent or spouse who has a serious health condition, as those terms are defined by the FMLA;
- d) The employee's own serious health condition that makes the employee unable to perform one or more of the essential functions of his or her position;
- e) The existence of a qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a military member on covered active duty (or has been notified of an impending call or order to covered active duty service). "Qualifying exigencies" exist in the following categories: short-notice deployment, military events and related activities, childcare and school activities, financial and legal arrangements, counseling, rest and recuperation, post-deployment activities, parental care and additional activities as provided in the FMLA regulation; or
- f) To care for the employee's spouse, child, parent, or next of kin who is a covered servicemember with a serious injury or illness. A "covered servicemember" means (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or (2) a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness. *Covered veteran* means an individual who was a member of the Armed Forces (including a member of the National Guard or Reserves), and was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible

employee takes FMLA leave to care for the covered veteran.

An employee seeking family and medical leave must be eligible for such leave under the FMLA, the PCCA, or both. To be eligible for family and medical leave under the FMLA, an employee must:

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- a) have been employed by Rock Valley College for at least a total of 12 months prior to the event giving rise to the need for leave;
- b) have been employed for at least 1250 hours of service over the 12-month period immediately preceding the commencement of the leave; and
- c) be employed at a worksite where Rock Valley College employs at least 50 employees within a 75 mile radius of that worksite.

To be eligible for family and medical leave under the PCCA, an employee must:

- a) have been employed by the College for at least 12 months; and
- b) have worked at least 1000 hours in the previous 12-month period.

The College will grant family and medical leave under the PCCA under the same terms and conditions as FMLA leave, as described further in this Policy.

Spouses employed by the College are jointly entitled to a combined total of 12 work weeks of family leave for the birth or placement of a child for adoption or foster care, and to care for a dependent child or parent (but not a parent-in-law) who has a serious health condition as defined in the regulations implementing the FMLA. Spouses employed by the College are entitled to a combined total of 26 weeks if a qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a military member on covered active duty exists.

Family and medical leave is unpaid. However, employees on family leave must use accrued vacation, personal or family leave for the birth or placement of a child for adoption or foster care. Employees must also use vacation, personal and/or sick leave to care for an immediate family member (spouse, child or parent, but not parent-in-law) or the employee's own serious health condition prior to being placed in unpaid status. If and when all available paid time off is exhausted, the remainder of the family or medical leave shall be unpaid. Employees are required to use available paid time off first, before unpaid leave is granted.

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## **2. JOB PROTECTION/REINSTATEMENT:**

Upon return from an approved family or medical leave that is equal to or less than the aggregate maximum of 12 weeks required by law, an employee will be restored to his or her original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. An employee is not entitled to job protection within the aggregate leave exceeds 12 weeks in any rolling 12-month period.

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However, Rock Valley College may refuse to reinstate:



- a) certain highly paid "key" employees after using family or medical leave. "Key employee is an eligible salaried employee who is among the highest paid ten percent of employees. Such employees would be notified of their status as a "key" employee in response to the employee's notice of intent to take family or medical leave. The employee would be offered a reasonable opportunity to work. A final determination as to whether reinstatement will be denied will be made at the end of the leave period if the employee requests restoration.
- b) employees who would have been laid off or otherwise had their employment terminated had they continued to work during the period the family or medical leave was used.

### 3. REQUESTING FAMILY OR MEDICAL LEAVE:

An employee requesting family or medical leave is required to:

- a) provide 30-day advance notice before the leave is to begin to his/her supervisor and the Vice President of Human Resources when the need for family or medical leave is foreseeable. Where the need for leave is not foreseeable, the employee must give notice as soon as possible (within 1 to 2 business days of learning of the need for leave, except in extraordinary circumstances). Employees must provide at least verbal notice sufficient to make the College aware of their need for family or medical leave, and the anticipated timing and duration of the leave. Failure to provide such notice may be grounds for delay in granting the leave;
- b) within fifteen calendar days after the College's request for family or medical certification is made, provide a medical certification from the employee or family member's health care provider supporting the need for a leave due to the employee's own serious health condition or that of an immediate family member. When the leave is to care for a covered servicemember with a serious illness or injury, the employee must provide a certificate completed by an authorized health care provider for the covered servicemember and any other additional information in accordance with the FMLA's regulations. When the leave is because of a qualified exigency, the employee must provide a copy of the covered military member's active duty orders or other documentation issued by the military indicating that the covered military member is on active duty or call to active duty status in support of a contingency operation, the dates of the covered military member's active duty service and any other additional information in accordance with the FMLA's regulations. Failure to provide a satisfactory certification may result in a denial or postponement of a leave;
- c) provide periodic, (normally every thirty (30) days) written updates to the Vice President of Human Resources during the leave on the employee's status and intent to return to work.

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The Human Resources Department will require clarification or authentication of medical certification that is incomplete or insufficient as needed in accordance with

the FMLA.

#### 4. INTERMITTENT FAMILY AND MEDICAL LEAVE

An eligible employee may take family or medical leave on an intermittent basis in accordance with the FMLA's regulations. An employee needing intermittent leave must consult with the College regarding the scheduling of such leave so as to minimize the disruption to the College's operations.

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#### 5. VACATION ACCRUAL AND GROUP HEALTH COVERAGE WHILE ON LEAVE:

An employee on family or medical leave is not eligible to accrue vacation time.

An employee on family or medical leave will continue in the group health insurance, life insurance and long-term disability programs under the same terms and conditions that the employee was covered prior to the leave. The employee is responsible for paying the employee's portion of the premiums associated with these programs while on family or medical leave. The obligation of Rock Valley College to continue an employee's medical coverage shall cease if the employee's premium payment is more than thirty (30) days late or informs Rock Valley College of an intent not to return to work at the end of a leave period. In the event either of the foregoing occur, or if the employee fails to return to work when the leave entitlement is used up, the employee shall be responsible for reimbursing the College for the employer-paid portion of the employee's benefits premiums. When an employee exhausts his or her family or medical leave and is unable to return to work, the employee will be entitled to continuing medical insurance coverage under COBRA.

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#### 6. MEDICAL CERTIFICATION TO RETURN TO WORK

Upon return from a leave resulting from the employee's own serious health condition, the employee must provide the College's Human Resources Department with certification from a health care provider indicating that the employee is fit to return to work and able to perform the essential duties of his or her job. The College may deny the employee's return to work until the medical certification is submitted.

#### 7. ADMINISTRATION OF POLICY

Rock Valley College intends to administer this policy in accordance with the requirements of the FMLA and any other applicable law pertaining to family and medical leaves. Therefore, this policy will be interpreted and applied in a manner that accords with all applicable legal regulations and requirements. Any leave of absence that is granted to an eligible employee under this policy or any other College policy, including but not limited to the Worker's Compensation policy, for a purpose specified above shall run concurrently and be credited against the 12-week benefit contained in this policy to the extent permitted by applicable law.

## 8. EXIGENCY AND SERVICEMEMBER FAMILY LEAVE

In accordance with the National Defense Authorization Act, an eligible employee who is the family member of a covered servicemember is permitted to take up to 26 work weeks of leave in a single 12-month period to care for a covered servicemember with a serious illness or injury incurred in the line of duty on active duty. These 26 work weeks include the 12 work weeks of job protection provided by Rock Valley College's Family and Medical Leave policy that will be available to eligible employees with a covered military member serving in the National Guard or Reserves to use for any "qualifying exigency" arising out of the fact that a covered military member is on active duty or called to active duty status in support of a contingency operation. Accordingly, all eligible employees shall be entitled to Exigency and Servicemember Family Leave, on a gender neutral basis, provided leave is taken in accordance with the following provisions.

Applicable Definitions and Limitations.

### A. Definitions

- (1) "Covered Servicemember," as used herein, shall mean a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is in outpatient status, or is otherwise on the temporary disability retired list, for a serious illness or injury incurred in the line of duty.
- (2) "Qualified Exigency," as used herein, shall be defined to include one or more of the following exigencies as provided in the U.S. Department of Labor ("DOL") Regulations implementing the Military Family Leave provisions of the *Family and Medical Leave Act*:
  - (a) Short-notice deployment (for up to seven calendar days beginning on the date a covered military member is notified of an impending call or order to active duty in support of a contingency operation);
  - (b) To attend military events and related activities;
  - (c) For childcare and school activities as enumerated by the DOL Regulations (29 C.F.R. Section 825.106(a)(3));
  - (d) To make or update financial or legal arrangements to address the covered military member's absence while on active duty or call to active duty status or to act as the Covered Servicemember's representative before a federal, state or local agency to obtain, arrange, or appeal military benefits while the Covered Servicemember is on active duty or call to active duty status;
  - (e) To attend counseling provided by someone other than a health care provider for oneself, for the Covered Servicemember, or the Covered Servicemember's child or stepchild, provided that the need for counseling arises from the active duty or call to active duty status of the Covered Servicemember;

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(f) To spend time with a Covered Servicemember who is on short-term, temporary rest and recuperation leave during the period of deployment (for up to five days for each instance of rest and recuperation);

(g) To attend post-deployment activities and address issues arising from the death of a Covered Servicemember while on active duty status; and

(h) To address other events which arise out of the Covered Servicemember's active duty or call to active duty status provided that the College and the employee agree that such leave shall qualify as an exigency, and agree to both the timing and duration of such leave.

**B. Exigency Leave.** Eligible employees shall be entitled to a total of twelve (12) work weeks of unpaid leave during the twelve (12) month period because of any "Qualifying Exigency" arising out of the active duty or call to active duty in the Armed Forces in support of a contingency operation of the employee's spouse, son, daughter or parent, subject to the following:

- (1) the employee must state a qualifying reason for the needed leave to allow the College to determine whether the purpose for the leave is one allowed under the Act;
- (2) leave may be taken on an intermittent basis (in separate blocks of time) or reduced schedule (reducing the usual number of hours per week or per day) because of a "Qualifying Exigency," subject to the requirements and limitations set forth in the FMLA Regulations; and
- (3) the College may require requests seeking leave due to a "Qualifying Exigency" be supported by a signed Certification of Qualifying Exigency for Military Leave in the form provided by Rock Valley College.

**C. Servicemember Family Leave.** Eligible employees (the spouse, son, daughter, parent, or next of kin of a Covered Servicemember) shall be entitled to a total of twenty-six (26) work weeks of unpaid leave during a single twelve (12) month period to care for a Covered Servicemember (beginning the first day the eligible employee takes leave to care for a Covered Servicemember) provided that the Covered Servicemember's injury or illness renders him or her medically unfit to perform duties of the member's office, grade, rank or rating, subject to the following:

- (1) the employee must state a qualifying reason for the leave to allow the College to determine whether the purpose for the leave is one allowed under the Act;
- (2) a husband and wife who are both employed by the College and both eligible for leave, are only permitted to take a combined total of twenty-six (26) weeks of leave during a single twelve (12) month period;

**Deleted:** <#>**Eligibility.** To be eligible for Exigency or Servicemember Family Leave, an employee must either:¶  
<#>¶  
<#>have been employed for at least twelve (12) months (the 12 months need not be consecutive);¶  
<#>¶  
<#>have been employed for at least 1,250 hours of service during the previous twelve (12) month period immediately before the beginning of the leave; and¶  
<#>¶  
<#>be employed at a worksite where Rock Valley College employs at least 50 employees within 75 miles of that worksite.¶  
<#>¶  
<#>The twelve (12) month period during which the twelve (12) weeks of Exigency leave entitlement occurs shall be calculated based upon a rolling 12-month basis.¶

- (3) leave to care for a Covered Servicemember and leave for any other FMLA-qualifying event may not exceed twenty-six (26) weeks in a single twelve (12) month period;
- (4) leave may be taken on an intermittent basis (in separate blocks of time due to a single illness or injury) or reduced schedule (reducing the usual number of hours per week or per day) if medically necessary; and
- (5) The College may require that requests seeking leave for Servicemember Family Leave be supported by medical certification from the Covered Servicemember's health care provider sufficient to establish that the Covered Servicemember is in need of care. Such medical certification must be submitted within 15 calendar days after the Superintendent or his or her designee requests the certification.

In cases where the College has reason to doubt the validity of a medical certification it may seek authentication or clarification in accordance with DOL Regulations (29 C.F.R. Section 825.307(a)).

The College reserves the right to request certification at a later date in cases where it does not initially request medical certification to support the leave request but it later has reason to question the appropriateness or duration of the leave. The College may deny a leave request, for foreseeable leaves, or deny continuation of leave, for unforeseeable leaves, until the employee provides the required certification.

**D. Substitution of Paid Leave.** Other available paid vacation, personal or family leave must be substituted for Exigency and Servicemember leave prior to being placed in unpaid status. Where leave is necessitated by the care for a seriously ill or injured Servicemember, sick leave must be used prior to an employee being placed in unpaid status. Any substitution required by this policy will count towards the employee's Exigency or Servicemember Family Leave entitlement. The College will pay sick leave only under circumstances permitted by the applicable sick leave policy. Use of Exigency or Servicemember Family Leave shall not necessarily preclude the use of other applicable unpaid leave that will extend the employee's leave beyond 12 weeks, or 26 weeks where applicable, provided that the use of Exigency or Servicemember Family Leave shall not serve to extend such other unpaid leave.

**E. Notice.** When practicable, employees must provide at least 30 days' notice to the College of the date when a leave is to begin. If 30 days' notice is not practicable, the notice must be given as soon as practicable. Employees shall provide at least verbal notice sufficient to make the College aware that he or she needs Exigency or Servicemember Family Leave, and the anticipated timing and duration of the leave. Failure to give the required notice may result in the delay in granting the requested leave until at least 30 days after the date the employee provides notice.

- F. Continuation of Health Benefits.** During Exigency or Servicemember Family Leave, employees are entitled to continuation of health benefits that would have been provided if they were working. If the College contributes a portion of an employee's health plan premiums during a period of unpaid Exigency or Servicemember Family Leave, it may recover the amount of such payments if the employee fails to return to work after such leave has been exhausted or expires, as provided under the FMLA.
- G. Return to Work.** An employee returning from Exigency or Servicemember Family Leave will be given an equivalent position to his or her position before the leave, subject to the College's reinstatement policies and practices set forth in its Family and Medical Leave policy and FMLA regulations.
- H. Implementing Procedures:** Rock Valley College may develop procedural guidelines to implement this policy consistent with the Family and Medical Leave Act.

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[Link to Administrative Procedure for this Policy](#)

Reference: Board Report 6575  
Implemented: January 16, 2009  
Revised: \_\_\_\_\_, 2021

Deleted: April 8, 2014



**Board Policy 3:30.110**  
**Victims' Economic Security and Safety Act**

**First Reading**

**BACKGROUND:**

Rock Valley College has an existing Board Policy 3:30.110 for Victims' Economic Security and Safety Act (VESSA). VESSA currently allows employees who are victims of domestic or sexual violence or who have family or household members who are victims of such violence to take up to twelve (12) weeks of unpaid leave per any twelve (12) month period to seek medical help, legal assistance, counseling, safety planning, and other assistance. The Act also prohibits employers from discriminating against employees who are victims of domestic or sexual violence or who have family or household members who are victims of domestic or sexual violence.

On August 20, 2021, Governor Pritzker approved House Bill 3582, which amends VESSA. HB3582 provides that victims and family members of victims of other crimes of violence (such as criminal homicide, bodily harm, harassing and obscene communications, terrorism, or armed violence, in addition to victims of domestic violence, sexual violence, and gender violence) are subject to the provisions of the Act regarding unpaid leave and prohibited discriminatory acts. It also amends the Unemployment Insurance Act, which provides that victims of crimes of violence shall not be barred from collecting voluntary leave benefits. The effective date is January 1, 2022.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the revision of Board Policy 3:30.110 so that Rock Valley College is in compliance with HB3582. **Attorney Reviewed.**

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Howard J. Spearman, Ph.D.  
President

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

Attachment: Revised Board Policy 3:30.110 Victims' Economic Security and Safety Act

**VICTIMS' ECONOMIC SECURITY AND SAFETY ACT (VESSA)**  
**FIRST READING**

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Rock Valley College will grant full-time and part-time employees up to a total of 12 workweeks of leave to address domestic violence.

Rock Valley College will grant employees unpaid leave in accordance with the *Victims' Economic Security and Safety Act* ("VESSA" or "the Act"), 820 ILCS 180/1, et seq. The Act provides an employee who is a victim of domestic violence, sexual violence, gender violence, or any other crime of violence as defined by VESSA, or who has a family or household member who is a victim of such crimes of violence, the right to take up to a total of 12 workweeks of unpaid leave from work during any 12-month period to address the violence by:

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(A) seeking medical attention for, or recovering from, physical or psychological injuries caused by any crime of violence to the employee or the employee's family or household member;

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(B) obtaining services from a victim services organization for the employee or the employee's family or household member;

(C) obtaining psychological or other counseling for the employee or the employee's family or household member;

(D) participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's family or household member from future crimes of violence or ensure economic security; or

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(E) seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from any crime of violence.

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Such leave shall not be available to an employee to address violence against the employee's family or household member if the employee's interests as they relate to the violence are adverse to the interests of the family or household member.

The Act governs the requirements, scheduling, continuity of benefits, and all other terms of the leave. This Act prohibits the College from discharging, discriminating, or retaliating against any employee who exercises his or her rights to take such unpaid leave. If the basis for an employee's leave under the Act also qualifies for FMLA leave, both leaves will run concurrently.

This Policy will be administered consistent with the College's collective bargaining agreement obligations where applicable.

Reference: Board Report 6149  
Implemented: March 24, 2009  
Revised: , 2021

Deleted: April 8, 2014

# 2020 Rock Valley College Clery Act Report

Presented to the Rock Valley College  
Board of Trustees  
Committee of the Whole  
November 9, 2021

Thomas Yehl, Interim Chief of Police

# The Clery Act

## **Purpose:**

- In part, to provide the campus community with timely, accurate and complete information about crime and the safety of the campus so that they can make informed decisions to keep themselves safe.
- The Clery Act is a campus security and crime prevention law with consumer information and protection focus.

## **Why do we have to comply?**

- Compliance with the Clery Act allows us to participate in Title IV student financial assistance programs such as Pell Grants, Federal Work Study, Federal Perkins Loans etc.
- Violations of the Clery Act can result in fines of \$59,017.

# Annual Security Report (ASR)

- The Clery Act requires colleges and universities that receive federal funding to disseminate a public annual security report (ASR) to employees and students every **October 1<sup>st</sup>** (for the preceding year). This ASR must include statistics of campus crime for the preceding 3 calendar years, plus details about efforts taken to improve campus safety.
- Material published in this report also reflects requirements for the State of Illinois Security Enhancement Act
- RVC policy statements such as: crime reporting, educational programs, drug / alcohol and emergency response are also included.
- The crime statistics are gathered for main campus and all satellite campuses.

# “Clery Crimes” vs other Offenses

Institutions of higher education must include four distinct categories of crime in their ASR crime data.

- Criminal Offenses such as Robbery, Burglary and Arson.
- Hate Crimes involving any of the above listed crimes and certain other instances.
- Violence Against Women Act (VAWA): domestic violence, sexual assault, dating violence and stalking.
- Arrests and Referrals for Disciplinary Action: weapons, drugs and liquor violations.

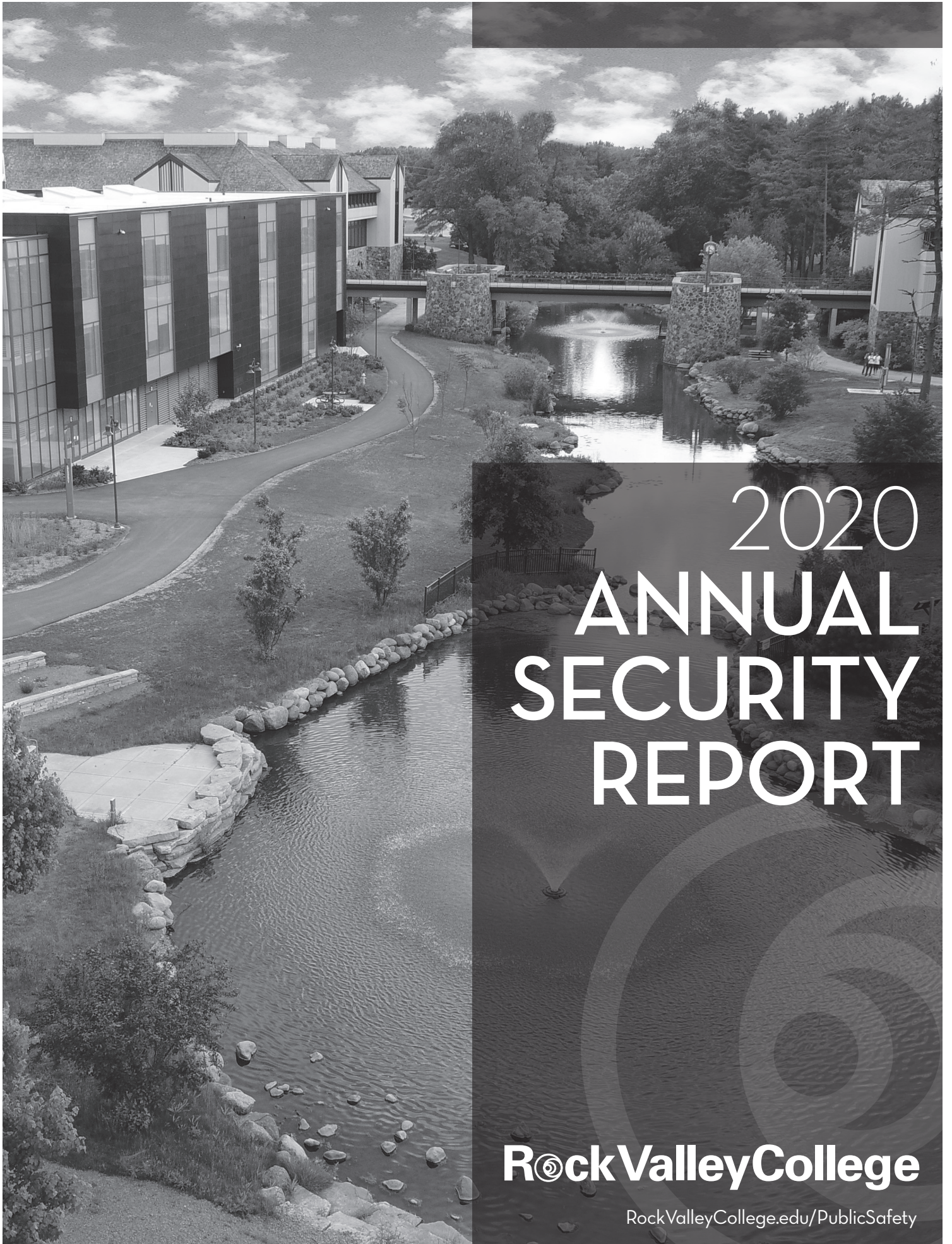
Only Clery Crimes are listed on the Clery report, not all crime.



# Rock Valley College Annual Security Report

- During the 2020 school year, due to COVID19 and remote learning, there were no reported Clery Crimes at any RVC Campus.
- Hard copies are available as well as electronically:  
<https://www.rockvalleycollege.edu/About/RVCPD/securityreport.cfm>
- Thank you for your time.





2020  
**ANNUAL  
SECURITY  
REPORT**

**R@ck Valley College**

[RockValleyCollege.edu/PublicSafety](http://RockValleyCollege.edu/PublicSafety)



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This Rock Valley College Annual Security Report is published in compliance with the **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistic Act (“Clery Act”)** and the **State of Illinois Campus Security Enhancement Act**.

This information is being provided as part of Rock Valley College’s commitment to safety and security on campus. At Rock Valley College (RVC) the safety and well-being of students, faculty, and staff is important. A truly safe campus can only be achieved through the cooperation of everyone at Rock Valley College. We hope that this information will be read carefully to help foster a safe environment for everyone at RVC.

This report is prepared in cooperation with local law enforcement agencies, out-of-state law enforcement agencies, the RVC Police Department (RVC PD), Human Resources, Enrollment Services, Student Life, Community Education Outreach, the Center for Learning in Retirement (CLR), Athletics, and other RVC departments. These entities provide updated information on their educational efforts and programs to comply with the Act.

**DEFINITIONS OF TERMS (per Jeanne Clery Act)**

- A. The term **“academic year”** is defined as beginning with the fall semester, spring semester, and the two (2) summer sessions.
- B. The term **“responding student”** means any student accused of violating the Code of Conduct.
- C. The term **“administrative meeting”** is defined as a discussion between the Dean of Students, or appointed designee, and the student(s) who committed an alleged code violation, to resolve the matter(s).
- D. The term **“advisor”** or **“support person”** is defined as a friend, family member, staff /faculty member of the College, or peer.
- E. The term **“business day”** is defined as any day excluding Saturdays, Sundays, breaks in the academic year, or any holidays recognized by the College.
- F. The term **“the Code”** means Student Code of Conduct.
- G. The term **“College”** means Rock Valley College.
- H. The term **“College official”** includes any person employed by the College performing assigned administrative or professional staff responsibilities.
- I. The terms **“College premises,” “Campus(es),” “On Campus(es),” “Non Campus(es),” “Off Campus(es),” and “all other sites,”** includes all land, buildings, facilities and other property in the possession of or owned, used, or controlled by the College (including adjacent streets and sidewalks).
- J. The term **“complainant”** means any person who submits a charge alleging that a student violated this Code.
- K. The **“Conduct Review Board”** consists of two faculty members appointed by Academic Affairs, two (2) students appointed by the Manager of Student Life, and two (2) administrators (one of whom will serve as non-voting Chair) appointed by the Provost. The Conduct Review Board will only consider an appeal to sanctions of suspension or expulsion imposed by the Dean of Students, or appointed designee.
- L. The term **“faculty member”** includes any person who is either a credit or non-credit, full- or part-time, teacher, coach, or librarian.
- M. The term **“student”** includes all persons taking courses at Rock Valley College, either full-time or part-time, in person or online, persons who withdraw after allegedly violating the Code, who are not officially enrolled for a particular term but who have a continuing relationship with the College or who have been notified of their acceptance for admission are considered “students.” This Code does apply at all locations of the College.
- N. The term **“sanction”** is defined as a penalty or punishment for disobeying a law or rule.
- O. Campus Security Authority is also referred to CSA

**CONFIDENTIAL CRIME REPORTING**

Rock Valley College has an electronic reporting system that can be used to anonymously report crimes or incidents requiring behavioral intervention.

The reporting system is available at: [RockValleyCollege.edu/DeanOfStudents](http://RockValleyCollege.edu/DeanOfStudents).

## THE RVC CAMPUSES

The RVC Main (Mulford) Campus is on the northeast corner of Mulford and Spring Brook Roads. It is situated on 217 acres in the city of Rockford, and according to the ICCB fall 2016 enrollment survey, served approximately 7,700 credit students and more than 20,000 non-credit students.

RVC maintains seven campuses (see photos on page 19):

1. Main Campus located at 3301 N. Mulford Road, Rockford, IL 61114;
2. Aviation Career Education Center (ACEC) located at 6045 Cessna Drive, Rockford, IL 61109;
3. Bell School Road Center (BELL) located at 3350 N. Bell School Road (which is home to the Center for Learning in Retirement-CLR), Rockford, IL 61114;
4. Cold Forming Training Center (CFTC) located at 424 Buckbee Street, Rockford, IL 61104;
5. RVC Downtown (RVCD) located at 99 East State Street, Suite 200, Rockford, IL 61104;
6. Stenstrom Center for Career Education (SCCE), formerly Samuelson Road Center (SAML) located at 4151 Samuelson Road, Rockford, IL 61109;
7. Work Force Connections located at 303 N. Main Street (Supply Core Building), Rockford, IL 61101.

RVC also offers various classes at multiple locations owned by other companies throughout and beyond the RVC district. The policies in this Annual Security Report apply to all seven campuses, unless otherwise stated in a particular section of the report.

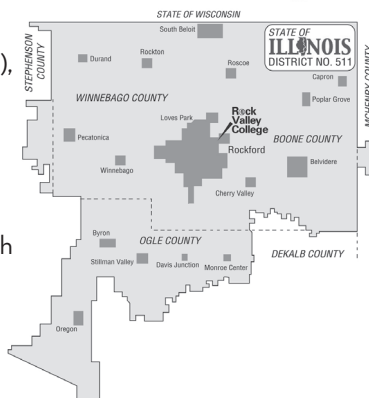
RVC does not have dormitories on any of the campuses. All students live off campus.

## REPORTING OF CRIMINAL ACTIVITIES OR EMERGENCIES

The Rock Valley College Police Department (RVCPD) is responsible for law enforcement, security, and emergency response at RVC. All crimes occurring on any RVC campus should immediately be reported to the Rock Valley College Police Department. RVC police are trained to receive, document and investigate all crimes reported. A RVC police officer will work with individuals reporting a crime to obtain information and evidence, identify potential witnesses, and conduct a thorough investigation in an effort to identify the responsible party. When appropriate, crime suspects may be adjudicated through the student disciplinary system or criminal justice system.

**RVC police officers have full law enforcement authority,** including the authority to effect arrests, granted by the **Illinois General Assembly under 110 ILCS 805/3-42.1.** This Act authorizes them to make arrests on view or warrants, for violations of state statutes, and to enforce county and city ordinances in all counties that lie within the Community College District (#511), when such is required for the protection of community college personnel, students, property, or interests.

All RVCPD officers are certified police officers with training through the University of Illinois Police Training Institute or Illinois State Police Academy.



The RVCPD enforces all the laws of the state of Illinois, city of Rockford, and regulations of the college.

Officers are responsible for a full range of public safety services, including:



- all criminal reports
- investigations
- medical emergencies
- fire emergencies
- traffic accidents
- enforcement of laws regulating alcohol use on campus
- the use of controlled substances
- weapons
- all other incidents requiring police assistance.

The RVC Police Department is located in the Support Services Building (Room 1100), on the Main (Mulford) Campus and can be contacted by dialing 911 in emergency situations or (815) 966-2900 for non-emergency situations. RVC Police officers provide 24 hour patrol protection on weekdays. Rockford Police respond to police calls on campus between 2:30 a.m. and 5:30 a.m. on Saturdays and Sundays. The RVCPD makes daily patrols of the Stenstrom Center (SCCE), Aviation Career Education Center (ACEC), Cold Forming (CFTC), and RVC Downtown (RVCD). The SCCE and ACEC are also patrolled by the Rockford Police Department. Work Force Connections is patrolled by the Rockford Police Department. A strong working relationship is maintained with the Rockford Police Department, Loves Park Police Department, Winnebago County Sheriff's Department, and other local, state, and federal law enforcement agencies. The RVCPD maintains a mutual aid agreement and assists other local law enforcement agencies as needed.

Emergency calls should be placed directly to 911. All non-emergency police-related calls should be placed to (815) 966-2900. For non-emergency campus-related issues dial (815) 921-4357 to reach the RVC Police administrative line.

RVC also has numerous Emergency Call Boxes in place on the Main Campus and off-campus facilities. These Call Boxes can be used to contact the Rock Valley College Police Department in emergencies or whenever assistance is needed. Call Boxes are also available at the Bell School Road Center, Stenstrom Center, and Aviation Career Education Center.

The Rock Valley College Police Department maintains a daily crime log in the RVC Police Department lobby, in the SSB (Room 1100). The crime log contains information concerning reported crimes and typically includes the case number, classification of the crime, date reported, date occurred, time occurred, general location, and disposition of the crime.



## MAINTENANCE AND SECURITY OF CAMPUS FACILITIES

Facilities, Plant Operations, and Maintenance (FPOM) maintains the campus buildings and grounds with a concern for safety and security. The Rock Valley College Police Department inspects campus facilities regularly and reports all potential security and safety hazards to FPOM for repairs. Students, faculty, and staff may also call FPOM at (815) 921-4300 to report any security or safety hazards.

## ACCESS TO CAMPUS FACILITIES

All RVC campus buildings and facilities are accessible during normal hours of operation: 6:30 a.m. - 11:00 p.m. daily.

Please contact the college's main switchboard (815) 921-7821 or the Rock Valley College Police Department (815) 921-4350 for weekend and holiday hours.

The campus(es) are closed to the public from 11:00 p.m. until 6:30 a.m. During non-business hours, access to all college facilities is by key or card access, if issued, or by admittance via the RVCPD.

## INVESTIGATIONS/CRIME PREVENTION

There is an ongoing effort at RVC to prevent crimes from occurring rather than react to them after the fact. A method for accomplishing this goal is the college's crime prevention program. The college's crime prevention program is based upon the elimination of criminal opportunities and the encouragement of students, faculty, and staff to be responsible for the security and safety of all members of the campus community. The college's primary crime prevention and awareness programs are made available to all incoming students, new employees, current students, and current employees.

The following is a listing of the crime prevention programs and projects utilized by RVC.

### 1. SAFE WALK PROGRAM

Provides an escort service, particularly during hours of darkness, for persons walking on campus. Call (815) 921-4350 or use an Emergency Call Box to request an escort. A RVCPD police officer will walk with you to any of these on-campus destinations: Main (Mulford) Campus, Bell School Road Center, RVC Downtown, Falcon Road Center, and Stenstrom Center for Career Education.

### 2. NEW STUDENT ORIENTATION

Crime prevention material is made available to new and returning students during the fall. Crime prevention material is also available throughout the year at several brochure kiosks located in buildings on campus.

### 3. BEHAVIOR INTERVENTION TEAM (BIT) AND THREAT ASSESSMENT

An anonymous referral regarding concerning behavior can be made at the Behavior Intervention Team (BIT) section of the college's website. The BIT process coordinates a response to a student behavior(s) of concern. When referrals of concerning behavior are made by students, staff, or faculty to the Behavior Intervention Team, the team will follow up on the referral of concern and respond appropriately. BIT referrals should only be made for non-emergency situations. Emergencies and behavior that is life-threatening should immediately be reported to the RVCPD.

### 4. EMERGENCY CALL BOXES

An Emergency Call Box phone system is in place on campus. Located inside and outside of buildings, these Call Boxes can be used 24 hours a day to contact the RVCPD.



### 5. CAMPUS TELEPHONES

Campus NBX telephones (used by staff and faculty) may be used to report criminal activity, fire, or other emergencies by dialing 911.

### 6. ELECTRONIC MONITORING SYSTEMS

A sophisticated electronic alarm system monitors a network of intrusion and duress alarm systems in campus facilities. A series of closed-circuit security cameras are also utilized.

### 7. TIMELY WARNINGS

In the event that a situation arises, that has happened within 10 days, either on- or off-campus, that, in the judgment of the Chief of the Rock Valley College Police Department, constitutes an ongoing or continuing threat, a campus-wide "timely warning" will be issued. The warning will be issued through the college email systems to students, faculty, and staff. The college may also post the warning on the college website and, in such instances, a copy of the warning will be posted at the entrance door of each on-campus building.

### 8. EMERGENCY NOTIFICATION

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Rock Valley College Police Department, in conjunction with the Rock Valley College Communications department shall without any delay, notify students and staff through the use of the "RVC Alerts" emergency text message and voice message system. The "RVC Alerts" system, which provides more immediate notification, is a voluntary program that students and staff can enroll in to receive alerts concerning emergencies on campus via their cellular phone, email address, or landline telephone.

Students and staff can sign up at: [RockValleyCollege.edu/Alert](http://RockValleyCollege.edu/Alert). Anyone with information warranting a timely warning should report the circumstances to the RVCPD, by phone at (815) 654-4357 or in person at the dispatch center, within the Support Services Building (SSB), on the Main (Mulford) Campus near Parking Lot #4.

Persons wishing to report criminal offenses for the purpose of making a timely warning report or an emergency notification should contact the RVC Police Department.

## EMERGENCY PREPAREDNESS

As required by federal and state law, Rock Valley College has a comprehensive emergency operations plan (EOP) that details immediate response and evacuation procedures, including the use of electronic and cellular communication.

The Rock Valley College Police Department has staff members assigned to the college's Plans, Preparedness, Prevention, and Physical Security division. This division manages and maintains most of the college's emergency preparedness procedures. RVC police officers, supervisors, and dispatchers (telecommunicators) have received training in **Incident Command** and the **National Incident Management System (NIMS)**.

Generally, if a serious incident or emergency occurs, RVC police officers are the first responders to the scene. Depending on the scope and type of incident, assistance may be requested from the Rockford Police Department, Rockford Fire Department, and other college departments. Other local, state, and federal agencies could also be involved in the response.

Emergency response and evacuation procedures are tested at least annually. College employees are routinely trained utilizing emergency preparedness exercises such as drills, table top exercises, and functional exercises. The college also has an active **Campus Community Emergency Response Team (C-CERT)** consisting of faculty and staff. These individuals are trained in emergency response techniques and are activated during disasters and emergencies.

## DRUG, ALCOHOL, & WEAPONS POLICIES

### ALCOHOLIC BEVERAGES

No person shall possess, consume, distribute, or manufacture any alcoholic beverages on the campus of RVC or any property that the college may own or lease.

The Rock Valley College Police Department enforces Illinois underage drinking laws.

Such laws are strictly enforced by the RVC Police Department. Violators are subject to campus disciplinary action, criminal prosecution, fine, and imprisonment.

The RVC campus has been designated, "drug free," and only under certain circumstances is the consumption of alcohol permitted.

### CONTROLLED SUBSTANCES

No person shall possess, consume, distribute, purchase, or manufacture any controlled or illegal substance on the campus of RVC or any property which the college may own or lease.

The Rock Valley College Police Department enforces federal and state drug laws.

For a complete description of college disciplinary sanctions, State of Illinois, and Federal Drug Laws Penalties, visit: [RockValleyCollege.edu/DrugFree](http://RockValleyCollege.edu/DrugFree).

### WEAPONS

No person shall wear, transport, store, or possess any firearms or other weapons while on any property the college may own or lease (including college-owned vehicles) (720 ILCS 5/21-6). Possession of "weapons" shall include, but is not limited to, firearms (including any gun, rifle, shotgun, pistol, BB, or pellet gun, or any firearm or device from which a projectile may be fired by explosive or gas/compressed air), knives, explosives, chemical or biological weapons, slingshot, metal knuckles, blackjack, or any other object which by use, design, or definition may be used or threatened to inflict injury upon another. "Weapons" does not include mace or pepper spray.

Per the Illinois Firearm Concealed Carry Act [Section 65 (a)(15)], carrying a concealed firearm is prohibited on community college property even if the individual has a valid Concealed Carry License (CCL). Prohibited areas include all campus properties. This includes, but is not limited to, all buildings, parking lots, sporting event areas, bikes paths, and college-owned vehicles. A person with a valid CCL (licensee) may carry a concealed firearm on or about their person within a vehicle into a parking area and may store a firearm or ammunition concealed in a case within a locked vehicle or locked container out of plain view within the vehicle in the parking area. A licensee may carry a concealed firearm in the immediate area surrounding their vehicle within a parking lot area only for the limited purpose of storing or retrieving a firearm within the vehicle's trunk, provided the licensee ensures the concealed firearm is unloaded prior to exiting the vehicle. It is the licensee's responsibility for knowing and obeying the Concealed Carry Law. Violations of Illinois weapons laws may result in arrest. Additionally, violation of the college's weapons policy may result in disciplinary action for students and staff including suspension and/or termination.

This policy does not apply to certified law enforcement personnel (police officers, sheriff's deputies, parole agents) who are authorized by their agency to carry firearms on and off duty. Activities requiring use of prohibited items may be conducted only with the prior written approval of the RVC Chief of Police, or their designee.

## TREATMENT

RVC provides a complete listing of personal counseling and treatment programs available in the Winnebago/Boone counties area. This listing is available in the Personal and Success Counseling Center, the Library, Financial Aid Office, the Bell School Road Center, Stenstrom Center for Career Education, the Falcon Road Center, and at the office of the Dean of Students.

In addition, students and employees may seek assistance from the counselor designated to assist with drug education on the campus who is located in the Personal and Success Counseling Center on the second floor of the Student Center.

If you are aware of problems with friends or family members, we encourage you to act responsibly by consulting with the Personal and Success Counseling Center. Remaining silent or waiting until a situation has escalated is neither respectful nor responsible. The college supports the notion of students helping one another to cooperatively solve alcohol and substance abuse problems as they occur.

## SEXUAL & OTHER HARASSMENT POLICY (TITLE IX)

Rock Valley College is committed to providing an educational environment that is free from all forms of harassment as defined and otherwise prohibited by state and federal law. It is the policy of Rock Valley College that sexual harassment or any other form of harassment of a student by another student, an employee or a third party is prohibited and will not be tolerated. Any student or employee who is found after appropriate investigation to have violated this policy will be subject to disciplinary action, up to and including expulsion or termination.

Students who believe they have been subjected to harassment in violation of this policy shall have the right to submit complaints to the college in accordance with the administrative procedures implementing this policy.



Consistent with Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. §§ 1681 et seq., and its implementing regulations, 34 C.F.R. Part 106, the college will provide training for administrators, teachers, staff, and students to help ensure that they understand what types of conduct constitute sexual harassment or violence, can identify warning signals that may need attention, and know how to properly respond.

Prohibited Conduct: Sexual Harassment, Sexual Violence, Harassment, Retaliation, Reprisals, False Claims, Inappropriate Consensual Relationships.

## SEXUAL & OTHER HARASSMENT DEFINED

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature from another student, an employee or a third party when:

- A. Such conduct denies or limits a student's ability to participate in or to receive benefits, services, or opportunities in the college's programs or activities;
- B. Submission to or rejection of such conduct is used as a basis for educational decisions affecting such individual; or
- C. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.

This policy applies in all college environments, whether on campus, off campus, at college-sponsored social functions, or otherwise.

### Examples of Sexual Harassment

Sexual harassment, as defined above, can range from unwelcome sexual flirtation to sexual assault. The following is a list of examples of conduct that may violate this policy. It is not intended to be an exhaustive list:

1. Direct propositions of a sexual nature
2. Physical assaults or sexual violence
3. Unwelcome and offensive physical contact such as patting or pinching
4. Unwelcome sexual flirtation
5. Sexually explicit statements, jokes, or anecdotes
6. Remarks or speculation about sexual activity
7. Direct or implied threats that submission to sexual advances will be a condition of grading, promotion, or other educational actions
8. Sexual slurs, sexual innuendos, and other comments about a person's body
9. Telephone calls, emails, text messages, use of social media, and other electronic communications of an unwelcome sexual nature
10. Deliberate touching of another's sexual parts without consent
11. Deliberate sexual contact of another without consent
12. Deliberate constraint or incapacitation of another, without that person's knowledge or consent, so as to put another at substantially increased risk of sexual injury
13. Any sexual act that occurs without the consent of the victim, or that occurs when the victim is unable to give knowing consent due to drug or alcohol intoxication, mental incapacity, or under the age of 17
14. Obscene or indecent behavior, which includes, but is not limited to, exposure of one's sexual organs or the display of sexual behavior that would be reasonably offensive to others

This policy also prohibits gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

### Other Forms of Harassment

Harassment on the basis of any other protected characteristic is also strictly prohibited.

Harassment means unwelcome verbal, physical, or other conduct based upon student's race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, citizenship, or any other characteristic protected by law that:

- A. Has the purpose or effect of creating an intimidating, hostile or offensive educational environment
- B. Has the purpose or effect of unreasonably interfering with a student's academic performance
- C. Otherwise adversely affects a student's educational opportunities

Harassing conduct includes, but is not limited to: epithets, slurs, or negative stereotyping; threatening, intimidating, or hostile acts; offensive jokes; and written material that shows hostility or aversion towards an individual or group based upon a legally protected characteristic.

### Consensual Relationships

A sexual or romantic relationship between an employee and a student creates a conflict of interest when one of the individuals has direct evaluative authority over the other. Voluntary consent to a relationship of this nature is inherently suspect given the dynamics of the relationship. Therefore, it is a violation of this policy for an employee to have a sexual or romantic relationship with a student enrolled in a course being taught by the employee or whose work that employee supervises.

Relationships of this nature can affect other students, faculty, and staff because it places the employee in a position to favor or advance one student's interest at the expense of the others. This relationship may also send an implicit message that obtaining benefits is contingent on a sexual or romantic relationship.

*Please see the RVC Dean of Students web page for additional information regarding Title IX / Sexual Harassment (Sexual Assault, Sexual Harassment & Relationship Violence tab): [RockValleyCollege.edu/DeanOfStudents](http://RockValleyCollege.edu/DeanOfStudents).*

## SEXUAL & OTHER HARASSMENT PROCEDURES

### Informal Discussion

Before filing a formal complaint, students are encouraged to discuss their concerns with the Title IX Coordinator, or their designee. This discussion is seen as the first step in the resolution procedure. It allows for sharing of information, giving of advice, and the possibility of achieving mutual resolution between/among the parties. Students who pursue this option will be informed at the outset of the right to end the informal process at any time and file a formal complaint.

### Filing a Formal Complaint

Any student who feels that he or she has been the victim of harassment of any type by another student, an employee, or a third party may submit a formal written complaint to the

**Title IX Coordinator:**

(815) 921-1500 | [RVC-StudentConduct@RockValleyCollege.edu](mailto:RVC-StudentConduct@RockValleyCollege.edu)

Written complaints must be signed and, to the extent possible, should state in detail the time, place, pertinent facts, and circumstances of the alleged harassment along with any witnesses. Written complaints must also state the remedy or relief being sought.



### Investigating Complaints

All complaints of harassment are taken seriously and will be investigated promptly. The Title IX Coordinator, or their designee, will inform and seek consent from the complainant before beginning an investigation. If the complainant requests confidentiality or asks that the complaint not be pursued, the college will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the Title IX Coordinator, or their designee, will inform the complainant that the college's ability to respond may be limited. The Title IX Coordinator, or their designee, will also inform the complainant that this policy prohibits retaliation, and the college will not only take steps to prevent retaliation, but also take strong responsive action if retaliation occurs. The Title IX Coordinator, or their designee, will inform the complainant that the college cannot ensure confidentiality.

The purpose of the investigation is to determine whether the alleged violation of the college policy has occurred. In making this determination, the college uses a preponderance of the evidence standard, i.e., whether it is more likely than not that sexual harassment or violence occurred. In conducting the investigation, the Title IX Coordinator, or their designee, may interview the complainant, the accused, and any other persons believed to have pertinent factual knowledge regarding the alleged conduct, as deemed appropriate is the sole discretion of the Title IX Coordinator, or their designee.

The investigation will afford the accused a full opportunity to respond to the allegations. During the investigation, it may be necessary to take appropriate interim measures, such as reassigning the student to a different class or teacher or prohibiting the alleged perpetrator from having any contact with the complainant, pending the results of the investigation.

- To the extent possible, the Title IX Coordinator, or their designee, shall strive to conclude the investigation within sixty (60) days from the receipt of the complaint. This time period may be extended as necessary.
- Within fifteen (15) days of the conclusion of the investigation, the Title IX Coordinator, or their designee, shall prepare a confidential report regarding the investigation and whether a violation of the college's policy has occurred. The complainant and the accused shall be provided copies of the confidential report.

Any student or employee who is found after appropriate investigation to have been in violation of this policy will be disciplined and subjected to corrective action, up to and including expulsion or termination. Appropriate corrective action for students may include, but is not limited to, counseling, warning, education, suspension, or expulsion depending upon the severity of the harassment and any record of prior related behavior.

The college may also provide appropriate remedies to the complainant. Remedies for the complainant might include, but are not limited to, ensuring that the complainant and alleged perpetrator do not attend the same classes, providing counseling or medical services, providing academic support services, such as tutoring, or arranging for the complainant to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the complainant's academic record.

### Confidentiality

The college will strive to protect the confidentiality of the parties and records to the extent permitted by law. However, the college cannot ensure confidentiality in every situation. The college will evaluate requests for confidentiality in the context of its responsibility to provide a safe and nondiscriminatory environment for all students. Accordingly, the college may weigh the request for confidentiality against the following factors: the seriousness of the alleged harassment; the complainant's age; whether there have been other harassment complaints about the same individual; and the alleged harasser's rights to receive information about the allegations if the information is maintained by the school as an "education record" under the **Family Educational Rights and Privacy Act (FERPA)**, 20 U.S.C. § 1232g; 34 C.F.R. Part 99.15.

### Retaliation

Retaliation means adverse action taken against a student because he or she has, in good faith, reported harassment or provided information in support of a harassment complaint. Retaliation violates the college's policy and is also illegal. A person engaging in retaliatory conduct will be subject to corrective action, up to and including expulsion or termination.

### Reprisal Against Alleged Harasser

It is against this policy to take into account the filing of a complaint against an employee or a student when making determinations such as reappointment, tenure, promotion, grades, merit, or any other evaluation, unless a final determination has been made that the employee or student did in fact violate this policy. The fact that a complaint has been filed is not proof of the prohibited conduct and should not be treated as such.

### False Claims

Allegations of harassment are extremely damaging by their very nature. All claims of harassment must be made in good faith. Any claims that are brought while knowingly false, with malicious intent, or out of retaliation are a violation of this policy. Students who violate this policy will be disciplined and subjected to corrective actions, up to and including expulsion.

### External Complaints

While the college encourages individuals to use the college's internal complaint procedure to resolve harassment concerns, students also have the right to file a complaint with the U.S. Department of Education's Office for Civil Rights (OCR) in addition to or in lieu of filing an internal complaint. Students may also file a criminal complaint with the college's Police Department and/or the Rockford Police Department. No retaliation shall be taken against a student for filing an external complaint.



Chicago Office - Office for Civil Rights  
 U.S. Department of Education - Citigroup Center  
 500 W. Madison Street, Suite 1475  
 Chicago, IL 60661-4544  
 (312) 730-1560 | Fax: (312) 730-1576  
 Email: OCR.Chicago@ed.gov

## SEXUAL AND INTERPERSONAL VIOLENCE

### Sexual Violence:

- refers to physical sexual acts perpetrated against a person's will, or where a person is incapable of giving consent. Consent must be given freely and voluntarily. It must be active and cannot be passive; silence or an absence of resistance, does not imply consent. A person may not give consent if they are unconscious, under the age of 17, incapacitated due to the use of alcohol or drugs, or have an intellectual or other disability. Past consent does not imply future consent, consent can be withdrawn at any time. Coercion, force, or threat of either; invalidates consent. Examples of sexual violence includes; rape, sexual assault, sexual battery, and sexual coercion. All such acts are forms of sexual harassment covered under this policy.
- involves the use of force or threat of force to sexually touch or sexually penetrate the victim's body or forcing the victim to touch or penetrate the offender's body. Threats of death or use of a weapon increases the severity of criminal charges. According to Illinois law, sex crimes can be prosecuted even if the victim knew the attacker; the victim did not fight back; the victim had consensual sex with the attacker previously; or the victim was intoxicated or unconscious.

Rock Valley College does not tolerate interpersonal violence, which includes sexual assault, prohibited sexual contact, stalking, dating violence, and domestic violence in any form.

Rock Valley College ("college") is committed to providing a safe and welcoming campus environment free from discrimination based on sex, which includes sexual assault, sexual exploitation, stalking, sexual harassment, dating violence, and domestic violence (collectively referred to as sexual misconduct). The college prohibits and will not tolerate sexual misconduct because such behavior violates the college's institutional values, adversely impacts the college's community interest, and interferes with the college's mission. The college also prohibits retaliation against any person who, in good faith, reports or discloses a violation of this policy, files a complaint, and/or otherwise participates in an investigation, proceeding, complaint, or hearing under this policy. Once the college becomes aware of an incident of sexual misconduct, the college will promptly and effectively respond in a manner designed to eliminate the misconduct, prevent its recurrence, and address its effects. Whenever a student or employee reports to the institution that they have been the victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the institution will provide the student or employee with an explanation of their rights and options. This information is in the Rock Valley College "Know Your Rights" booklet.

The Lead Title IX Coordinator is responsible for coordinating the college's efforts to comply with and carry out its responsibilities under Title IX of the Education Amendments of 1972 ("Title IX"), which prohibits sex discrimination, including sexual misconduct, in education programs and activities for institutions that receive federal financial assistance, as well as retaliation for the purpose of interfering with any right or privilege protected by Title IX. The Lead Title IX Coordinator oversees the college's response to all reports and complaints of sexual misconduct to monitor outcomes, identify and address any patterns or systemic problems, and to assess their effects on the campus climate. The Lead Title IX Coordinator also evaluates requests for confidentiality by those who report or complain about sexual misconduct in the context of the college's responsibility to provide a safe and welcoming campus environment for all students free from discrimination based on sex. Following a report or complaint of sexual misconduct, the college is required to conduct an adequate, reliable, impartial, equitable, and prompt investigation, including:

1. determining whether the report or complaint alleges conduct that may, upon further investigation, constitute prohibited sexual misconduct;
2. appointing an investigative team to conduct that investigation;
3. determining whether reports and complaints are handled properly in a prompt and timely manner;
4. informing all parties regarding the disciplinary process;
5. confirming that all parties have been notified of a decision and the right to, and procedures for, an appeal, if applicable;
6. maintaining information and documentation related to the investigation in a secure manner, consistent with the college's obligations to disclose information as required by law; and
7. monitoring compliance with timeframes set forth in the applicable procedures.

The Lead Title IX Coordinator and can be contacted at (815) 921-1500; or by email at [RVC-StudentConduct@RockValleyCollege.edu](mailto:RVC-StudentConduct@RockValleyCollege.edu).

A person should contact the Lead Title IX Coordinator or a Deputy Title IX Coordinator to:

1. seek information or training about rights and available actions to resolve reports or complaints involving potential sex discrimination, including sexual misconduct;
2. file a complaint or make a report of sex discrimination, including sexual misconduct;
3. notify the college of an incident, policy or procedure that may raise potential Title IX concerns;
4. get information about available resources (including confidential resources) and support services relating to sex discrimination, including sexual misconduct; and ask questions about the college's policies and procedures related to sex discrimination, including sexual misconduct.

### Domestic Violence and Dating Violence

involves a person knowingly, without justification, causing bodily harm to any family or household member, or making physical contact of an insulting or provoking nature with them. A family or household member includes spouses, former spouses, parents, children, stepchildren, and other persons related by blood or by present or prior marriage, persons who share or formerly shared a common dwelling, persons who have or allegedly have a child(ren) in common, person who share or allegedly share a blood relationship through a child, persons who have or have had a dating or engagement relationship, persons with disabilities and their personal assistants, and caregivers as defined in **Section 12-4.4a of the Illinois Domestic Violence Code**.

### Stalking

is committed when a person knowingly engages in a course of conduct directed at a specific person, and they know or should know that their course of conduct would cause a reasonable person to fear for their safety or the safety of a third person, or causes them to suffer from emotional distress. It can also involve knowingly following a person and/or placing them under surveillance, on at least two separate occasions.

## ASSISTANCE FOR VICTIMS OF SEXUAL VIOLENCE

### If You Have Been the Victim of Sexual Assault

Sexual Assault should be reported immediately to the RVC Police Department, and/or Title IX Coordinator, or their designee. The Title IX Coordinator, or their designee, will provide assistance by discussing options available at the college including; assistance with support services, information on college procedures, providing remedies or administrative measures, and providing answers to questions or concerns. The Chief of the Rock Valley College Police Department, or their designee, will complete a campus report and explain to the student their options for pursuing the complaint through the legal system. The Rock Valley College Police Department can also assist with the needed hospital treatment (or other appropriate agency) and investigation of the complaint. It is important to have prompt, thorough medical care after a sexual assault. The primary medical concerns are physical injuries, sexually transmitted diseases, and pregnancy. At the time of the medical examination, testing will also be done to collect evidence that can be used to prosecute the individual who committed the assault. For this reason, sexual assault victims should not bathe or change their clothing after an assault, because it could destroy evidence. Preserved evidence may be helpful in obtaining a protection order against the assailant.

The RVC Police Department will notify college officials and will report the complaint to the Title IX Coordinator, or their designee for determination of the need for campus adjudication to take place regardless of prosecution through the legal system.

Any case of sexual assault referred to the Title IX Coordinator, or their designee, will be investigated. Sanctions for students found responsible of sexual assault may range from disciplinary warning or probation to suspension or expulsion from the college.

Rock Valley College provides referral and counseling assistance for victims of sexual assault through the Title IX Coordinator, or their designee, and/or the RVC Personal and Success Counselor (located on the second floor of the Student Center Main Campus).

A victim may report directly to an RVC Personal and Success Counselor for immediate confidential response to obtain resources, discuss options, and to help navigate the process.

### Crisis Centers



Additional sexual assault information and crisis center locations are available at the Illinois Coalition Against Sexual Assault (ICASA): [ICASA.org](http://ICASA.org).



You may also contact Rockford Sexual Assault Counseling, Inc. (RSAC): [RSAConline.org](http://RSAConline.org). RSAC's services are confidential and free, 24 hours a day/7 days a week at (815) 636-9811.

### CONSENT

Consent is informed, freely and actively given, mutually understandable words or actions that indicate a willingness to participate in mutually agreed upon sexual activity. A person can withdraw consent at any time. There is no consent when there is force, threats, intimidation, or duress. A person's lack of verbal or physical resistance does not constitute consent. Consent to past sexual activity with another person does not constitute consent to future sexual activity with that person. Consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another person. A person cannot consent to sexual activity if such person is unable to understand the nature, fact, or extent of

the activity or give knowing consent due to circumstances including without limitation the following:

- A. the person is incapacitated due to the use or influence of alcohol or drugs;
- B. the person is asleep or unconscious;
- C. the person is under the legal age to provide consent; or
- D. the person has a disability that prevents such person from having the ability or capacity to give consent.

### DATING VIOLENCE

Dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim, and the existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of relationship, the type of the relationship, and the frequency of the interaction between the persons involved in the relationship.

### SEXUAL EXPLOITATION

The use of another person's nudity or sexual activity without consent for the purpose of sexual gratification, financial gain, personal benefit, personal advantage, or any other non-legitimate purpose. Sexual exploitation includes, but is not limited to:

- A. without the knowledge and consent of all participants, observing, recording, or photographing nudity or sexual activity of one or more persons in a location where there is a reasonable expectation of privacy, allowing another to observe, record, or photograph nudity or sexual activity of one or more persons, or otherwise distributing recordings, photographs, or other images of the nudity or sexual activity of one or more persons;
- B. exposing one's genitals without consent of the other person(s); and
- C. sending sexually explicit materials to another person without consent of the recipient.

### SEXUAL HARASSMENT

Sexual harassment is defined by college policy and set forth in the Student Code.

### ORDERS OF PROTECTION AND NO-CONTACT ORDERS

In Illinois, a victim of domestic violence, dating violence, sexual assault or stalking has rights. Further, the college complies with Illinois law in recognizing orders of protection. Any person who obtains an order of protection from Illinois or any other state should provide a copy to the RVC Police. A complainant may then meet with the RVC Police to develop a "Safety Action Plan," which is a plan for RVC Police and the victim to reduce risk of harm while on campus or coming and going from campus.

Rock Valley College provides students and employees with written notification about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services available for victims, both within the institution and in the community. They will also be provided with information about options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures. The college will make such accommodations or provide such protective measures if the victim requests them and if they are reasonably available, regardless if the victim chooses to report the crime to campus police or local law enforcement.

This information is available in the "Know Your Rights" booklet published by the college.

## CONFIDENTIALITY

The college will attempt to protect the identity of persons who report having been victims of sexual assault, domestic violence, dating violence, or stalking, consistent with its legal obligations to protect the safety of the campus community.

Personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant (for example, publicly available record-keeping for purposes of Clery Act reporting and disclosures will be made without inclusion of identifying information about the victim, as defined in 42 USC 1395 (a) (20).) Further, the institution will maintain as confidential, any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

The college does not publish the name of crime victims nor house identifiable information regarding victims in the campus police departments Daily Crime Log or online. Victims have the right to require that directory information about them not be disclosed. To make this request, a student must submit a "Request to Suppress Directory Information" to the Office of the Registrar (815) 921-4250. Students who request suppression of directory information usually do so because of serious, even dangerous, circumstances. It is critical that their privacy be protected in every situation. If a student has elected to suppress directory information, the college will respond to inquiries as follows:

"There is no information available for any student by that name."

Police reports in the state of Illinois are public records, and the college Police cannot hold reports of crimes in confidence. However, victim information is redacted in reports requested via the Freedom of Information Act (FOIA). Confidential reports for inclusion in the annual disclosure of crime statistics can be made to other campus security authorities.

## INTERIM PROTECTIVE MEASURES AND SANCTIONS

The college may implement protective measures following the report of domestic violence, dating violence, sexual assault and/or stalking, which may include some or all of the following actions: no contact orders, no trespass orders, and changes to class schedules.

## RESULTS OF DISCIPLINARY HEARINGS

Rock Valley College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the college against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, RVC will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

Results of hearings should be released to the victim and the accused on the same day.

## HOW TO BE AN ACTIVE BYSTANDER

Bystanders play a critical role in the prevention of sexual and relationship violence. They are individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it. We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence

without causing further harm. We may not always know what to do even if we want to help. Below is a list of some ways to be an active bystander. If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

1. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
2. Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
3. Speak up when someone discusses plans to take sexual advantage of another person.
4. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
5. Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

## RISK REDUCTION

With no intent to victim-blame and recognizing that only rapists are responsible for rape, the following are some strategies to reduce one's risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, [www.rainn.org](http://www.rainn.org)):

1. **Be aware of your surroundings.** Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. **Try to avoid isolated areas.** It is more difficult to get help if no one is around.
3. **Walk with purpose.** Even if you don't know where you are going, act like you do.
4. **Trust your instincts.** If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
5. Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
6. **Make sure your cell phone is with you and charged** and that you have cab money.
7. **Don't allow yourself to be isolated** with someone you don't trust or someone you don't know.
8. Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
9. When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
10. **Trust your instincts.** If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately.
11. Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
12. Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
13. Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.



14. If you suspect you or a friend has been drugged, contact law enforcement immediately. Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
15. If you need to get out of an uncomfortable or scary situation here are some things that you can try:
  - a. Remember that being in this situation is not your fault. You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
  - b. **Be true to yourself.** Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
  - c. **Have a code word** with your friends or family so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
  - d. **Lie.** If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
16. **Try to think of an escape route.** How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
17. If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

## Student Code of Conduct Policies

The college recognizes each student's procedural right to due process, which includes providing notice setting forth alleged violation(s) of the Student Code of Conduct (hereafter referred to as the "Code"), and a speedy and fair hearing/administrative meeting. An appeals process is available to students that are suspended or expelled from the college. Any member of the college community can initiate accusation of an alleged violation. If a student referred to the Dean of Students for an alleged violation, he or she will receive notice of the alleged violation which will include a request for an administrative meeting with the Dean of Students, or their designee.

## Procedural Right to Due Process

Any student facing possible disciplinary action is entitled to the following procedural due process:

- To be notified of the allegations against them
- The right to a speedy and fair hearing/administrative meeting
- To know the nature of the information against them, unless release of the information would endanger the health or safety of victim(s) or witness(es)
- To present information and/or witnesses relevant to the allegation
- To appeal a sanction of suspension or expulsion, if applicable

## College Jurisdiction

Jurisdiction is maintained between periods of enrollment for all students. The term "student" includes all persons taking courses at Rock Valley College, either full-time or part-time, in person or online. Persons who withdraw after allegedly violating the Code, who are not officially enrolled for a particular term, but who have a continuing relationship with the college or who have been notified of their acceptance for admission are considered "students."

This Code applies to all college locations including the Main (Mulford) Campus, Stenstrom Center, RVC Downtown, and all other sites.

Sanctions may be imposed for prohibited conduct which occurs on college premises, at off-campus instructional sites (e.g., experiential coursework, internships, lab, or clinical sites), at college-sponsored extracurricular activities or events when a student serves as a representative of the college, or in the instance of using college technology or property.

## Student Conduct & Conflict Resolution Model

The Dean of Students, or their designee, shall determine whether the Code shall be applied to conduct occurring off campus in accordance with the best interests of the college. Sanctions may be imposed for conduct that occurs on- or off-campus which substantially interferes with the college's operation or educational programs or the safety and welfare of the college community. A substantial college interest is defined to include:

- A. Any situation where it appears that the student's conduct may present a danger or threat to the health or safety of themselves or others
- B. Any situation that significantly impinges upon the rights, property, or achievements of self or others or significantly breaches the peace and/or causes social disorder
- C. Any situation that is detrimental to the educational mission and/or interests of the college



The Student Code of Conduct may be applied to behavior conducted online, via email, or other electronic medium. Students should also be aware that online postings such as blogs, web postings, chats, and social networking sites are in the public sphere and are not private.

These postings

can subject a student to allegations of conduct violations if evidence of policy violations is posted online. The college does not regularly search for this information, but may take action if and when such information is brought to the attention of college officials.

Records maintained and/or created by a law enforcement unit of an educational institution for purposes of law enforcement are not considered "student records" under the **Family Educational Rights and Privacy Act ("FERPA")** and may be released to third parties as necessary without violating FERPA. Contact the RVC PD on how to view law enforcement records.

## Violations of The Law

- College discipline may be imposed on students charged with an off-campus violation of federal, state, or local laws even when there is no accusation of any other violation of the Code.  
This action is necessary to provide for the safety and welfare of the college community. Disciplinary action may be taken and sanctions imposed only for grave misconduct, which demonstrates flagrant disregard for the college community.
- College disciplinary proceedings may be instituted against a student charged with violation of a federal, state, or local law which is also a violation of this Code, that is, if both violations result from the same factual situation, without regard to pending civil litigation in court or criminal arrest and prosecution. Proceedings under this Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.
- When a student is charged by federal, state, or local authorities with a violation of law, the college will not request or agree to special consideration for that individual because of their status as a student. If the alleged offense is also the subject of a proceeding before a judicial body under the Code, however, the college may advise off-campus authorities of the existence of the Code and of how such matters will be handled internally within the college community. The college will cooperate fully with law enforcement and other agencies in the enforcement of law on campus, and in the conditions imposed by criminal courts for the rehabilitation of violators who are also students. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives as they consider appropriate.

## STUDENT CODE OF CONDUCT

Students accused of crimes may request to take a leave from the college until the criminal charges are resolved. In such situations, the college procedure for voluntary leaves of absence is subject to the following conditions;

- The responding student must comply with all campus investigative efforts that will not prejudice their defense in the criminal trial
- The responding students must comply with all interim actions and/or restrictions imposed during the leave of absence
- The responding student must agree that, in order to be reinstated to active student status, they must first be subject to, and fully cooperate with, the campus conduct process and must comply with all sanctions that are imposed

## Conduct Process Overview

### A. Reporting a Code Violation

Any member of the college community may file a Code violation allegation against any student (with the exception of complaints of academic misconduct – faculty have original jurisdiction over these matters). Reports may be sent to the Dean of Students, or their designee. Reports can be made in person or online at: [RockValleyCollege.edu/DeanofStudents](http://RockValleyCollege.edu/DeanofStudents).

There is no time limit on reporting violations of the Code; however, the longer someone waits to report an offense, the harder it becomes for college officials to obtain information and witness statements and to make determinations regarding alleged violations. Though anonymous complaints are permitted, doing so may limit the college's ability to investigate and respond to a complaint. Those who are aware of misconduct are encouraged

to report it as quickly as possible to the Dean of Students Office, or RVC Police Department.

### B. Notice and Response

Within 30 business days of receiving an alleged Code violation, the Dean of Students, or their designee, will notify the responding student of the allegation.

The notice shall include:

- the alleged Code violation
- the opportunity for the student(s) to meet with the Dean of Students for purposes of resolving of the allegation(s)

The student may choose to have an "advisor or support person" accompany them during the meeting (such as a peer, friend, family member, or Rock Valley College employee). The advisor/support person may be present during the administrative meeting, but may not speak for or on behalf of the student.

If the student does not meet with the Dean of Students, or their designee, or chooses not to participate in the process within 10 business days of the notice, the Dean of Students will make a decision without input from the student.

A student against whom a Code violation has been filed and/or disciplinary charges are pending may have a "hold" placed on their academic record until charges are resolved. A hold will prevent the student from requesting an official transcript, registering for classes or withdrawing, dropping courses, etc.

## STUDENT CONDUCT EXPECTATIONS

Rock Valley College considers the behavior described in the following section below as inappropriate for the college community and in opposition to the core values and qualities set forth in this document. These expectations and rules are applied to all students. The college encourages community members to report to college officials all incidents that involve the following actions. Any student found to have committed, or to have attempted to commit, the following misconduct is subject to the sanctions outlined in this document.

### Abuse of Conduct Process:

- Failure to obey a notice from a college official to appear for an administrative meeting or hearing as part of the Code process
- Falsification, distortion, or misrepresentation of information before the Dean of Students, their designee, and/or the Conduct Review Board
- Disruption or interference with the orderly conduct of Code proceedings
- Attempting to discourage an individual's proper participation in, or use of the Code system
- Attempting to influence the impartiality of a member of the **Conduct Review Board** prior to and/or during the course of the Code proceeding
- Harassment (verbal, written, or physical) and/or intimidation of a member of the **Conduct Review Board** prior to, during, and/or after a Code proceeding
- Failure to comply with the sanctions(s) imposed under the Code
- Influencing or attempting to influence another to commit an abuse of the Code system
- Being an accessory to any person on the college campus who violates this Code

## Alcohol and Other Substances, or Acts

10. Possession, use, to distribution of alcohol or paraphernalia, except as expressly permitted by law
11. Possession, use, distribution, of illegal drugs and other controlled substances or drug paraphernalia except as expressly permitted by law
12. Under the influence of drugs, or alcohol, or public intoxication
13. Prescription Medications, abuse, misuse, or distribution of prescription of over the counter medications
14. Smoking or use of tobacco or electronic smoking devices on any RVC campus property is prohibited as of July 1, 2015. See RVC adoption of **Illinois Smoke Free Illinois Act - 410 ILCS 82**

## College Officials and Resources

15. Failure to comply with reasonable directives of college officials or RVC Police Officers during the performance of their duties and/or failure to identify oneself to these persons when requested to do so.
16. Forgery, alteration or misuse of any college document, record, electronic file, form, or instrument of identification or providing false information to a college official, or college business office, on behalf of oneself, or another, to defraud the college or falsify a college record or document.
17. Unauthorized possession, duplication or use of identification badges, and keys to any college premises or unauthorized entry to or use of college premises
18. Personal misrepresentation, defined as representing oneself as another, giving false information to any college official, or alleging to represent the college or any of its recognized organizations without specific prior consent of the respective college official(s)
19. Trademark, unauthorized use (including misuse) of college or organizational names and images

## Disruptive Behavior

20. Substantial disruption of college operations including obstruction of teaching, learning, research, administration other college activities and/or other authorized non-college activities which occur on campus. Including, its public service functions on- or off-campus
21. Conduct that is lewd or indecent. May include deliberately and publicly exposing one's intimate body parts, public urination, defecations, and public sex acts
22. Leading or inciting others to disrupt scheduled and/or normal activities within any college building or area
23. Rioting, causing, inciting, or participating in any disturbance that presents a clear and present danger to self or others, causes physical harm to others, or damage and/or destruction of property
24. Participation in a campus demonstration which disrupts the normal operations of the college and infringes on the rights of other members of the college community
25. Health and safety-creation of health and safety hazards such as dangerous pranks, or acts, on the college premises

## Technology

26. Violations of the "RVC Acceptable Use of Information Technology Systems Policy." (Refer to the college website for the entire policy.) The policy can be found at: [RockValleyCollege.edu/AcceptableUse](http://RockValleyCollege.edu/AcceptableUse).
27. Unauthorized use of cell phones and other communication devices in all instructional areas, the Estelle M. Black Library,

computer labs, and including all labs and classrooms during instructional sessions or while participating in college-sponsored educational programs or activities on- or off-campus

## Theft and Property

28. Intentional and unauthorized taking of college property or the personal property of another, including goods, services, and other valuables
29. Knowingly taking or maintaining the possessions of stolen property

## Damage and Destruction

30. Intentional, reckless and/or unauthorized damage to, or destruction of, college property or the personal property of another
31. **Unauthorized Entry** - misuse of access privileges to college premises or unauthorized entry to or use of buildings, including trespassing, propping or unauthorized use of alarmed doors for entry into or exit from a college building
32. **Fire Safety** - violation of local, state, federal, or campus fire policies include, but not limited to, intentionally or recklessly causing a fire which damages college or personal property or causes injury. Failure to evacuate a college-controlled building during a fire alarm, or tampering with or improperly engaging a fire alarm or detection/control equipment on college property

## Threatening or Alarming Conduct

33. **Threatening Behaviors** - written, physical, or verbal conduct that intimidates or causes a reasonable expectation of injury to the health or safety of any person or damage to any property
34. **Intimidation** - threats or acts that cause a reasonable fear of harm to another
35. **Harm to persons** - intentionally or recklessly causing physical harm or endangering the health or safety of any persons
36. Conduct to alarm or disturb another and/or provoke a breach of the peace
37. Initiation of or participation in a hate crime as defined in **Illinois Criminal Code 720/ILCS 5/12-7.1**
38. **Bullying and Cyberbullying** - bullying and cyber bullying are repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally, and are not protected by freedom of expression
39. Hazing, defined as an act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition of continued membership in a group or organization. Participation or cooperation by the person(s) being hazed does not excuse the violations. Failing to intervene to prevent and/or failing to discourage or report those acts may also violate this Code
40. Intimate partner/relationship violence or abuse by a person in an intimate relationship with another
41. **Stalking** - stalking is a course of conduct directed at a specific person that is unwelcome and would cause a reasonable person to feel fear
42. **Sexual misconduct** - includes, but is not limited to, sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, and/or sexual exploitation. (See RVC Sexual and Other Harassment Policy on page 5.)



43. Deliberate attempts to use gang representation signing or graffiti-tagging to cause alarm
44. Participating in on-line behavior, or use of electronic technology to harass, threaten or intimidate another member of the college community, delivered by Facebook, email, blogs, web pages, Twitter, text or instant messaging, social networking sites, and any other electronic entries. The college does not regularly seek out this information, but will take action if and when such information is brought to the attention of college officials

## General Compliance

45. **Discrimination** – any act or failure to act that is based upon an individual or group’s actual or perceived status; sex, gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, sexual orientation, or other protected status, that is sufficiently severe that it limits or denies the ability to participate in or benefit from the college’s educational program or activities
46. **Harassment** – any unwelcome conduct based on actual or perceived status including; sex, gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, sexual orientation, or other protected status. Any unwelcome conduct should be reported to campus officials who will act to remedy and resolve reported incidents on behalf of the victim and community. (See RVC Sexual and Other Harassment Procedures on page 6.)
47. **Retaliation** – any intentional, adverse action taken against another individual that has, in good faith, reported an alleged Code or college policy violation
48. **Collusion** – the act or inaction with another or others to violate the Code
49. **Trust** – the violations of positions of trust within the college community
50. Violation of published other college policies, rules or regulations
51. Violation of student life clubs and organizations regulations and policies
52. Violation of local, county, state, or federal law, whether it is on or off campus, when the Dean of Students is notified a definite college interest is involved and/or where the student misconduct distinctly and adversely affects the college’s pursuit of its educational mission. Violation of these laws may lead to prosecution by law enforcement agencies in addition to sanctions by the college.

## Weapons

53. The college prohibits anyone from wearing, transporting, storing, or possessing firearms or other weapons on college property (including college-owned vehicles, personal vehicles and parking lots), at college-sponsored or college-related functions or events, and during times when acting as a representative of the college whether on or off college premises. Individuals who commit such acts may be removed from college premises and/or subject to disciplinary action, criminal penalties, or both. The term “weapon” is defined in accordance with state law and includes any object or substance designed to inflict a wound or cause bodily injury or damage to property. “Weapons” does not include mace or pepper spray type products designed and carried solely for the purpose of self-protection.
  - a. This does not apply to any certified law enforcement personnel engaged in official duties.

- b. Activities requiring use of the prohibited items may be conducted only with the approval of the Chief of Police, RVC Police Department.
- c. Illinois Concealed Carry license holders cannot legally carry their weapons on campus, but may store their weapon in their vehicle, in a locked container, compartment, or trunk, out of plain view, as provided in the Illinois Concealed Carry Act.

**NOTE:** Please also see pages 4 and 5 regarding “Weapons” Policies.

## CONDUCT SANCTIONS

One or more of the following sanctions may be imposed upon any student for any single violation of the Code or other college policies, rules or regulations.

### A. Temporary Suspension

In certain circumstances, the Dean of Students or RVC Police Department, or their designee, may impose a college temporary suspension prior to an administrative meeting and/or the hearing before a Conduct Review Board.

#### Temporary suspension may be imposed only:

- To ensure the safety and well-being of members of the college community or preservation of college property;
- To ensure the student’s own physical or emotional safety and well-being; or
- If the student poses a definite threat of disruption of or interference with the normal operations of college.

During the temporary suspension, students will be denied access to the campus (including classes) and/or all other college activities or privileges for which the student might otherwise be eligible, as the Dean of Students may determine to be appropriate.

Students may be allowed make-up privileges if they are found not to have violated the Code. This will be at the discretion of the Dean of Students, Faculty, and the Academic Dean.

### B. Warning

An unofficial written notice that the student’s conduct was inappropriate for the educational environment and future violations will result in more severe sanctioning.

### C. Disciplinary Probation

A reprimand for the violation(s) of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s). Regular probationary meetings may also be imposed.

### D. Discretionary Sanctions

Work assignments, Community Service, other service to the college or neighboring communities, or other related discretionary assignments (such assignments must have the prior approval of the Dean of Students).

### E. Loss of Privileges

Denial of specified privileges for a designated period of time.

### F. Restitution

Repayment for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.

### G. Withdrawal from Class

Administrative withdrawal with consequent loss of tuition and fees from a class, classes, or program.

**H. Limited Access**

Administrative restriction to selected parts/locations of campus buildings.

**I. Educational programming**

Educational programming – required to attend, participate, or present in a program related to the violation. Student may be required to pay for any cost related to participation in the program, may include online programs. Student may be asked to complete a reflection paper as part of the outcome of this sanction.

**J. Behavioral Requirement**

Student may be required to provide proof of participation or completion of recommendations which includes required activities, but not limited to; seeking academic advising, personal counseling, substance abuse screening, etc.

**K. College Suspension**

Separation of the student with possible loss of tuition and fees from the college for a designated period of time, after which the student may be eligible to return. Student must meet with Dean of Students prior to registering for courses to discuss Conditions for re-enrollment. Conditions may include ineligibility for specific courses, services, and the restrictions.

**L. College Expulsion**

A permanent separation from the college with consequent loss of tuition and fees. Due to the severity of this sanction it may be noted on the student's official college academic transcript.

**M. Parental Notification**

The college reserves the right to notify the parents/guardians of dependent students regarding any conduct situation, particularly alcohol and other drug violations. The college may also notify parents/guardians of non-dependent students who are under the age of 21 for alcohol and or their drug violations. Parental notification may also be utilized discretionarily by administrators when permitted by FERPA or consent of the student.

**N. College Record**

A hold may be placed on a student's academic record, denying them access to official transcripts, registration or degree until all of the obligations of the college conduct process and/or assigned sanctions are completed.

Additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the Dean of Students, or their designee.

Sanctions may be imposed upon college groups or organizations found to have violated the Code; such as deactivation, de-recognition, or loss of all privileges including the status as a college-registered organization for a specific period of time, or one or more of the sanctions listed above.

**Student Discipline/Conduct Procedure**

Conduct procedures are based on fundamental fairness practices and preponderance of evidence. They are not formal legal proceedings and are not subject to the same rules that govern civil or criminal hearings including, but not limited to, the rules of evidence.

**A. PRELIMINARY INVESTIGATION AND ADMINISTRATIVE MEETING WITH THE DEAN OF STUDENTS**

The Dean of Students, or their designee, will conduct a preliminary investigation to determine if the allegation has merit. If the allegation can be disposed of at the preliminary investigation stage, such disposition will be final and there will be no subsequent proceedings.

If necessary, the Dean of Students, or their designee, shall meet with the responding student and inform the student of their procedural rights to due process. The Dean, or their designee, may determine the following:

- Find student responsible for Code violation(s)
- Issue sanctions for Code violations
- Dismiss the case
- Refer parties to conflict resolution or mediation
- Refer case to Behavioral Intervention Team (BIT)
- Refer student to educational programming
- Refer student to RVC Personal and Success Counselor
- Refer the case to the appropriate college administrator, or their designee
- Refer to community resource

The Dean of Students, or their designee, will notify the student in writing within **20** business days of the decision.

The outcome of the conduct process is part of the education record of the responding student and is protected from release under FERPA, except under certain conditions. As allowed by FERPA, when a student is accused of a policy violation that would constitute a "Crime of Violence" or forcible or nonforcible sex offense, the college will inform the alleged victim/party bringing the complaint in writing of the final results of an administrative meeting regardless of whether the college concludes that a violation was committed. Such release of information may only include the alleged students, responding students name, the violation committed, and the sanctions assigned (if applicable). In cases of sexual misconduct and other offenses covered by Title IX Coordinator, or their designee, only, the rationale for the outcome will also be shared with all parties to the complaint in addition to the finding and sanction(s).

In cases where the college determines through the student conduct process that a student violated a policy that would constitute a "Crime of Violence," the college may also release the above information publicly and/or to a third party. FERPA defines "crimes of violence" to include: Arson, Assault offenses (includes stalking), Burglary, Criminal Homicide (Manslaughter by negligence), Criminal Homicide (Murder and non negligent manslaughter), Destruction /damage/vandalism of property, kidnapping/abduction, Robbery, Forcible sex offenses, Non-forcible sex offenses.



## B. APPEAL PROCESS

### 1. Appeal of Sanctions:

The **Conduct Review Board** or Chief Academic Officer (CAO) will hear cases of appeal for suspension or expulsion sanctions only. The "**Conduct Review Board**" may consist of a minimum of three (3) individuals and no more than six (6), two (2) faculty members appointed by Academic Affairs, two (2) students appointed by the Manager of Student Life, and two (2) Student Development administrators (one of whom will serve as non-voting Chair) appointed by the Chief Academic Officer (CAO). The Dean of Students, or their designee, shall serve as non-voting Secretary and advisor to the **Conduct Review Board**. No **Conduct Review Board** member may sit on the Board during a hearing if that member is a complainant, witness, has a direct or personal interest in the outcome of the hearing, or has previously acted in an advisory capacity to the accused student. The Chair of the **Conduct Review Board** may establish a hearing format consistent with this Code. In cases involving more than one responding student, the chair of the **Conduct Review Board** and the Dean of Students, or their designee, will determine if hearings or conferences concerning each student will be conducted jointly or separately.

### 2. Appeal Hearing Procedures:

Formal appeal hearings will be conducted by the **Conduct Review Board** or the Chief Academic Officer (CAO) according to the following guidelines:

- a. A written appeal must be received within 10 business days from sanction notice date, sent by the Dean of Students.
- b. The Dean of Students, or their designee, will determine if the appeal will be referred to the **Conduct Review Board**, or the Chief Academic Officer (CAO).
- c. The Dean of Students, or their designee, will notify the student of the appeal hearing within 15 days of receipt of appeal request. The notice will include the date, time, location, and type of hearing.
- d. Decisions made by the **Conduct Review Board** or Chief Academic Officer (CAO), are final.

### 3. The Student's Role:

- a. The student must submit an appeal in writing, within 10 business days of the date of the sanction notice to the Dean of Students.
- b. The responding student may be accompanied by an advisor. The advisor may attend the hearing with the student to support them. The responding student and advisor may be present during the entire hearing, but neither may be present during deliberations of the **Conduct Review Board**. In no event, may the advisor participate directly by speaking for the student or questioning witnesses or the **Conduct Review Board**. Admission of any other person to a **Conduct Review Board** hearing will be at the discretion of the Chair.
- c. Both the responding student and the complaining parties may present information, including witnesses and written statements.

### 4. The Dean of Students' Role:

- a. Notify the student by certified mail of the appeal hearing within 15 business days in advance of the hearing. The letter will inform the student of:
  - The violation(s) and assigned sanction

- The time, date, and location of the hearing
- If the appeal will be heard by the **Conduct Review Board** or the Chief Academic Officer (CAO).

- b. The Dean of Students, or their designee, shall notify the student via certified mail, return receipt requested within 15 days of the appeal decision by the **Conduct Review Board** or the Chief Academic Officer (CAO).

### 5. Chief Academic Officer (CAO) Role:

- a. Review the written appeal
- b. Review all documents or information available pertaining to the case
- c. Meet with the student who originated the appeal
- d. Arrive at a decision within 10 business days after hearing the appeal
- e. The Chief Academic Officer (CAO) will communicate to student in writing the results of their decision. A copy of this letter will be provided to the Dean of Students Office.

### 6. Conduct Review Board Role and Process:

- a. Hearings will be closed to the public.
- b. In all cases, information related to the case will be presented and considered whether or not either party is in attendance.
- c. Quorum for a hearing requires that a minimum of three (3) **Conduct Review Board** members are present for the hearing.
- d. Pertinent and relevant information may be reviewed without regard to the legal rules of evidence.
- e. The **Conduct Review Board** may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, accused student, and/or other witness during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation via telephone, video-phone, closed-circuit television, video conferencing, CD/DVD, audio tape, written statement, or other means.
- f. Both the responding student and the complaining parties may present information, including witnesses and written statements. The Chair of the **Conduct Review Board** will determine the format of the hearing, the admissibility of witnesses or written statements, and may elect not to hear such information if deemed redundant or irrelevant.
- g. The Chair of the **Conduct Review Board** retains authority to question witnesses and parties to the alleged violations and will determine the appropriateness of questions posed by the parties.
- h. The Chair of the **Conduct Review Board** may opt to hear the witnesses separately.
- i. There will be a single verbatim record, such as an audio recording, of all hearings before the **Conduct Review Board**. Review of the verbatim record may only occur on college premises and in the presence of the Dean of Students, or their designee. The verbatim record is property of the college.
- j. Determination of final sanction shall be made based on the preponderance of evidence.
- k. Decisions by the **Conduct Review Board** shall be by majority vote of the members present for the hearing. A decision reached by the **Conduct Review Board** is final.



**NOTE:** If the sanction decision is overturned by the **Conduct Review Board** or the Chief Academic Officer (CAO), and if coursework has been missed as a direct result of action taken against the student, appropriate accommodations may be made in order to assist the student.

## Interpretation & Revision

Any question of interpretation regarding the Code may be referred to the Interim Dean of Students, or their designee, for final determination. The Code may be periodically reviewed and amended as necessary under the direction of the Dean of Students, or their designee. See the college website for the most recent version. For more information on the Code, contact the Interim Dean of Students, located in the Student Center, via telephone at (815) 921-4284 or via email: [RVC-StudentConduct@RockValleyCollege.edu](mailto:RVC-StudentConduct@RockValleyCollege.edu).

Rock Valley College Student Code of Conduct Adopted August 21, 2006; Revisions, June 2010; August 2012; June 2013; July 2014; and August 2015.

## CAMPUS SEX CRIMES PREVENTION ACT

On October 28, 2002, the Campus Sex Crimes Prevention Act became effective. This is in conjunction with the federal law enacted on October 28, 2000 that provides for the tracking of convicted sex offenders enrolled at or employed by institutions of higher education.

The act amends the “**Jacob Wetterling Crimes Against Children Act**” and “**Sexually Violent Offender Registration Act**” to require sex offenders already required to register in a state to provide notice, as required under state law, of each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student. Sex offenders who fail to register their status as a student or employee at an institution of higher education are in violation of the Registration Act and face arrest.

This act also amends the “**Jeanne Clery Act**” to require institutions of higher education to issue a statement, in addition to other disclosures required under that act, advising the “**Campus Community**” where law enforcement agency information provided by a state concerning registered sex offenders may be obtained.

The Illinois State Police provides a listing of sex offenders required to register in the state of Illinois. The database is updated daily and can be found at the following website: [ISP.state.il.us/sor](http://ISP.state.il.us/sor).

The RVC Police Department also maintains a “**Sex Offender List**” that lists all known sex offenders who are students and employees at Rock Valley College. This Sex Offender List is available for viewing on the RVC Police Department on the Main (Mulford) Campus, in both the Information Center (located on the first floor of the Student Center-SC), and the RVC Police Department office (located in the Student Support Building-SSB, Room 1100), as well as their office at the Stenstrom Center-SCCE (Room 271), and RVC Downtown-RVCD. You may call the RVC PD (815) 921-4350 for more information.

In addition, registered sex offenders are required to meet with the Dean of Students, or their designee, prior to the beginning of each semester they are enrolled.

Lastly, the act amends the **Family Educational Rights and Privacy Act of 1974 (FERPA)** to clarify that nothing in the act may be construed to prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders; and requires the Secretary of Education to take appropriate steps to notify educational institutions that disclosure of this information is permitted.

## ACCUMULATION OF CRIME STATISTICS

Crime statistics are gathered throughout the year utilizing campus police dispatch and report records. The Rock Valley College Police Department also contacts several college departments and determines where RVC is holding off-campus classes and activities. The police agencies who have jurisdiction over the off-campus locations are then contacted and any crime statistics concerning crimes committed during RVC classes or activities at these off-campus locations are requested. All crimes occurring at off-campus RVC classes or activities which the “**Jeanne Clery Act**” requires in the Annual Security Report are included in our annual report. Rock Valley College does not have any officially recognized student organizations with off-campus facilities or housing.

Campus security authorities as defined by the Clery Act are also contacted during the year to report crimes that may have been reported to them but not to campus police. Campus security authorities are defined as campus employees who have significant responsibility for student and campus activities. If the incident is believed to be founded, it is included in the Annual Security Report.

The Annual Security Report is completed prior to October 1st each year and students, staff, and faculty are notified of the reports availability via an email sent to their RVC email account. The report is also available online at: [RockValleyCollege.edu/PublicSafety](http://RockValleyCollege.edu/PublicSafety).



## ROCK VALLEY COLLEGE “COUNSELORS & CONFIDENTIAL CRIME REPORTING” PROTOCOL

Persons wishing to report criminal offenses for the purpose of inclusion in the annual statistical disclosure should report this information to the RVC Police, the Dean of Students office, or a campus security authority (CSA).

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus “Pastoral Counselors” and Campus “Professional Counselors”, when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged; if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary, confidential basis, for inclusion into the annual crime statistics. If they wish to remain anonymous and have their reported crimes included in the annual crime statistics, victims and witnesses may report through the RVC counselor acting as a professional counselor or may use the confidential reporting methods listed below.

### Reporting Options:

- **Anonymous Reporting:** (815) 921-1500  
Lead Title IX Coordinator
- **Electronic Reporting for All parties:**  
(also has the option of reporting anonymous electronically):  
[RockValleyCollege.edu/SexualAssault](http://RockValleyCollege.edu/SexualAssault)
- **Third Party & Bystander Reporting:** (815) 921-4187
- **Confidential Reporting:** (815) 921-4100  
RVC Personal & Success Counselor

### THE RULEMAKING COMMITTEE DEFINES COUNSELORS AS:

#### Pastoral Counselor

An employee of an institution, who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

#### Professional Counselor

An employee of an institution, whose official responsibilities include providing psychological counseling to members of the institution’s community, and who is functioning within the scope of his or her license or certification.

Rock Valley College CSAs are campus police staff, Student Life Manager, student club advisors, athletic director or coaches, Dean of Students, and academic advisors.

All incident reports received from CSAs are reviewed by the campus police. The Dean of Students office is consulted if necessary. If an incident reported to a CSA is believed to be founded, and meets the requirements of a Clery Act defined crime, it is included in the Annual Security Report. Reviewed CSA incident reports, founded and unfounded, will be retained in the Clery Act files for that specific reporting period.

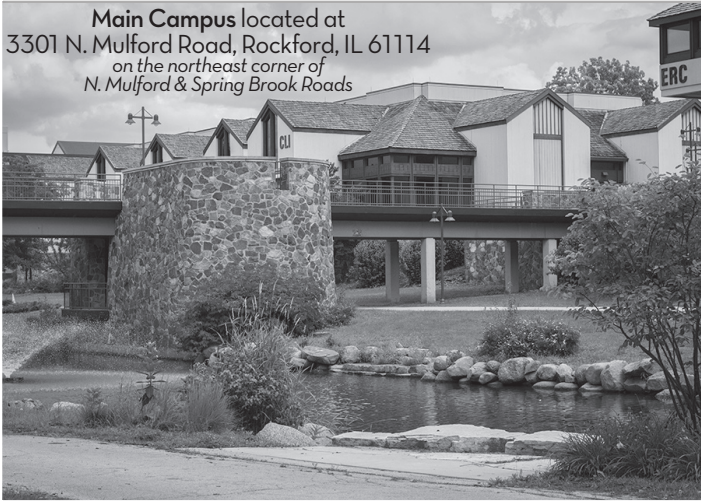
The Annual Security Report will be completed prior to October 1st each year and students, staff, and faculty will be notified of the reports availability via a postcard mailed to their residence or by an email notification sent to their campus email address. A notification notice will also be printed in college class catalogs each semester. The Annual Security Report will be available on the Rock Valley College website for online viewing. A copy of the Annual Security Report will be mailed to anyone who requests a paper version of the document.



**Main Campus**  
overlooking Spring Creek  
(which runs through the campus),  
with the Educational Resource Center (ERC)  
and Classroom Building II (CLII)



**Main Campus** located at  
3301 N. Mulford Road, Rockford, IL 61114  
on the northeast corner of  
N. Mulford & Spring Brook Roads



**Bell School Road Center (BELL)** located at  
3350 N. Bell School Road  
(which is home to the Center for Learning in Retirement-CLR)  
Rockford, IL 61114  
on the southwest corner of N. Bell School & Spring Brook Roads



**Cold Forming Training Center (CFTC)**  
located at  
424 Buckbee Street  
Rockford, IL 61104;



**Aviation Career Education Center (ACEC)**  
located at  
6045 Cessna Drive, Rockford, IL 61109  
near the Chicago-Rockford International Airport



**RVC Downtown (RVCD)**  
located at  
99 East State Street, Suite 200  
Rockford, IL 61104  
in the Rockford Register Star  
building on the 2nd Floor



**Stenstrom Center for Career Education (SCCE),  
formerly Samuelson Road Center (SAML)**  
located at 4151 Samuelson Road, Rockford, IL 61109  
just east of Rockford Jefferson High School



**Work Force Connections**  
located at  
303 N. Main Street  
(Supply Core Building)  
Rockford, IL 61101  
on the northeast corner of  
N. Main & Jefferson Streets



**Main Campus** | 3301 N. Mulford Road, Rockford, IL 61114

Offenses	On Campus			Non Campus <sup>2</sup>			Public Property <sup>2</sup>		
	2018	2019	2020	2018	2019	2020	2018	2019	2020
MURDER	0	0	0	0	0	0	0	0	0
MANSLAUGHTER	0	0	0	0	0	0	0	0	0
ROBBERY	0	1	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0	0	0
ARSON	0	0	0	0	0	0	0	0	0
BURGLARY	3	1	0	0	0	0	0	0	0
RAPE	0	0	0	0	0	0	0	0	0
FONDLING	0	0	0	0	0	0	0	0	0
INCEST	0	0	0	0	0	0	0	0	0
STATUTORY RAPE	0	0	0	0	0	0	0	0	0
LIQUOR LAW ARRESTS	0	0	0	0	0	0	0	0	0
DRUG LAW ARRESTS	0	1	0	2	0	0	0	0	0
WEAPON LAW ARRESTS	0	0	0	0	0	0	0	0	0
LIQUOR LAW REFERRALS	0	0	0	0	0	0	0	0	0
DRUG LAW REFERRALS	0	0	0	0	0	0	0	0	0
WEAPON LAW REFERRALS	0	0	0	0	0	0	0	0	0
DOMESTIC VIOLENCE	1	0	0	0	0	0	0	0	0
DATING VIOLENCE	1	0	0	0	0	0	0	0	0
STALKING	0	3	0	0	0	0	0	0	0

1. RVC does not operate any student residential housing.

2. Some outside police agencies did not respond to or provide information per our request for crime statistics in the Non Campus and Public Property categories. Some outside police agencies advised us hate crime data was not available.

3. Unfounded crimes consisted of 1 burglary and 1 motor vehicle theft 2019 | No hate crimes 2018, 2019, 2020

**Aviation Career Education Center (ACEC)** *formerly Falcon Road Center* | 6045 Cessna Drive, Rockford, IL 61109

Offenses	On Campus			Non Campus <sup>2</sup>			Public Property <sup>2</sup>		
	2018	2019	2020	2018	2019	2020	2018	2019	2020
MURDER	0	0	0	0	0	0	0	0	0
MANSLAUGHTER	0	0	0	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0	0	0
ARSON	0	0	0	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0	0	0	0
RAPE	0	0	0	0	0	0	0	0	0
FONDLING	0	0	0	0	0	0	0	0	0
INCEST	0	0	0	0	0	0	0	0	0
STATUTORY RAPE	0	0	0	0	0	0	0	0	0
LIQUOR LAW ARRESTS	0	0	0	0	0	0	0	0	0
DRUG LAW ARRESTS	0	0	0	0	0	0	0	0	0
WEAPON LAW ARRESTS	0	0	0	0	0	0	0	0	0
LIQUOR LAW REFERRALS	0	0	0	0	0	0	0	0	0
DRUG LAW REFERRALS	2	0	0	0	0	0	0	0	0
WEAPON LAW REFERRALS	0	0	0	0	0	0	0	0	0
DOMESTIC VIOLENCE	0	0	0	0	0	0	0	0	0
DATING VIOLENCE	0	0	0	0	0	0	0	0	0
STALKING	0	0	0	0	0	0	0	0	0

1. RVC does not operate any student residential housing.

2. Some outside police agencies did not respond to or provide information per our request for crime statistics in the Non Campus and Public Property categories. Some outside police agencies advised us hate crime data was not available.

3. No unfounded crimes 2018, 2019, 2020 | No hate crimes 2018, 2019, 2020



## Bell School Road Center (BELL) | 3350 Bell School Road (houses CLR), Rockford, IL 61114

Offenses	On Campus			Non Campus <sup>2</sup>			Public Property <sup>2</sup>		
	2018	2019	2020	2018	2019	2020	2018	2019	2020
MURDER	0	0	0	0	0	0	0	0	0
MANSLAUGHTER BY NEGLIGENCE	0	0	0	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0	0	0
ARSON	0	0	0	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0	0	0	0
RAPE	0	0	0	0	0	0	0	0	0
FONDLING	0	0	0	0	0	0	0	0	0
INCEST	0	0	0	0	0	0	0	0	0
STATUTORY RAPE	0	0	0	0	0	0	0	0	0
LIQUOR LAW ARRESTS	0	0	0	0	0	0	0	0	0
DRUG LAW ARRESTS	0	0	0	0	0	0	0	0	0
WEAPON LAW ARRESTS	0	0	0	0	0	0	0	0	0
LIQUOR LAW REFERRALS	0	0	0	0	0	0	0	0	0
DRUG LAW REFERRALS	0	0	0	0	0	0	0	0	0
WEAPON LAW REFERRALS	0	0	0	0	0	0	0	0	0
DOMESTIC VIOLENCE	0	0	0	0	0	0	0	0	0
DATING VIOLENCE	0	0	0	0	0	0	0	0	0
STALKING	0	0	0	0	0	0	0	0	0

1. RVC does not operate any student residential housing.

2. Some outside police agencies did not respond to or provide information per our request for crime statistics in the Non Campus and Public Property categories. Some outside police agencies advised us hate crime data was not available.

3. No unfounded crimes 2018, 2019, 2020 | No hate crimes 2018, 2019, 2020

## Cold Forming Training Center (CFTC) | 424 Buckbee Street, Rockford, IL 61104

Offenses	On Campus			Non Campus <sup>2</sup>			Public Property <sup>2</sup>		
	2018	2019	2020	2018	2019	2020	2018	2019	2020
MURDER	0	0	0	0	0	0	0	0	0
MANSLAUGHTER BY NEGLIGENCE	0	0	0	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0	0	0
ARSON	0	0	0	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0	0	0	0
RAPE	0	0	0	0	0	0	0	0	0
FONDLING	0	0	0	0	0	0	0	0	0
INCEST	0	0	0	0	0	0	0	0	0
STATUTORY RAPE	0	0	0	0	0	0	0	0	0
LIQUOR LAW ARRESTS	0	0	0	0	0	0	0	0	0
DRUG LAW ARRESTS	0	0	0	0	0	0	0	0	0
WEAPON LAW ARRESTS	0	0	0	0	0	0	0	0	0
LIQUOR LAW REFERRALS	0	0	0	0	0	0	0	0	0
DRUG LAW REFERRALS	0	0	0	0	0	0	0	0	0
WEAPON LAW REFERRALS	0	0	0	0	0	0	0	0	0
DOMESTIC VIOLENCE	0	0	0	0	0	0	0	0	0
DATING VIOLENCE	0	0	0	0	0	0	0	0	0
STALKING	0	0	0	0	0	0	0	0	0

1. RVC does not operate any student residential housing.

2. Some outside police agencies did not respond to or provide information per our request for crime statistics in the Non Campus and Public Property categories. Some outside police agencies advised us hate crime data was not available.

3. No unfounded crimes 2018, 2019, 2020 | No hate crimes 2018, 2019, 2020

**RVC Downtown (RVCD) | 99 E. State Street (RR Star Building), Rockford, IL 61104** (Facility began operation in July 2016)

Offenses	On Campus			Non Campus <sup>2</sup>			Public Property <sup>2</sup>		
	2018	2019	2020	2018	2019	2020	2018	2019	2020
MURDER	0	0	0	0	0	0	0	0	0
MANSLAUGHTER BY NEGLIGENCE	0	0	0	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0	0	0
ARSON	0	0	0	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0	0	0	0
RAPE	0	0	0	0	0	0	0	0	0
FONDLING	0	0	0	0	0	0	0	0	0
INCEST	0	0	0	0	0	0	0	0	0
STATUTORY RAPE	0	0	0	0	0	0	0	0	0
LIQUOR LAW ARRESTS	0	0	0	0	0	0	0	0	0
DRUG LAW ARRESTS	0	0	0	0	0	0	0	0	0
WEAPON LAW ARRESTS	0	0	0	0	0	0	0	0	0
LIQUOR LAW REFERRALS	0	0	0	0	0	0	0	0	0
DRUG LAW REFERRALS	0	0	0	0	0	0	0	0	0
WEAPON LAW REFERRALS	0	0	0	0	0	0	0	0	0
DOMESTIC VIOLENCE	0	0	0	0	0	0	0	<b>2</b>	0
DATING VIOLENCE	0	0	0	0	0	0	0	0	0
STALKING	0	0	0	0	0	0	0	0	0

1. RVC does not operate any student residential housing.

2. Some outside police agencies did not respond to or provide information per our request for crime statistics in the Non Campus and Public Property categories. Some outside police agencies advised us hate crime data was not available.

3. No unfounded crimes 2018, 2019, 2020 | No hate crimes 2018, 2019, 2020

**Stenstrom Center for Career Education (SCCE) formerly Samuelson Road Center (SAML) | 4151 Samuelson Road, Rockford, IL 61109**

Offenses	On Campus			Non Campus <sup>2</sup>			Public Property <sup>2</sup>		
	2018	2019	2020	2018	2019	2020	2018	2019	2020
MURDER	0	0	0	0	0	0	0	0	0
MANSLAUGHTER BY NEGLIGENCE	0	0	0	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	<b>1</b>	<b>1</b>	0	0	0	0	0	0	0
ARSON	0	0	0	0	0	0	0	0	0
BURGLARY	<b>2</b>	0	0	0	0	0	0	0	0
RAPE	0	0	0	0	0	0	0	0	0
FONDLING	0	0	0	0	0	0	0	0	0
INCEST	0	0	0	0	0	0	0	0	0
STATUTORY RAPE	0	0	0	0	0	0	0	0	0
LIQUOR LAW ARRESTS	0	0	0	0	0	0	0	0	0
DRUG LAW ARRESTS	0	0	0	0	0	0	0	0	0
WEAPON LAW ARRESTS	0	0	0	0	0	0	0	0	0
LIQUOR LAW REFERRALS	0	0	0	0	0	0	0	0	0
DRUG LAW REFERRALS	0	0	0	0	0	0	0	0	0
WEAPON LAW REFERRALS	0	0	0	0	0	0	0	0	0
DOMESTIC VIOLENCE	0	0	0	0	0	0	0	0	0
DATING VIOLENCE	0	0	0	0	0	0	0	0	0
STALKING	0	0	0	0	0	0	0	0	0

1. RVC does not operate any student residential housing.

2. Some outside police agencies did not respond to or provide information per our request for crime statistics in the Non Campus and Public Property categories. Some outside police agencies advised us hate crime data was not available.

3. No unfounded crimes 2018, 2019, 2020 | No hate crimes 2018, 2020 | Hate crimes -2019 Criminal Defacement (prejudice = RACE)

## Work Force Connections | 303 N. Main Street (Supply Core Building), Rockford, IL 61101

Offenses	On Campus			Non Campus <sup>2</sup>			Public Property <sup>2</sup>		
	2018	2019	2020	2018	2019	2020	2018	2019	2020
MURDER	0	0	0	0	0	0	0	0	0
MANSLAUGHTER BY NEGLIGENCE	0	0	0	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0	0	0
ARSON	0	0	0	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0	0	0	0
RAPE	0	0	0	0	0	0	0	0	0
FONDLING	0	0	0	0	0	0	0	0	0
INCEST	0	0	0	0	0	0	0	0	0
STATUTORY RAPE	0	0	0	0	0	0	0	0	0
LIQUOR LAW ARRESTS	0	0	0	0	0	0	0	0	0
DRUG LAW ARRESTS	0	0	0	0	0	0	0	0	0
WEAPON LAW ARRESTS	0	0	0	0	0	0	0	0	0
LIQUOR LAW REFERRALS	0	0	0	0	0	0	0	0	0
DRUG LAW REFERRALS	0	0	0	0	0	0	0	0	0
WEAPON LAW REFERRALS	0	0	0	0	0	0	0	0	0
DOMESTIC VIOLENCE	0	0	0	0	0	0	0	0	0
DATING VIOLENCE	0	0	0	0	0	0	0	0	0
STALKING	0	0	0	0	0	0	0	0	0

1. RVC does not operate any student residential housing.

2. Some outside police agencies did not respond to or provide information per our request for crime statistics in the Non Campus and Public Property categories. Some outside police agencies advised us hate crime data was not available.

3. No unfounded crimes 2018, 2019, 2020 | No hate crimes 2018, 2019, 2020



# Rock Valley College

ROCK VALLEY COLLEGE POLICE DEPARTMENT (RVCPD)

3301 N. Mulford Road | Rockford, Illinois 61114-5699

Emergency Phone 911

Non-Emergency Phone (815) 966-2900 or RVC Police Administrative (815) 921-4357

Main Switchboard: (815) 921-7821 or Toll Free: (800) 973-7821

For this Annual Security Report: [RockValleyCollege.edu/PublicSafety](https://RockValleyCollege.edu/PublicSafety)

For more about the Rock Valley College Police Department: [RockValleyCollege.edu/RVCPD](https://RockValleyCollege.edu/RVCPD)

**Intergovernmental Agreement:  
Rock Valley College and Boone County Sheriff's Department  
E-9-1-1 Center**

**BACKGROUND:** The Intergovernmental Agreement between the Boone County Sheriff's Department and Rock Valley College Community College District 511 establishes and formalizes the ability for the Rock Valley College Police Department officers to utilize the Boone County Sheriff's Department E-9-1-1 center to monitor and dispatch RVC officers while traveling and working in Boone County. There is no cost to RVC to utilize these services.

**RECOMMENDATION:** It is recommended that the Board of Trustees approve the Intergovernmental Agreement with the Boone County Sheriff's Department for monitoring and dispatching of RVC police officers in Boone County, Illinois. **Attorney Reviewed.**

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Howard J. Spearman, Ph.D.  
President

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

**AN INTERGOVERNMENTAL AGREEMENT BETWEEN  
ROCK VALLEY COLLEGE COMMUNITY COLLEGE DISTRICT 511  
AND THE BOONE COUNTY SHERIFF'S OFFICE E-9-1-1 CENTER  
FOR THE DISPATCHING OF EMERGENCY SERVICES**

This Intergovernmental Agreement (hereinafter referred to as "IGA") is being entered into by and between Rock Valley College Community College District 511 (hereinafter referred to as "RVC") and the Boone County Sheriff's Office E-9-1-1 Center (hereinafter referred to as "BCSO 911"), for the purpose of alerting, dispatching and monitoring Emergency Services Unit personnel. This IGA is executed to be effective as of the \_\_\_ day of \_\_\_\_\_ 2021.

**WITNESSETH**

WHEREAS, BCSO 911 operates a twenty-four (24) hour public safety communications center that provides police, fire, and Emergency Medical Services (hereinafter referred to as "EMS") communications; and

WHEREAS, RVC operates an Emergency Police Services Unit to provide all students, staff, and visitors to the college with trained responders service in times of police, fire, and EMS emergencies or disasters, whether natural or man-made; and

WHEREAS, pursuant to Article VII, section 10 of the 1970 Illinois Constitution and the Intergovernmental Cooperation Act (5 ILCS 220/1 *et seq.*), units of local government may contract to share services or perform any activity authorized by law,

NOW, THEREFORE, in consideration of the mutual covenants and agreement herein set forth and other good and valuable consideration, the parties hereto agree to the following:

1. The provisions of the preamble are incorporated herein and made a part thereof.
2. BCSO 911 will dispatch requests for RVC non-emergency police services and emergency services and alert RVC Police members of such via Boone County Sheriff's Office Starcom radio frequencies or other necessary frequency.
3. Any direct or unique costs for BCSO 911 to provide this service to RVC shall be the responsibility of RVC; this includes but is not limited to any radio receiver equipment carried by RVC Police officers. Any direct or unique costs will be approved in writing by RVC prior to such costs being incurred.
4. BCSO 911 shall provide alerting service for RVC personnel in addition to monitoring radio traffic, logging activity, and unit status changes and updates, as well as ancillary dispatch services directly related to calls for service within RVC's jurisdictional boundaries.
5. The parties agree to meet on a quarterly basis upon request from either party.
6. This IGA will be in effect for two years unless otherwise terminated as provided herein. At the conclusion of its initial term, this IGA may be renegotiated by the involved parties.
7. It is the intent of the parties that this IGA shall continue in effect until expiration or termination in accordance with these Paragraphs 6 and 7 herein. Either party may terminate this IGA for cause or convenience upon sixty (60) days written notice being provided to the other party.



8. Notices required pursuant to this Agreement shall be in writing and mailed to the following individuals via first-class mail (registered or certified, return receipt requested):

For the BCSO 911: Boone County Sheriff's Office  
Boone County Sheriff  
615 N Main St  
Belvidere, Illinois 61008

For RVC: Rick Jenks  
Vice President Operations  
3301 N Mulford Road  
Rockford, Illinois 61114

With a copy to: Matthew J. Gardner  
Robbins Schwartz  
55 W Monroe, Suite 800  
Chicago, Illinois 60603

9. The parties of this IGA will each maintain all required insurance, and each shall be solely responsible only for the actions of their own employees. BCSO 911 shall not be responsible for the response of RVC to the alerting of their personnel. Nothing herein shall be construed as an express or implied waiver of any common law and/or statutory immunity or privilege of either BCSO 911 or RVC or any of their respective officials, officers, employees, volunteers, or agents as to any liability whatsoever.
10. Except as specifically provided herein, each party of this Agreement shall indemnify and hold harmless and defend the other party against all losses and damages, or expenses, and including reasonable attorneys' fees arising out of or resulting from claims or actions for bodily injury, death, property damage, or other injury or damage caused by any negligent act or omission of such party, its officials, officers, employees or agents in the execution or performance of this Agreement (except to the extent caused by the negligent act or omission of the other party, its employees, or agents) or to the extent arising from the indemnifying party's breach of this Agreement.
11. The parties agree to use their reasonable best efforts to resolve any dispute hereunder through good faith negotiations. If a dispute arises out of or relates to this Agreement, or the alleged breach thereof, and if the dispute is not settled through negotiation, the parties first to try in good faith to settle the dispute by mediation with a local mediator before resorting to litigation. The cost of mediation shall be divided equally between the parties.
12. This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois without regard to conflicts of law principles.
13. This Agreement and any written addendum to it executed in writing by the parties constitute(s) the entire contract between the parties, supersedes any agreement previously entered into between the parties regarding the general and specific subject matter hereof and may be changed, modified, or amended only by mutual written agreement executed by the parties.
14. In the event any one or more of the provisions contained in this Agreement shall be invalid, illegal, or unenforceable in any respect, such provision shall be deemed severed from this Agreement, and the validity, legality, or enforceability of the remaining provisions of this

Agreement or any other application thereof shall not be affected or impaired thereby, and shall, therefore, remain in effect.

15. This Agreement is entered into solely for the benefit of the contracting parties, and nothing in this Agreement is intended, either expressly or impliedly, to provide any right or benefit of any kind whatsoever to any person or entity who is not a party to this Agreement, or to acknowledge, establish or impose any legal duty to any third party.

IN WITNESS WHEREOF, the parties hereto have caused this IGA to be executed as of the month, day, and year above written.

**Boone County Sheriff's Office E-9-1-1 CENTER**

BY: \_\_\_\_\_ (signature)

BY: \_\_\_\_\_ (printed)

Title: \_\_\_\_\_ (printed)

ATTEST: \_\_\_\_\_ (signature)

ATTEST: \_\_\_\_\_ (printed)

Title: \_\_\_\_\_ (printed)

**ROCK VALLEY COLLEGE COMMUNITY DISTRICT 511**

BY: \_\_\_\_\_ (signature)

BY: \_\_\_\_\_ (printed)

Title: \_\_\_\_\_ (printed)

ATTEST: \_\_\_\_\_ (signature)

ATTEST: \_\_\_\_\_ (printed)

Title: \_\_\_\_\_ (printed)

4853-0931-5251 v.1

**Intergovernmental Agreement:  
University of Illinois Board of Trustees  
SHIELD Program Covid-19 Testing Support Agreement**

**BACKGROUND:** On May 25, 2021, an Intergovernmental Agreement (IGA) was created between the Board of Trustees of the University of Illinois and Rock Valley College Community College District 511. Under the Agreement, Rock Valley College was designated as a SHIELD Illinois COVID-19 testing site. Due to the ongoing need for COVID-19 testing in the state of Illinois, the University of Illinois has requested an extension of this IGA from December 31, 2021, to June 30, 2022.

**RECOMMENDATION:** It is recommended that the Rock Valley College Board of Trustees approve the extension of the Intergovernmental Agreement with the Board of Trustees of the University of Illinois extending the COVID-19 Testing Support Agreement with Rock Valley College, which designates RVC as a SHIELD Illinois testing site. **Attorney Reviewed.**

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Howard J. Spearman, Ph.D.  
President

Board Approval:

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Secretary, Board of Trustees



# UNIVERSITY OF ILLINOIS SYSTEM

## AMENDMENT TO THE COVID-19 TESTING SUPPORT AGREEMENT BETWEEN THE BOARD OF TRUSTEES OF THE UNIVERSITY OF ILLINOIS

AND

Rock Valley College Board of Trustee

By signing below, The Board of Trustees of the University of Illinois, a body corporate and politic of the State of Illinois ("University"), and Rock Valley College Board of Trustee ("Customer") agree to amend the COVID-19 Testing Support Agreement ("Agreement"), identified as University contract number CN-00054344 effective 25-May-21, as follows:

The termination date in the Agreement of "December 31, 2021" is deleted and replaced with "June 30, 2022."

All other terms and conditions of the Agreement remain in effect.

Offeror:  
The Board of Trustees of the University of Illinois

Customer:

By: \_\_\_\_\_

Paul N. Ellinger, Intèrim Comptroller by  
Daniel Szajna, Director of System  
Purchasing & Support Services  
2021.10.26 09:53:40 -05'00'

Date Stamp: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

# ROCK VALLEY COLLEGE 2021 - AT A GLANCE CAMPUS FACILITY EVENTS

(These are in person scheduled events)

Date	Event	Staff	Student	Athletic	Community
<b>November</b>					
11/02/21	Celebrating the Day of the Dead - SC 1118, 12pm	x	x		
11/04/21	HCCTP Class 20 Graduation Ceremony - ERC 0214, 11am	x	x		x
11/10/21	Wellness Wednesday - SC 1118, 12pm	x	x		
11/11/21	New Student Visits - SC 1118, 8:30am	x	x		x
11/11/21	Veterans Day Celebration - SC 1118, 12pm	x	x		x
11/11/21	Women's Basketball Game - PEC 1100, 5pm	x	x	x	x
11/11/21	Men's Basketball Game - PEC 1100, 7pm	x	x	x	x
11/13/21	Women's Basketball Game - PEC 1100, 1pm	x	x	x	x
11/15/21	RVC & Community Orchestra Fall Concert - ERC 0214, 7pm	x	x		x
11/15/21	International Week Celebration - SC 1118, 10am	x	x		
11/16/21	Men's Basketball Game - PEC 1100, 5:30pm	x	x	x	x
11/17/21	Alpha Delta Nu Suicide Prevention - SC 1118, 12pm	x	x		x
11/17/21	Women's Basketball Game - PEC 1100, TBD	x	x	x	x
11/18/21	RVC Vaccination Clinic - PEC 1100, 12pm	x	x		x
11/18/21	RVC & Community Fall Band Concert - ERC 0214, 7pm	x	x		x
11/20/21	Women's Basketball Game - PEC 1100, 5pm	x	x	x	x
11/21/21	RVC Jazz Ensemble - ERC 0214, 7pm	x	x		x
11/23/21	Men's Basketball Game - PEC 1100, 4pm	x	x	x	x
<b>December</b>					
12/01/21	RVC Vaccination Clinic - PEC 1100, 12pm	x	x		x
12/03 - 12/04	Old Towne Band Fall Concert - ERC 0214, 7:30pm	x	x		x
12/04/21	Women's Basketball Game - PEC 1100, 1pm	x	x	x	x
12/04/21	Men's Basketball Game - PEC 1100, 3pm	x	x	x	x
12/08/21	Starlight Presents Best Christmas Pageant Ever - BST 106, 7pm	x	x		x
12/09/21	ADN Nursing Fall Pinning - SC 1118, 1pm	x	x		x
12/09 - 12/12	Starlight Presents Best Christmas Pageant Ever - BST 106, 7pm	x	x		x
12/11 - 12/12	Starlight Presents Best Christmas Pageant Ever - BST 106, 2pm	x	x		x
12/11/21	Women's Basketball Game - PEC 1100, 1pm	x	x	x	x
12/13/21	Women's Basketball Game - PEC 1100, 5pm	x	x	x	x
12/16 - 12/18	Starlight Presents Best Christmas Pageant Ever - BST 106, 7pm	x	x		x
12/18 - 12/19	Starlight Presents Best Christmas Pageant Ever - BST 106, 2pm	x	x		x
12/30/21	Women's Basketball Game - PEC 1100, 1pm	x	x	x	x
12/30/21	Men's Basketball Game - PEC 1100, 3pm	x	x	x	x
<b>January</b>					
01/05/22	New Student Welcome - SC 1118, 1pm	x	x		x
01/08/22	Women's Basketball Game - PEC 1100, TBD	x	x	x	x
01/08/22	Men's Basketball Game - PEC 1100, TBD	x	x	x	x
01/11/22	Men's Basketball Game - PEC 1100, TBD	x	x	x	x
01/22/22	Women's Basketball Game - PEC 1100, 1pm	x	x	x	x
01/22/22	WEI Skilled Trades Career Fair - SCCE 0285, 2pm	x	x		x
01/22/22	Men's Basketball Game - PEC 1100, 3pm	x	x	x	x
01/25/22	Women's Basketball Game - PEC 1100, 5pm	x	x	x	x
01/25/22	Men's Basketball Game - PEC 1100, 7pm	x	x	x	x
01/29/22	Men's Basketball Game - PEC 1100, 1pm	x	x	x	x

**Athletics Update**  
**Board of Trustees Committee of the Whole Meeting**  
**November 9, 2021**

**Volleyball:**

RVC Volleyball just completed the regular season and is deep into post-season. They finished the regular season with an overall record of 30-7. They won the N4C Conference Championship and finished the season as the #1 ranked NJCAA DIII volleyball program in the country. They won the Region IV Championship on Saturday, October 30, 2021, and qualified for the NJCAA National Tournament in Rochester, MN, on November 10-14.

**Men's Soccer:**

RVC Men's Soccer finished 10-4 overall and spent all season in the NJCAA Top 10 National Rankings. Their ten wins is a new school record for wins in a season. They were eliminated from post-season by Illinois Valley Community College who was Receiving Votes in the National Rankings. Seven players were named first or second team All-Region.

**Women's Soccer:**

Women's Soccer finished the season with an overall 3-8 under new Head Coach Kevan Watkins. The team saw significant improvements from start to finish. Six players were named first or second team All-Region.

**Men's Basketball:**

RVC Men's Basketball begins the 2021-2022 season as the #12 ranked team in NJCAA DIII after a successful jamboree scrimmage season. They open their regular season schedule on Tuesday, November 9, 2021, at Bryant & Stratton College. RVC is the host of the 2022 Men's Basketball National Tournament in March.

**Women's Basketball:**

RVC Women's Basketball begins the 2021-2022 season as the #2 ranked team in NJCAA DIII after a successful jamboree scrimmage season. They open their regular season schedule on Tuesday, November 9, 2021, at Bryant & Stratton College.

**RVC Bowling:**

RVC Men's Bowling has competed in three Invitationals and has only been defeated by one other Junior College program in those three events. RVC Women's Bowling has also competed in three Invitationals and has Top 4 finishes in 2 of the 3.

**Baseball/Softball:**

RVC Baseball and Softball finished up successful fall scrimmage seasons and are looking forward to February/March when they open a regular season competition.



# ATC PROGRESS UPDATE

## 11/9/21 BOARD OF TRUSTEES COMMITTEE OF THE WHOLE MEETING

ITEM	NOTES	TARGET DATE	COMPL
Concrete Floor	Sealer Applied - Complete		7/30/2021
Plank Tile Flooring	Completed		8/19/2021
Electrical Work	Completed		8/20/2021
IT Installation & Wiring	Completed		8/25/2021
Audio Visual	90% complete - Welding Lab to finish	11/15/2021	
Additional CNC Electrical Work	50% complete - Transformer & panels have been placed	11/17/2021	
CNC Overhead Door	Estimated Ship date 12/10	12/10/2021	
Door Hardware	Completed		9/21/2021
Building Inspections	Completed	10/6/2021	9/29/2021
Certificate of Occupancy	Completed & Received	10/6/2021	9/30/2021
Flex Lab Equipment	90% completed - Supplier delays	11/12/2021	
CNC Machining Equipment	3 Mills arrive 11/8, 6 manual machines are due approx 11/12	11/17/2021	
Auxiliary Welding Equipment	Completed		9/30/2021
Auxiliary CNC Machining Equipment	Completed		9/30/2021
Welding Equipment	Contractor began 10/28, Most is equipment is on site	12/20/2021	
Office Furniture	95% complete -Able to move in when determined	11/12/2021	
Classroom/Comp/Lounge Furniture	Completed	10/12/2021	10/12/2021
TVs & Display	Manufacturer delays - Waiting on 7 TV's	11/17/2021	
Room Signage	Ship date 11/5	11/19/2021	
Clocks	Completed	10/15/2021	10/18/2021
Lockers	On order, Manufacturer delays	11/30/2021	
Restroom Accessories	95% complete - Mirrors have shipped	11/15/2021	
Traffic Signs	Completed	10/6/2021	10/6/2021

## Advanced Technology Center Cost Summary

<b><u>1400 Big Thunder Blvd OZ, LLC</u></b>	<b><u>Approved</u></b>	<b><u>Spent</u></b>	<b><u>Remaining</u></b>	<b><u>Comments</u></b>
Building Acquisition	2,000,000.00	2,001,758.00	(1,758.00)	Board Report #7733, additional closing costs

<b><u>Stenstrom &amp; Sons Construction</u></b>	<b><u>Approved</u></b>	<b><u>Spent</u></b>	<b><u>Remaining</u></b>	<b><u>Comments</u></b>
<b>Total Contract Value:</b>	<b>5,887,000.00</b>	<b>5,016,483.55</b>	<b>870,516.45</b>	Board Report #7774-B and #7774-C
<i>Building Construction</i>	4,069,931.00	3,898,030.91	171,900.09	
FFE for Building Construction	1,317,069.00	1,118,452.64	198,616.36	
<i>Construction Allowance</i>	500,000.00	-	500,000.00	

<b><u>District 100</u></b>	<b><u>Approved</u></b>	<b><u>Spent</u></b>	<b><u>Remaining</u></b>	<b><u>Comments</u></b>
<b>Total Approved</b>	<b>418,000.00</b>	<b>354,723.91</b>	<b>63,276.09</b>	Board Report #7767-C
Equipment	7,000.00	-	7,000.00	
Signage	13,000.00	2,730.00	10,270.00	
Permits & Fees	25,000.00	12,155.71	12,844.29	
Architect & Engineering	100,000.00	83,193.30	16,806.70	
Architect & Engineering (Additional Scope)	273,000.00	256,644.90	16,355.10	Board Report #7792-B

<b>Total Project Construction:</b>	<b>8,305,000.00</b>	<b>7,372,965.46</b>	<b>932,034.54</b>
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<b><u>Furniture, Fixtures &amp; Equipment (FFE)</u></b>	<b><u>Approved</u></b>	<b><u>Spent</u></b>	<b><u>Remaining</u></b>	<b><u>Comments</u></b>
<b>Total Approved*</b>	<b>4,493,555.66</b>	<b>2,103,335.91</b>	<b>2,390,219.75</b>	

<b>Total Project FFE:</b>	<b>4,493,555.66</b>	<b>2,103,335.91</b>	<b>2,390,219.75</b>
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### BUDGET

	<u>Budget</u>	<u>Approved</u>	<u>Spent</u>	<u>Remaining to be Spent</u>	<u>Remaining in Budget</u>
ATC Building	8,305,000.00	8,305,000.00	7,372,965.46	932,034.54	0.00
ATC Equipment & FF&E*	5,300,000.00	4,493,555.66	2,103,335.91	2,390,219.75	806,444.34
ATC Operational Costs*	310,000.00	310,000.00	285,925.53	24,074.47	0.00
ATC Tuition	1,500,000.00	1,500,000.00	0.00	1,500,000.00	0.00
	<u>15,415,000.00</u>	<u>14,608,555.66</u>	<u>9,762,226.90</u>	<u>4,846,328.76</u>	<u>806,444.34</u>

\*Expenditures \$10,000 and greater have been approved by the Board

Total Funds Available	15,728,870.42
Funds Unallocated	313,870.42

## ATC CHANGE ORDERS

CHANGE ORDER	DESCRIPTION	PROPOSED COSTS	Different \$\$		NOTES	APPROVED
			FINAL COSTS			
Change order #1	Steel stud framing of the soffit columns	14,021.00	7,717.00			BR #7785-G, PR #759G
Change order #2	Replace plumbing fixtures and flush valves in existing restrooms	9,172.00	9,172.00			BR #7785-G, PR #759G
Change order #3	Provide 3 ADA hand washing stations in labs	2,407.00	1,010.00			BR #7785-G, PR #759G
Change order #4	Credit to reuse existing door frames	(7,050.00)	(7,050.00)			BR #7808-D, PR #762D
Change order #7	Reinforcement in concrete topping over the precast in the Metrology lab	2,514.00	2,514.00			BR #7808-D, PR #762D
Change order #8	Elimination of the exit sign for a credit	(230.00)	(230.00)			BR #7808-D, PR #762D
Change order #9	Changing the overhead door from glass to steel in 1314 storage room for a credit (PR- 002)	(4,680.00)	(4,680.00)			BR #7808-D, PR #762D
Change order #10	Revisions to eliminate water service to building (PR-003)	(6,678.00)	(7,062.00)			BR #7808-D, PR #762D
Change order #11	Revisions to hardware (PR-004)	24,153.00	23,880.00			BR #79822-B, PR #765B
Change order #12	Changes per State Plumbing Inspector's rough in inspection (PR-005)	7,792.00	7,792.00			BR #7808-D, PR #762D
Change order #13	Extend walls of Modular Conference Room 1115 to ceiling (PR-006)	428.00	428.00			BR #7808-D, PR #762D
Change order #14	Force main piping material in-lieu of scheduled piping material (RFP-007)	3,139.00	3,139.00			BR #7808-D, PR #762D
Change order #15	Flue extension to RTU-15 as directed by OEMA (RFI-010)	526.00	526.00			BR #7808-D, PR #762D
Change order #16	Remove existing damaged drywall in Men's & Women's restroom & replace with new moisture resistant drywall	10,634.00	9,358.00			BR #7808-D, PR #762D
Change order #17	Ceiling grid and tile in storeroom 1157 (RFI-44)	1,204.00	1,204.00			BR #7817-E, PR #763E
Change order #18	Saw cutting and patching floor at the front entrances	1,433.00	1,433.00			BR #79822-B, PR #765B
Change order #19	Add drywall ceiling in existing women's restroom 1149 (PR-009)	1,363.00	1,363.00			BR #7817-E, PR #763E
Change order #20	Install new Astro 2x4 ceiling tiles in existing grid. (PR-008 Option A)	21,303.00	0.00	REJECTED BY ARCHITECT		Not Approved
Change order #21	Install new USG Radar second look (old) 2x4 ceiling tiles in existing grid. (PR-008 Option B)	18,322.00	0.00	REJECTED BY ARCHITECT		Not Approved

Different \$\$

CHANGE ORDER	DESCRIPTION	PROPOSED COSTS	FINAL COSTS	NOTES	APPROVED
Change order #22	Credit for 2x2 USG Radar second look 2x2 ceiling tile in lieu of 2x2 Astro ceiling tile. (PR- 008 Option A base bid rooms only)	(5,830.00)	0.00	REJECTED BY ARCHITECT	Not Approved
Change order #23	Credit for providing cable tray and PVC cable in lieu of pipe and wire for Welding Room 1502, plus provide cable tray in lieu of pipe and wire for CNC (-960+320=640)	(640.00)	(640.00)		BR #7817-E, PR #763E
Change order #24	Revision to IT Network Rack, additional data port and plywood on walls for mounting equipment	823.00	823.00		BR #79822-B, PR #765B
Change order #25	Provide power to the 3 overhead doors at the loading dock (RFI-43)	9,867.00	7,473.00		BR #7817-E, PR #763E
Change order #26	Reduced length of marker boards	(1,055.00)	(1,055.00)		BR #7817-E, PR #763E
Change order #27	Add small wall to cover plumbing piping in storeroom 1608 (RFI-17)	1,256.00	1,256.00		BR #7817-E, PR #763E
Change order #28	Add drywall from top off existing wall in welding room to roof deck. (RFI-41 Alternate 1)	5,371.00	5,371.00		BR #7817-E, PR #763E
Change order #29	Add drywall from top of existing wall to bottom of duct work. (RFI-41 Alternate 2)	2,452.00	0.00	REJECTED BY ARCHITECT	Not Approved
Change order #30	Credit for eliminating floor finish in TDT waiting area	(1,247.00)	(1,247.00)		BR #7822-B, PR #765B
Change order #31	Vinyl plank flooring for front lobby	13,988.00			BR #7822-B, PR #765B
Change order #32	Credit for eliminating the installation of lockers	(3,705.00)	(3,705.00)		BR #7822-B, PR #765B
Change order #33	Remove existing conduit stubs on exterior front wall from old signage	1,615.00	1,615.00		BR #7822-B, PR #765B
Change order #34	Skim coating of the front vestibule walls to minimize different textures	946.00	946.00		BR #7822-B, PR #765B
Change order #35	Five access panels in restrooms 1601 & 1603	1,553.00	1,553.00		BR #7822-B, PR #765B
Change order #36	New diffusers & grills in restrooms 1601 & 1603 because of new hard ceiling	2,054.00	1,716.00		BR #7822-B, PR #765B
Change order #37	Credit for eliminating the welding gas shut off valves which are now being provided by Praxair	(1,503.00)	(1,503.00)		BR #7822-B, PR #765B

Different \$\$

CHANGE ORDER	DESCRIPTION	PROPOSED COSTS	FINAL COSTS	NOTES	APPROVED
Change order #38	Replaced a large number of couplings on existing sprinkler system that were leaking	3,296.00	3,296.00		BR #7822-B, PR #765B
Change order #39	Demolition of curbing and Installation of new ADA ramp and crosswalk for bus stop	7,350.00	5,088.00		BR #7822-B, PR #765B
Change order #40	Installation of 10 X 10 overhead door on the exterior wall of CNC Lab	23,467.00	23,467.00		BR #7822-B, PR #765B
Change order #41	Remove 5 old additional electrical boxes no longer in use in office 1139, Patch and paint.	832.00	832.00		BR #7822-B, PR #765B
Change order #42	Provide electrical receptacles to each IT rack for UPS system	149.00	149.00		BR #7822-B, PR #765B
Change order #43	Drain sprinkler system and relocate 2 sprinkler heads that conflict with the new ceiling grid in open office area 1121	626.00	626.00		BR #7946-D
Change order #44	Provide one additional vertical wire manager for the second floor IDF rack due to the number of cables	1,350.00	1,350.00		BR #7946-D
Change order #45	Credit for eliminating parking lot signs which will now be provided by RVC Police to meet IDOT requirements	(530.00)	(530.00)		BR #7946-D
Change order #46	Demo existing wall and reconstruct around mop sink basin in equipment room 1608 which has rotted through the steel studs	4,047.00	3,987.00		BR #7946-D
Change order #47	Change on demand water heating for restrooms 1109 & 1109 to meet plumbing inspector code requirements	890.00	890.00		BR #7946-D
Change order #48	Not Issued				
Change order #49	Not Issued				
Change order #50	To disconnect the duct heaters and remove diffusers & supply ducts to IT network rooms	5,412.00			BR #7851-D
Change order #51	Additional electrical for the CNC lab to accommodate additional machines	122,364.00			BR #7851-D
Change order #52	Replace the outside fire connection per the fire inspection report	993.00			BR #7851-D
Change order #53	Furnish & install new Bradley hand washing stations in the large restrooms	15,235.00	0.00	REJECTED, due to cost and long lead time. Will retrofit for less than \$6,000 with another contractor solution	
Change order #54	Install new expansion tank on the existing hot water heater per the state plumbing inspection	3,033.00			BR #7851-D

Different \$\$

CHANGE ORDER	DESCRIPTION	PROPOSED COSTS	FINAL COSTS	NOTES	APPROVED
Change order #55	Install new hot water heater per the state plumbing inspection	6,931.00			BR #7851-D
Change order #56	Stainless Steel security bench with handcuff rail for the Police office	1,400.00	0.00	REJECTED, will substitute a different bench for no additional cost	
Change order #57	Replace the double check valve with an RPZ back flow device per the state plumbing inspection	9,767.00			BR #7851-D
Change order #58	Relocate 2 light fixtures in conference room that conflict with modular glass walls	543.00			BR #7851-D
Change order #59	Cap plumbing, remove light fixture & patch drywall in office area	1,770.00			BR #7851-D
Change order #100	Assignment of Praxair to Stenstrom for the Welding Lab Fume & Exhaust	71,777.79		Assigned to Stenstrom \$679,564.79, increase due to project management \$71,777.79	BR #7851-D
	<b>Total</b>	<b>367,780.79</b>	<b>174,049.79</b>		