

Rock Valley College
Community College District No. 511
3301 N Mulford Road, Rockford, IL 61114
COMMITTEE OF THE WHOLE MEETING
Educational Resource Center, Performing Arts Room, Room 0214
5:15 p.m. Tuesday, March 12, 2024

AGENDA

- A. Call to Order**
- B. Roll Call**
- C. Board Member Attendance by Means Other Than Physical Presence**
- D. Communications and Petitions (Public Comment)**
- E. Recognition of Visitors**
- F. Review of Minutes:** Committee of the Whole February 13, 2024
- G. General Presentations:**
 - 1. Strategic Plan Update: Non-credit Workforce Metrics
- H. Teaching, Learning & Communications Discussion: Board Liaison Trustee Simpson**
 - 1. Enrollment Update: 14th Day Census; Student Profile
 - 2. Enrollment Update: Program Investment
 - 3. Faculty Tenure Update
 - 4. Higher Learning Commission (HLC) Quarterly Update
 - 5. Disability Support Services Update
 - 6. Kishwaukee Education Consortium Memorandum of Understanding (MOU)
- I. Finance Discussion: Board Liaison Trustee Trojan**
 - 1. Purchase Reports (A, B)
 - 2. Cash and Investment Report
- J. Operations Discussion: Board Liaison Trustee Kennedy**
 - 1. Decennial Committee Final Report
 - 2. Classroom Building II Update
 - 3. Downtown West Update
 - 4. Rock Valley College Events Calendar
- K. Other Business: Unfinished Business/New Business**
- L. Adjourn to Closed Session** to discuss 1) The purchase or lease of real property for the use of the public body per Section 2 (c) (5), in accordance with the Illinois Open Meetings Act.
- M. Reconvene Open Session**
- N. Next Regular Board of Trustees Meeting:** March 26, 2024, at 5:15 p.m.; The meeting will be held in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC) on the main campus.
- O. Next Committee of the Whole Meeting:** April 9, 2024, at 5:15 p.m.; The meeting will be held in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC) on the main campus.
- P. Adjourn**

Gloria Cardenas Cudia, 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, February 13, 2024
MINUTES

Call to Order

The Rock Valley College (RVC) Board of Trustees Committee of the Whole meeting convened on Tuesday, February 13, 2024, in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC). Vice Chairperson Paul Gorski called the meeting to order at 5:15 p.m.

Roll Call

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

Mr. Paul Gorski	Ms. Kristen Simpson
Mr. Richard Kennedy	Ms. Crystal Soltow
Mr. Robert Trojan	Mr. Juan Noguera, RVC Student Trustee
Mr. John Nelson	

The following Trustee was absent at roll call: Ms. Gloria Cardenas Cudia.

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

Board Member Attendance by Means Other than Physical Presence

The anticipated request from a trustee to attend via teleconference was not needed.

Communications and Petitions

Mr. Paul Nolly, Executive Director of Project First Rate, spoke to the Board of Trustees regarding the Responsible Bidder Ordinance (RBOs).

Recognition of Visitors

Dr. Spearman, president of Rock Valley College, recognized Mr. Benjamin Donovan, Political Director at Northwestern Illinois Building and Construction Trades Council.

Review of Minutes

There were no comments on the minutes from the January 20, 2024, Board of Trustees Committee of the Whole meeting.

General Presentations

Strategic Plan Update: Case Management for Academic Advising:

Dr. Patrick Peyer, vice president of student affairs, presented the Case Management for Academic Advising. Dr. Peyer explained that Rock Valley College (RVC) formally transitioned from open/passive advising to case management advising on October 9, 2023. This is the culmination of several years of staff and resource

planning, which involved reassigning roles and locating Student Affairs staff at multiple campuses. The installation and launch of Salesforce (CRM) provided the software needed to organize and monitor student appointments, records, and case management metrics needed for this transition.

Passive advising provided students with excellent general support and flexibility but required them to initiate meetings to accomplish registration and academic goal planning.

Proactive case management advising emphasizes staff regularly reviewing student caseloads, reaching out early to establish contact to request student meetings at critical registration periods, and monitoring student enrollment behavior (drops, withdrawals) and academic progress.

Dr. Peyer discussed case management assignments at every RVC campus and a meeting/outreach plan for years one and two. Discussion ensued.

Strategic Plan Update: Marketing Plan for Community Outreach and Downtown West:

Ms. Jennifer Thompson, executive director of college communications, presented the Marketing Plan for Community Outreach and Downtown West. Ms. Thompson discussed the purpose, goals, strategies, and tactics of RVC's Marketing Department. The College marketing aims to generate leads for programs that create enrollment and/or revenue. Marketing uses zip codes of the College district, target audiences, demographics, and keywords. Marketing's primary objective is to create a strong awareness of the College's brand and educational offerings. Marketing uses numerous strategies and tactics to engage RVC's district stakeholders outside Rockford.

Ms. Thompson discussed some of the marketing strategies for the RVC Downtown West Project. Some of those strategies are a microsite (web) to communicate project updates, media releases at project stages, event milestones to create video content for web, social, and sharing, creating a "roadshow" with architectural renderings and handouts to speak to key stakeholders and community groups, and social engagements for special events. Trustee Trojan inquired about a special tuition program once Downtown West is opened. Dr. Spearman responded that there would be a tuition program for Downtown West. However, it is too early in the process to begin. Discussion ensued.

Teaching, Learning & Communications Discussion: Board Liaison Trustee Simpson

1. Enrollment Update

Ms. Heather Snider, vice president of institutional effectiveness and communications, presented the FY2024 enrollment update. Ms. Snider stated that for Summer II, Fall, Winterim, and Spring, RVC is 105% above budget for the entire Fiscal Year. Ms. Snider stated that RVC has passed the spring census date, and she feels comfortable with the numbers. Trustee Trojan inquired about the enrollment cliff the Illinois Community College Trustee Association (ICCTA) predicts. Ms. Snider is aware of the enrollment cliff, so RVC is focusing on non-traditional student enrollment. Discussion ensued.

Finance Discussion: Board Liaison Trustee Trojan

1. Purchase Report

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

Purchase Report A – FY2024 Amendments:

A. Software Maintenance – (Operations & Maintenance Fund, Plant Operations Maintenance Administration, Administrative Software)

1. Brightly (formerly Dude Solutions) Cary, NC \$ 2,500.00 (1)*

B. Environmental Maintenance – (Risk Management Fund)

2. Critical Environments Professionals Arlington Heights, IL \$ 6,000.00 (2)*

Purchase Report B – FY2024 Purchases:

A. Flooring – (Facilities, Plant Operations, and Maintenance – Capital Expense)

1. Boss Carpet One	Dixon, IL	\$221,700.00 (1)*
Benchmark Flooring	Loves Park, IL	\$237,519.00
Tiles in Style dba Taza Supplies	South Holland, IL	No Bid

B. Curriculum Modules – (RAISE Program – CFNIL Grant Expense)

2. Education Associates, Inc.	Louisville, KY	\$ 13,300.00 (2)*
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C. Truck and Trailer Branding – (Truck Driver Training – Rental Equipment)

3. L&L Graphic Solutions	Itasca, IL	\$ 28,275.00 (3)*
Brands Imaging	Philadelphia, PA	\$ 32,010.00

D. Healthcare Services – (Workforce Equity Initiative Grant – Other Contractual Services)

4. Physician’s Immediate Care	Carol Stream, IL	\$ 11,000.00 (4)* Not to Exceed
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E. Software – (IT Administration – Employee Training)

5. PluralSight	Dixon, IL	\$ 10,941.00 (5)*
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F. Construction Manager at Risk – (TBD – Capital Expense)

6. TBD	TBD	\$ TBD (6)*
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Mr. Gorski questioned Purchase Report B, item A. Mr. Gorski wanted to know why RVC received only two bids for the Stenstrom Student Center Carpeting. Ms. Olson answered that those were the only two bidders who responded. Trustee Nelson asked how many invitations were sent out to bidders. Mr. Richard Jenks, vice president of operations, answered he was unsure how many invitations were sent but would check. Trustee Nelson replied that for his vote to support the recommendation, he would need to know how many bids were requested.

Trustee Nelson questioned item F, Purchase Report B, Construction Manager at Risk (CM-R). Trustee Nelson said he doesn’t like to see TBD on preliminary purchase report items and wanted to know where the Committee was with the Request for Qualifications (RFQ) for the Construction Manager at Risk (CM-R) proposals. Ms. Olson explained that there were six responses to the RFQ, and the Committee chose to interview the top three. The Committee scheduled interviews for Monday and Tuesday, February 12, 2024, and February 13, 2024, in hopes of having a decision by the end of this week. Once the decision has been made by the Committee, it will be shared with the Board of Trustees. Trustee Nelson wanted to know if the Board would vote on the decision; Ms. Olson answered yes, and the Board of Trustees would have to approve the decision.

Mr. Gorski asked for the criteria for choosing the CM-R. President Spearman replied that per Attorney Mathew Gardner and Chairperson Cardenas Cudia, per legislation, RVC should hold the criteria until after the process was completed, and if any Trustees had any questions to talk to Trustee Trojan and Trustee Kennedy.

Mr. Gorski thought the process would be comparable to when RVC interviewed the architect firms for the Downtown West Campus. Trustee Trojan explained the process to the Trustees, and Mr. Gorski stated he would ask questions later.

2. Cash and Investment Report

Ms. Olson presented the Cash and Investment Report through January 31, 2024. Total operating cash is \$43,034,890. Total operating cash and investments are \$89,622,418. Total capital funds are \$12,080,229. Since December 31, 2023, the change in capital funds is \$57,245. The operating cash and investments change since December 31, 2023, is \$3,002,769. Ms. Olson stated that the total operating cash and investment funds were 83.50% of the FY2024 operating budget.

Trustee Nelson inquired about the filing with the Internal Revenue Service (IRS), asking when RVC might hear something from the IRS and what RVC fund the money would go to. Ms. Olson responded that she could not predict when the IRS would respond to the application. Ms. Olson said a backlog with the IRS would need to be cleared up before the IRS looked at RVC's application. Trustee Nelson asked if the board would be consulted, and Ms. Olson responded that when she received the check, she would deposit the check immediately into the Operating Funds.

3. FY2024 Second Quarter Vital Signs

Ms. Olson presented the vital signs for the second quarter. The total revenues as of December 31, 2023, was \$36,285,754, excluding SURS on behalf, which is 68.15% of the FY2024 budget. As of December 31, 2023, the total operating expenses were \$21,520,276, or 42.86% of the FY2024 budget, excluding SURS on behalf. Ms. Olson explained that the FY2024 actuals for payroll are running 10% below budget. Ms. Olson said healthcare costs are running under budget year-to-date; however, the insurance renewal was in January 2024, and she expects that gap to close slightly depending on what claims come in during the last half of FY2024. Discussion ensued.

4. FY2025 Tuition and Fees Discussion

Ms. Olson explained RVC's current tuition and fees and that Per Section 110ILCS 805/6 of the Public Community College Act and Illinois Community College Board (ICCB) Rule 1501.505, the in-district student tuition may not exceed one-third of the per capita cost as defined in the chargeback reimbursement calculation. The College's FY2023 per capita cost is \$595.36, resulting in a one-third per capita cost of \$198.45. The College's administration would like to recommend increasing the Student Activity Fee by \$2.00 per credit hour to provide additional funding for student clubs and other programs within the auxiliary fund, Fund 05. Ms. Olson explained that the weighted average of these rates still falls below the one-third estimated per capita cost for FY2023 of \$198.45 and \$189.75 for FY 2022.

Ms. Olson stated that the College's administration would like to recommend a change in calculating the tuition rate for out-of-district and out-of-state tuition based on the 110 ILCS 805/6 of the Public Community College Act and the additional guidance provided by the ICCB System Rules Manual in Section 1501.505. Ms. Olson explained that changing the calculation rate would change the out-of-district tuition rate from \$151 per credit hour to \$226.50 per credit hour, and out-of-state tuition would go from \$694 per credit hour to \$226.50 per credit hour. Ms. Olson stated it would affect RVC by approximately <\$163,000>. The administration feels that money can be made up of more out-of-district, out-of-state/international students with 1,200 credit hours or 41 new students from those groups. Ms. Olson stated that in FY2023, out-of-district students were 219, and out-of-state/international students were 92; Ms. Olson said that some were 100% online, which is charged at the in-district rate. Discussion ensued.

5. Board Policy 5:10.120 Purchasing / Second Reading

Ms. Olson explained that the current \$10,000 Board Policy requirement goes back to Board Report #5519, dated January 1993, which was rescinded on October 18, 1999, with Board Report #5741. The \$10,000 Board Policy requirements did not change in alignment with the escalation of inflation over the past 20+ years. Ms. Olson explained that a recommendation was made at the October 24, 2023, Decennial Committee to increase the Board of Trustees approval requirements for expenditures from \$10,000 to \$25,000. Ms. Olson said this would create efficiencies in purchasing transactions with vendors, allow for a quicker turnaround time on expenditures less than \$25,000, and facilitate the implementation of smaller projects and programs that may exceed \$10,000. Ms. Olson stated all expenditures are available for review on the monthly claims report provided at the Regular Board of Trustees meeting. Ms. Olson presented a summary of the purchase reports by dollar amount and nature of the request over 13 months.

Trustee Trojan requested a listing of items once a month to see what was being spent, and Mr. Gorski said he would even like a quarterly report. Ms. Olson asked if an Excel report with the vendor's name and amount would be acceptable, and the Trustees agreed that it would be fine.

BR#8130 Board Policy 5:10.120 was tabled on January 30, 2024, due to a discussion on the Responsible Bidder Compliance and lowering the construction contracts from \$150,000 to \$25,000. The administration recommended that the RBC remain at \$150,000. The Board of Trustees requested information, so Ms. Kerwitz distributed information to the Board of Trustees so that they would be more informed. Discussion ensued.

Operations Discussion: Board Liaison Trustee Kennedy

1. Personnel Report

Mr. Jenks presented the February 2024 Personnel Report. He stated that there was one appointment and no departures. Ms. Caroline Gulbrandsen accepted the Dean of Health Sciences position effective May 27, 2024. Mr. Jenks stated that there would be a change in the Personnel Report due to May 27, 2024, being Memorial Day. Ms. Gulbrandsen will start on May 28, 2024.

2. Rock Valley College Events Calendar

Mr. Jenks presented the RVC on-campus events calendar for February 2024 and highlighted several upcoming events. Mr. Jenks mentioned the Northern Illinois University Engineering at RVC Internship and Job Fair, the WEI Skilled Trades Career Fair, the Illinois Council of Teachers of Mathematics (ICTM) Regional Math Contest, and the Women in Technology and Manufacturing symposium on February 28 in the Student Center Atrium at 10:00 a.m. Trustee Gorski wanted to know the age group for the Regional Math Contest, and Dr. Smith responded that they were high school students.

3. Rock Valley College Downtown West Campus Square Footage Update

Mr. Jenks presented the RVC Downtown West Campus Square Footage Update. Mr. Jenks stated that in the original request, the total square footage requested for the RVC Downtown West Campus was 124,656. With more in-depth discussions with deans and others, the square footage has been reduced to 85,501 with a grossing factor of 19,731. The grossing factor is for the square footage of hallways, mechanical rooms, janitor closets, etc. Heavy-duty diesel was removed, but light-duty diesel will remain. Welding may be a part of the Auto and Collision curriculum, but welding classes will remain at the Advanced Technology Center (ATC). Due to ordinance issues with the City of Rockford, the fire science program will be kept at the main campus. Community space was also reduced. Additional space reductions were gained by consolidating classrooms and creating multi-functional collaborative spaces. Discussion ensued.

New Business/Unfinished Business

Unfinished Business: Dr. Spearman thanked the Board of Trustees for updating their emails to RVC emails or keeping their current emails. Mr. Gorski reminded Trustees that they are responsible for maintaining emails.

New Business: Dr. Spearman discussed the ACCT Retreat and that it would be professional development. Dr. Spearman stated that the executive director of ICCTA, Mr. Jim Reed, will be joining the retreat led by Dr. Jill Wakefield, ACCT consultant.

Dr. Spearman recognized Mr. Benjamin Donovan, Political Director at Northwestern Illinois Building and Construction Trades Council, and Mr. Paul Nolly, Executive Director of Project First Rate. Dr. Spearman and Mr. Jenks met with both, and Mr. Donovan and Mr. Nolly are interested in supporting local businesses. RVC has a strong partnership with both.

Dr. Spearman stated that he and Ms. Jennifer Thompson attended the ACCT Legislative Summit in Washington, DC, and discussed the legislative priorities for RVC with legislators. Dr. Spearman recommends that a member or two of the Board of Trustees attend next year's ACCT Legislative Summit.

Adjourn to Closed Session

At 7:06 p.m., Trustee Gorski made a motion, seconded by Trustee Trojan, to adjourn to closed session to discuss the purchase or lease of real property for the use of the public body per Section 2 (c) (5), in accordance with the Illinois Open Meetings Act. The motion was approved by a unanimous roll call vote.

Reconvene Open Session

At 7:38 p.m., a motion was made by Trustee Trojan, seconded by Trustee Nelson, 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.

Board of Trustees Association of Community College Trustees (ACCT) Retreat

The Board of Trustees ACCT Retreat will be held on February 24, 2024, at 8:30 a.m.; The meeting will be held in Room 1308 in the Woodward Technology Center (WTC) on the main campus.

Next Decennial Committee Meeting

The next Decennial Committee Meeting will be held on February 27, 2024, at 5:15 p.m. The Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC) on the main campus.

Next Regular Board of Trustees Meeting

The next Regular Board of Trustee Meeting will be held on February 27, 2024, at 5:30 p.m. The meeting will be held in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC) on the main campus.

Next Committee of the Whole Meeting

The next Committee of the Whole Meeting will be held on March 12, 2024, at 5:15 p.m. The meeting will be held in the Performing Arts Room (PAR, Room 0214) in the Educational Resource Center (ERC) on the main campus.

Adjourn

At 7:41 p.m., a motion was made by Trustee Trojan, seconded by Trustee Simpson, to adjourn the meeting. The motion was approved by a unanimous roll call vote.

Submitted by: Tracy L. Luethje

Robert Trojan, Secretary

Gloria Cardenas Cudia, Chairperson

Strategic Plan Update:
Non-Credit Workforce Development Statistical Summary



Rock Valley College Board of Trustees Committee of the Whole
March 12, 2024

Dr. Hansen Stewart, Vice-President of Career Technical Education and
Workforce Development

EXECUTIVE SUMMARY FOR NON-CREDIT WORKFORCE DEVELOPMENT

- Non-Credit Workforce Development consists of Customized Training, Continuing Education and programs under the non-credit Workforce umbrella such as Truck Driver Training and CNC Machining. Continuing Education consists of programs like Dental Assisting, Refrigeration and Air Conditioning, C.N.A. Recertification, Food Safety, Massage Therapy, and the Highway Construction Careers Training Program (HCCTP) Grant.
- This report consists of enrollments, completions, and placements for FY2024, July 1, 2023, through June 30, 2024.
- Start times and end times for Non-Credit Workforce Development programs do not follow the credit side traditional semester system. Programs vary in length and duration---Truck Driver Training is for 5 weeks, CNC Machining is for 24 weeks, Massage Therapy is for 1 year, HCCTP is for 14 weeks, and Customized Training for Industry Partners varies considerably depending upon training and development needs.



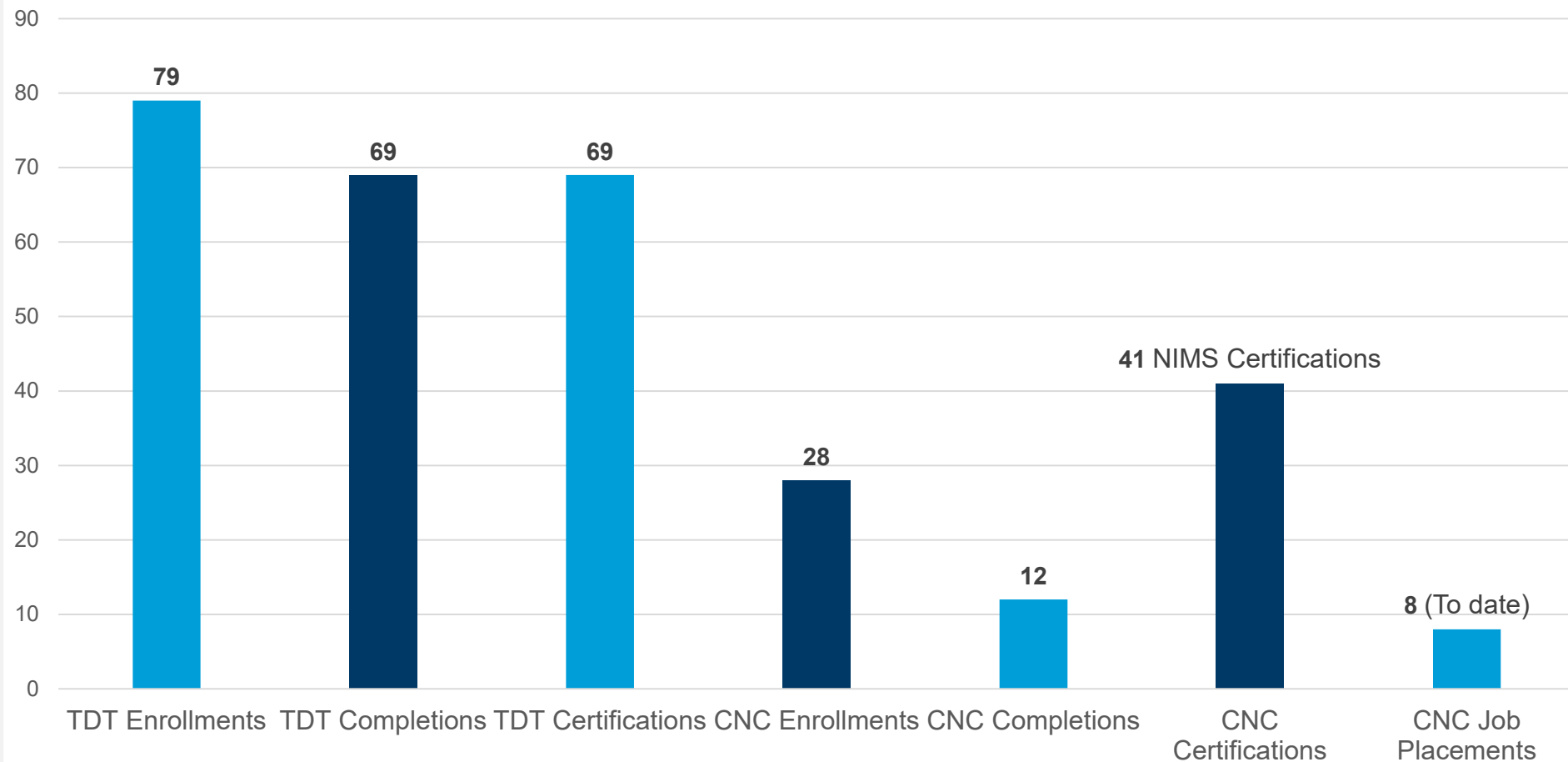
EXECUTIVE SUMMARY FOR NON-CREDIT WORKFORCE DEVELOPMENT CONTINUED

- CNC Enrollments for FY2024 are 28, and Completions are 12. A new cohort started in January 2024, and the completion data for this cohort will be available in June 2024 so that the enrollment data can match the completion data for FY2024.
- As indicated in the presentation, the gross and net revenues for Customized Training, Continuing Education, Truck Driver Training, and CNC Machining have been good for FY2024.
- Customized Training has served 200 participants since July 1, 2023. The companies served are AEBI, AAR, RMTD, Woodward, Northwest Community Center, Modern Forge, Goodwill, Advanced Machine, Mondelez, Midwest Scale Company, Suter Company, Danfoss, KI Machining, Kadon Precision, and General Mills.
- Woodward, Kadon Precision, and General Mills are the most frequent customers. Between July 1, 2023, and June 30, 2024, the 8-week CNC Machining and Welding certifications were the most requested customized training.



TDT AND CNC ENROLLMENT AND COMPLETION DATA FOR FY2024 (JULY 1, 2023 - JUNE 30, 2024)

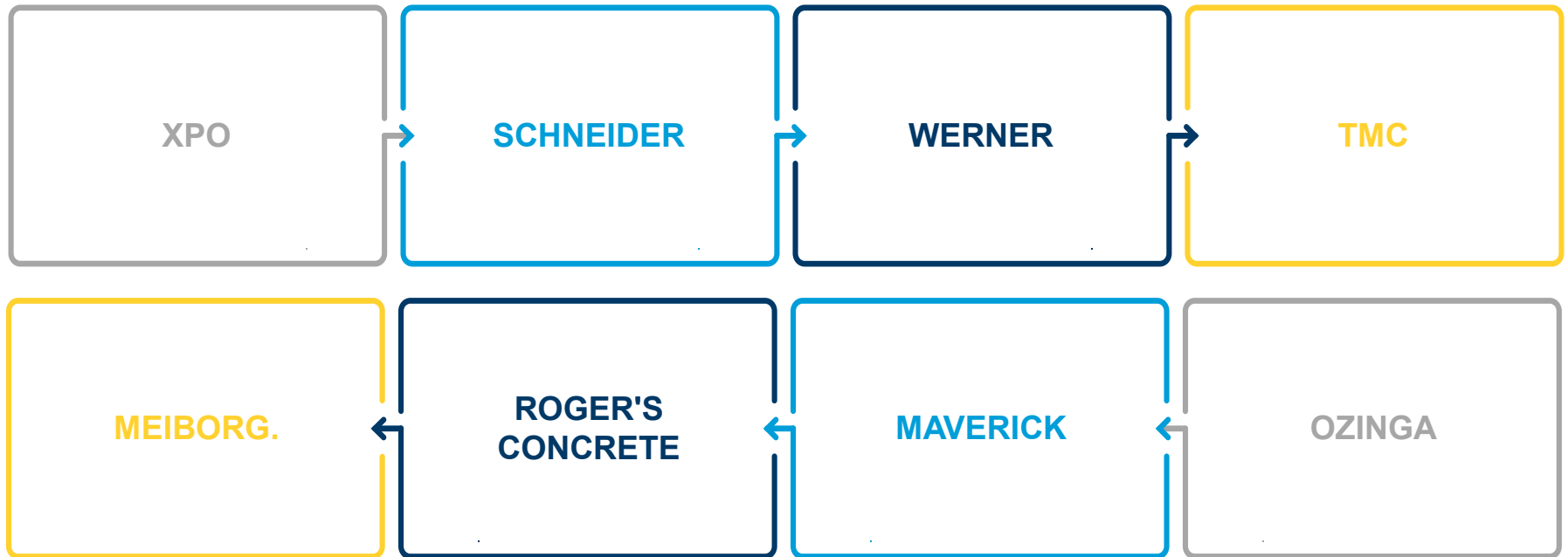
FY2024 (to date)



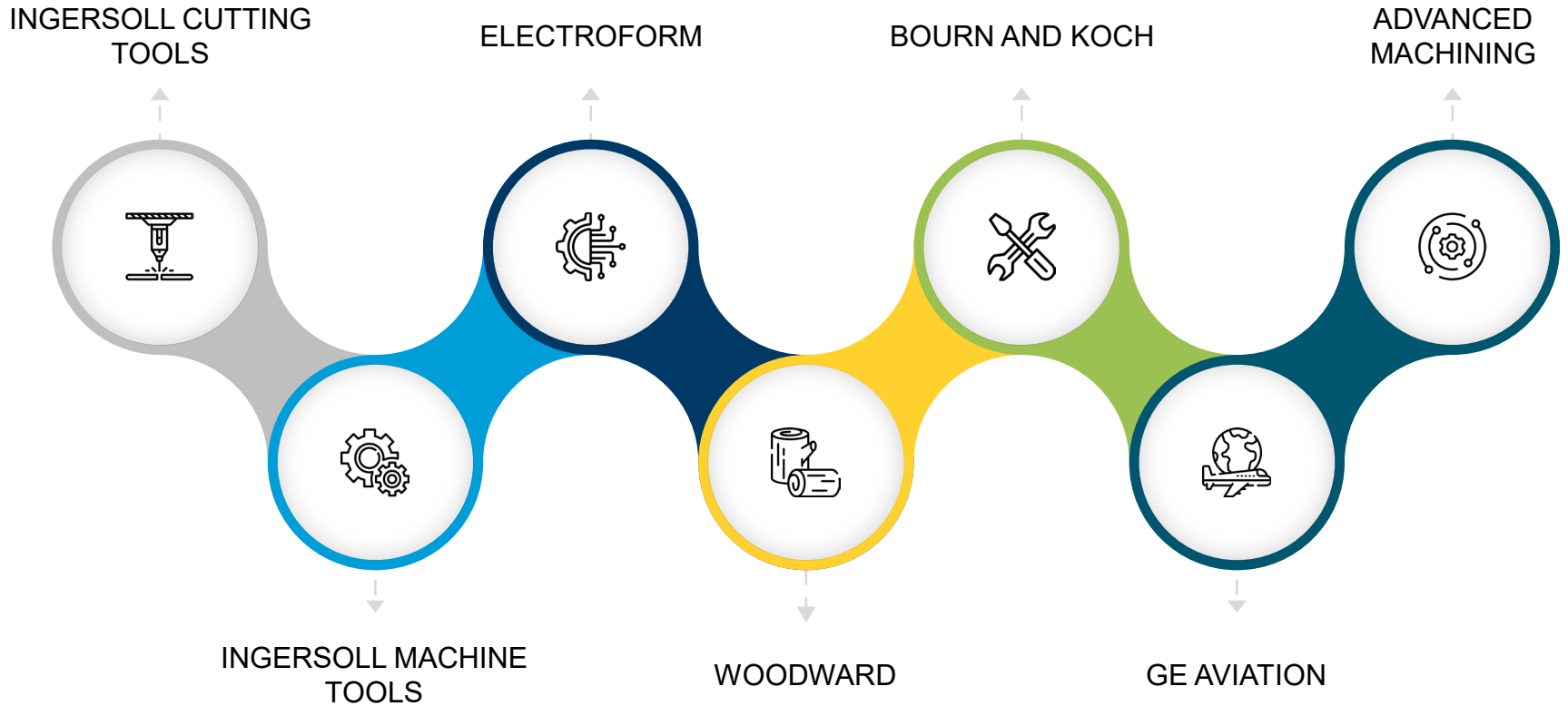
PROGRAM

TDT EMPLOYMENT DATA COMMENTARY:

Employers who have historically hired TDT program graduates include:

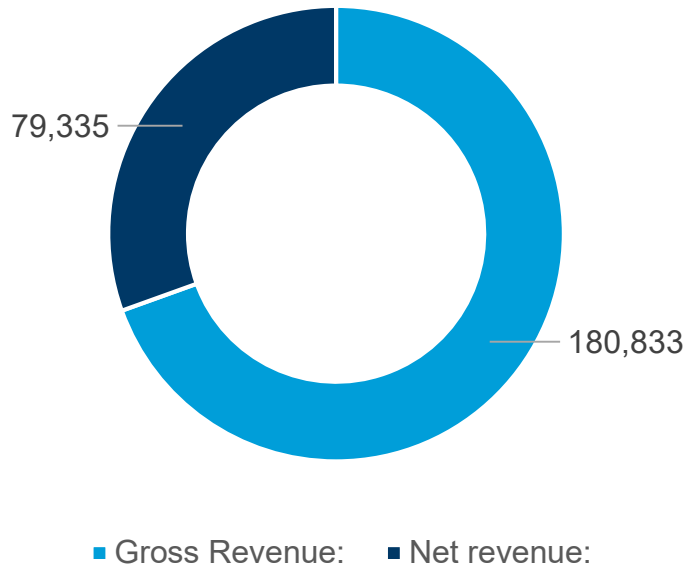


COMPANIES THAT HAVE HIRED CNC STUDENTS RECENTLY

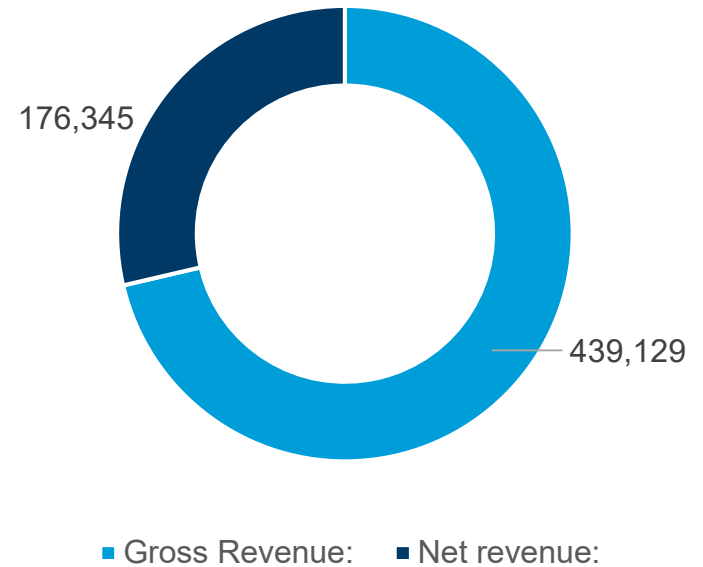


REVENUE FOR CNC MACHINING AND TRUCK DRIVER TRAINING FOR FY2024 (JULY 1, 2023 - JUNE 30, 2024)

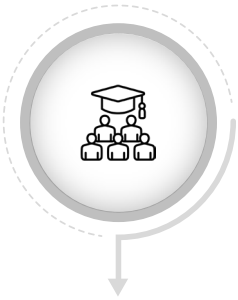
CNC Machining



TDT (Truck Driver Training)



Customized Training FY2024 (July 1, 2023 - June 30, 2024)



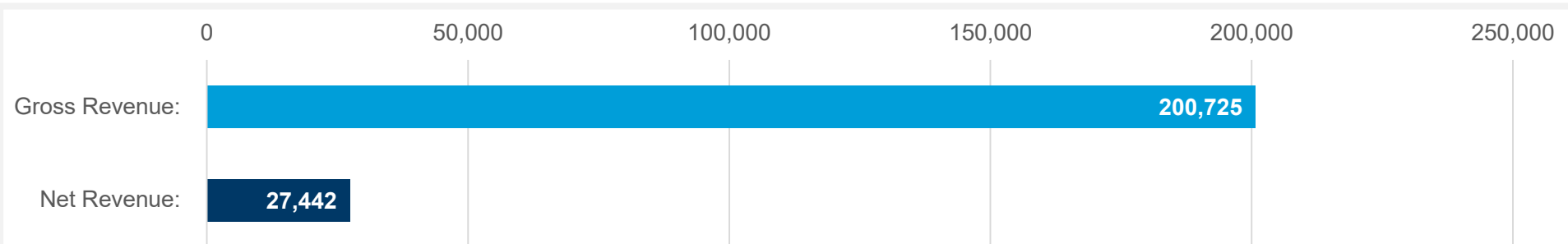
Since July 1, 2023, we have served 200 students.

The companies we have served are AEBI, AAR, RMTD, Woodward, Northwest Community Center, Modern Forge, Goodwill, Advanced Machine, Mondelez, Midwest Scale Company, Suter Company, Danfoss, KI Machining, Kadon Precision, and General Mills.

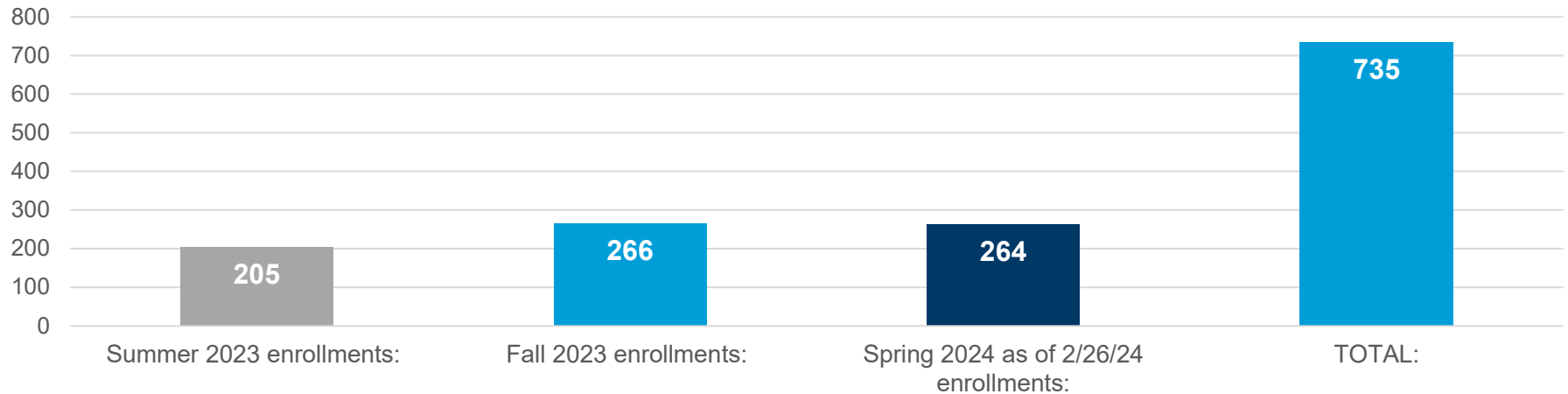
Woodward, Kadon Precision, and General Mills are our most frequent customers.

Eight-week CNC and Welding certifications are RVC's most requested customized training.

Customized Training Revenue



CONTINUING EDUCATION ENROLLMENTS FOR FY2024 (JULY 1, 2023 - JUNE 30, 2024)



Continuing Education consists of programs like Dental Assisting, Refrigeration and Air Conditioning, C.N.A. Recertification, Food Safety, Massage Therapy and the HCCTP Grant



MASSAGE THERAPY:

Students are in the courses for a year.

Our Massage Therapy Training Program for spring and fall 2023 has 19 students enrolled. One student has dropped the program for undisclosed reasons. No refund. Programs start in April and September, and all 18 students are still actively attending class.

Highway Construction Careers Training Program (HCCTP):

HCCTP runs for 14 weeks per session. There are two sessions per year (March - June AND August - November)

The HCCTP had ten students enrolled for Fall 2023. All ten students received the following certificates:



National Career Readiness Certificate (NCRC)



CPR/AED/First Aid



OSHA 10-hour



Fall Protection



ATSSA Flagger



Silica Awareness



Respiratory Protection



Scaffold Safety



Hazardous Communication



Excavation



Forklift



Aerial Lift

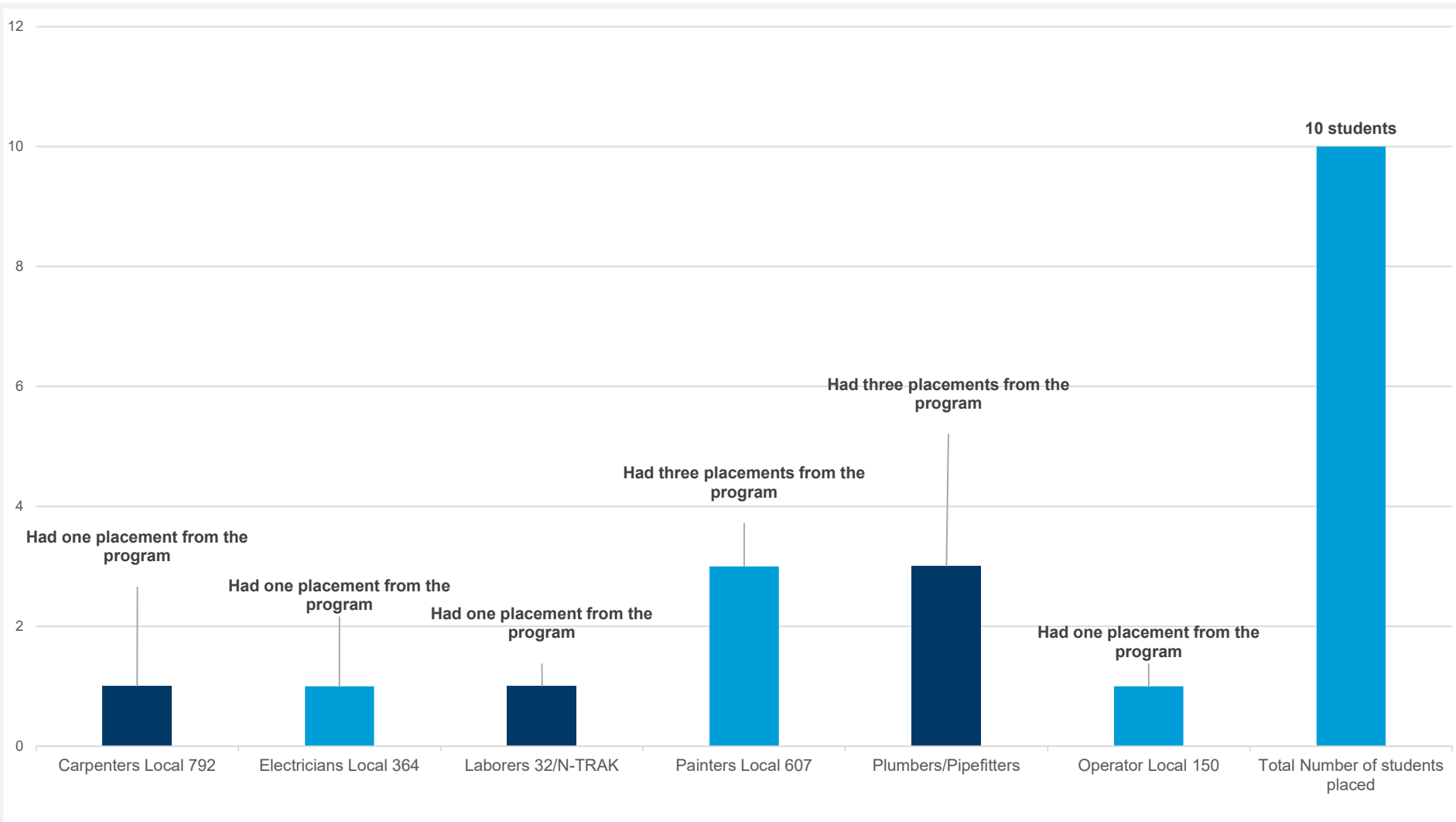


Welding

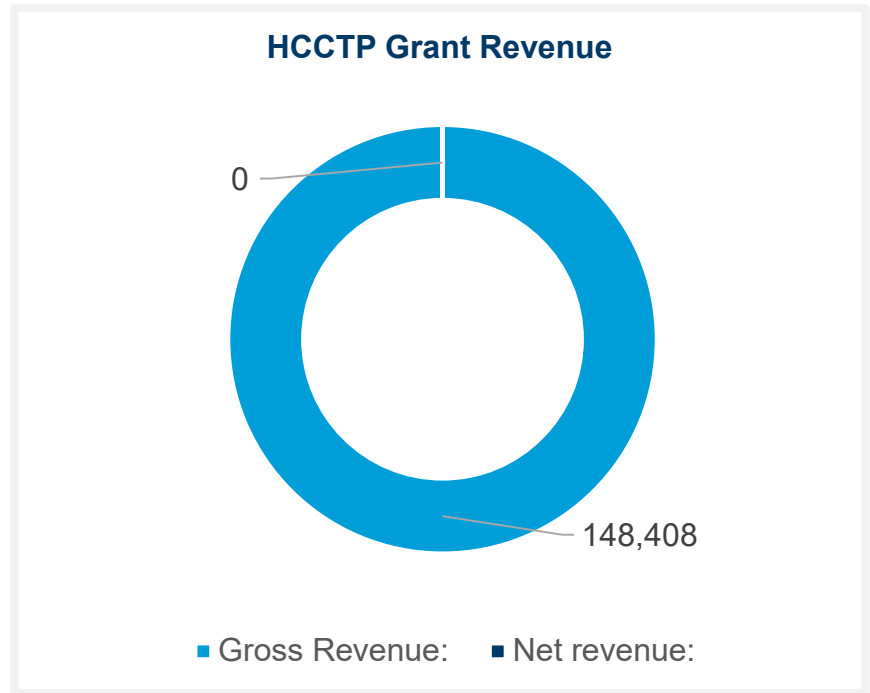
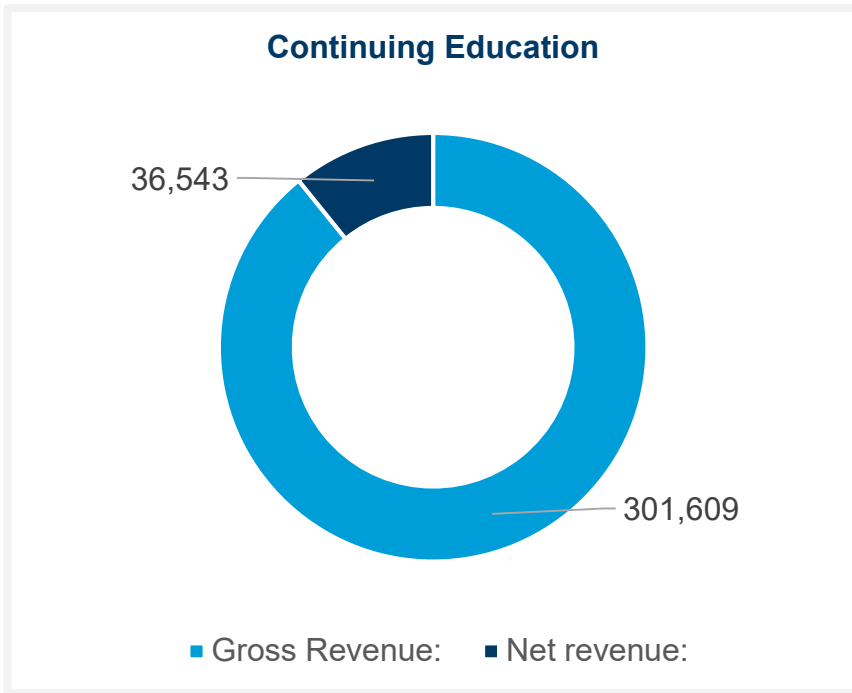


HCCTP Completion Certificate (with attendance record)

2023 JOB PLACEMENTS for HCCTP (July 1, 2023 - June 30, 2024)



CONTINUING EDUCATION REVENUE



Net Revenue will be a net zero at the end because HCCTP is a grant program. The current draw request is outstanding (\$14,619)

Questions/Answers



Rock Valley College

Data Brief: 14th Day Census Enrollment (Spring) March 2024

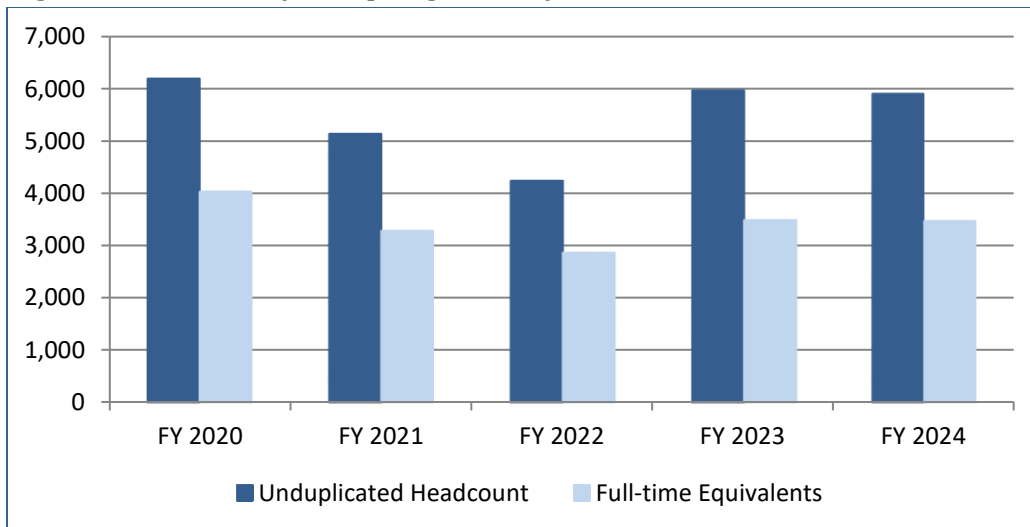
Background

Data to produce this report have been captured and submitted to the Illinois Community College Board (ICCB). Fourteenth day census enrollment identifies the number of students officially enrolled in credit courses at the College as of the end of regular registration of the spring term¹. It is intended to provide a *snapshot* or point in time view of spring enrollment. To comply with ICCB reporting rules, the spring census enrollment report includes Winterim 2024 and Spring 2024 registrations. At the College, data to produce this report are captured on the 14th *class* day from the first day of spring classes, including Saturdays.

14th Day Enrollment Results (Spring)

Figure 1 and Table 1 indicate the unduplicated headcount and full-time equivalents (FTE) reflected in the 14th day census of spring enrollment across the most recent five years.

Figure 1: RVC Multi-year Spring 14th Day Census Enrollment – Headcount and FTE²



¹Fourteenth day census enrollment is based on unduplicated headcount of Arts, Sciences, Career Education, Adult Education, and Vocational Skills courses in Community/Continuing Professional Education.

²For the purpose of this report, Full-time Equivalent (FTE) is based on 15 credit hours per term.

Table 1 also includes credit hours, with annual changes and the five-year multi-year change, provided in terms of percentage change.

Table 1: RVC Multi-year Spring 14th Day Census Enrollment

	Spring 2020	Spring 2021	Spring 2022	Spring 2023	Spring 2024	5-year Change
Unduplicated Headcount	6,173	5,119	4,226	5,951	5,887	-4.63%
<i>(Annual Percentage Change)</i>	-2.51%	-17.07%	-17.44%	40.82%	-1.08%	
Credit Hours	60,372.50	49,174.50	42,949.50	52,272.50	52,003.00	-13.86%
<i>(Annual Percentage Change)</i>	-3.00%	-18.55%	-12.66%	21.71%	-0.52%	
Full-time Equivalents	4,024.83	3,278.30	2,863.30	3,484.83	3,466.87	-13.86%
<i>(Annual Percentage Change)</i>	-3.00%	-18.55%	-12.66%	21.71%	-0.52%	
1 st Day of Class	1/11/2020	1/9/2021	1/8/2022	1/14/2023	1/13/2024	
Census Day (14 th Day)	1/23/2020	1/26/2021	1/25/2022	1/31/2023	1/30/2024	

Data in Figure 1 and Table 1 indicate the following:

- Over the 5-year period, unduplicated headcount as reported on the 14th class day decreased by 4.63%. The annual change in headcount reflects a decrease of 1.08% from FY23 to FY24.
- Over the 5-year period, credit hours and full-time equivalents decreased by 13.86%. The annual change indicates a decrease of 0.52% from FY23 to FY24.
- Over the five-year period, credit hours and FTE have decreased at a faster rate than headcount, suggesting that students are taking fewer credit hours on average.

Enrollment declines from Spring 2023 to Spring 2024 are due to a decrease in Adult Education enrollment. Enrollment in Arts, Sciences, and Career Education courses increased over the same timeframe

Rock Valley College

Data Brief: Student Profile - Arts, Sciences, and Career Education *Board of Trustees Committee of the Whole - March 2024*

Contents

Background	2
Quick Facts – Multiyear Comparisons of Key Demographics.....	3
Overall Students.....	4
Table 1: Student Age	4
Table 2: Student Gender	4
Table 3: Highest Level of Education	4
Table 4: Student Race and Ethnicity.....	5
Table 5: Residency Status	5
Table 6: Primary Curriculum.....	5
Table 7: Overall Enrollment by Student Level Classification.....	6
Table 8: Enrollment Status (Spring 2020 – Spring 2024).....	6
New Students.....	7
Table 9: New Student Age	7
Table 10: New Student Gender.....	7
Table 11: New Student - Highest Level of Education.....	7
Table 12: New Student Race and Ethnicity	8
Table 13: New Student - Residency Status	8
Table 14: New Student - Primary Curriculum.....	8
First-time College-level Student.....	8
Table 15: First-time Student Age	9
Table 16: First-time Student Gender	9
Table 17: First-time Student Race and Ethnicity	9
Table 18: First-time Student - Highest Level of Education	9
Table 19: First-time Student - Residency Status.....	10
Table 20: First-time Student - Primary Curriculum	10
Group Comparisons	10
Table 21: Group Comparison - Age.....	10
Table 22: Group Comparison - Gender	10
Table 23: Group Comparison - Race/Ethnicity	11
Table 24: Group Comparison - Highest Level of Education	11
Table 25: Group Comparison - Residency Status.....	11
Table 26: Group Comparison - Primary Curriculum	12

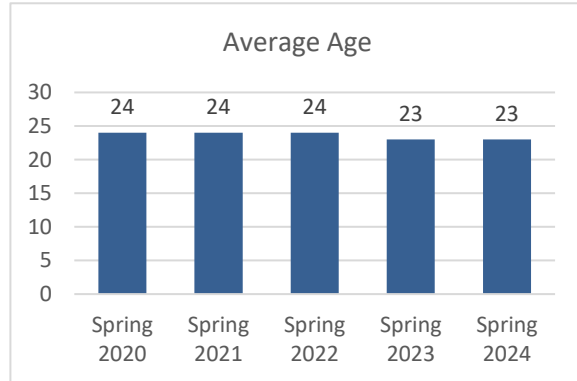
Background

This report provides information describing students enrolled in Arts, Sciences, and Career Education (ASCE) credit courses at Rock Valley College (RVC) in the Spring 2024 term. Data to produce this Student Profile report are captured with compliance submissions made to the Illinois Community College Board (ICCB), specifically, A1 (Annual Enrollment) and 14th Day Census Enrollment for Spring. Student profile data pull ASCE credit students from these more general submissions and are used to develop this student profile report.

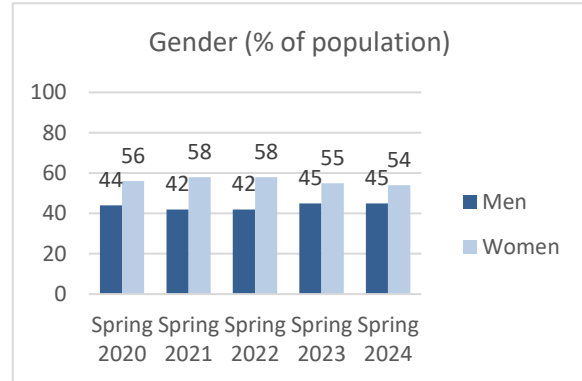
Quick Facts – Multiyear Comparisons of Key Demographics

The unduplicated headcount for Spring 2024 is 5,628 students.

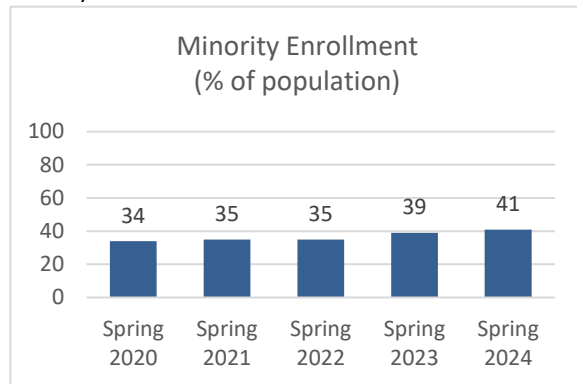
The average student age has declined from 24 to 23 years.



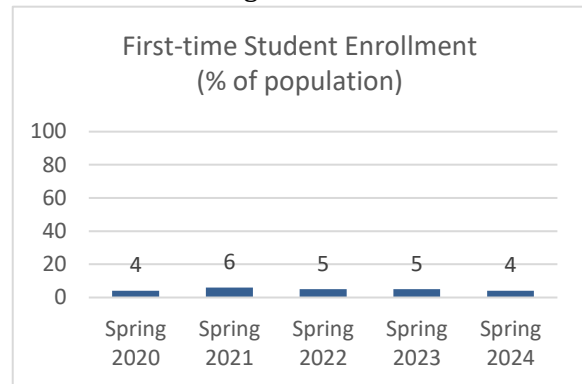
Most students identify as women, but the percentage has decreased.



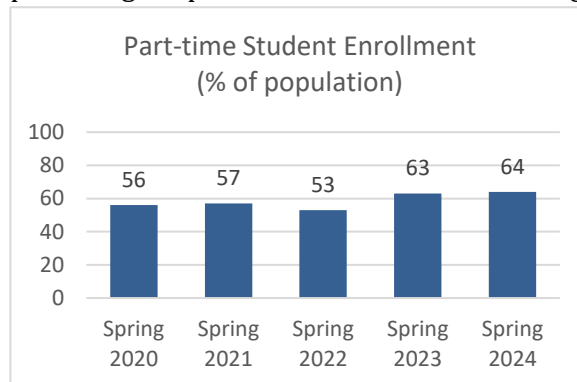
The percentage of students identifying as racial/ethnic minorities has increased.



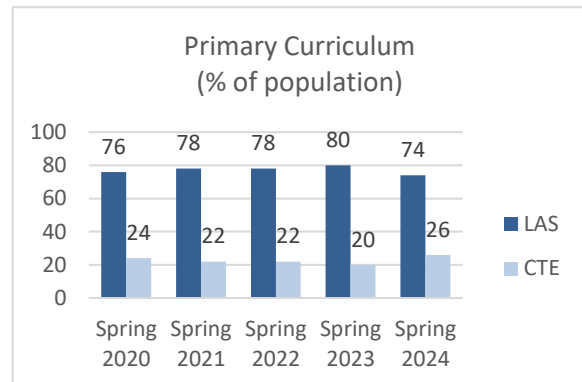
Only 4% of students are considered first-time students new to higher education.



Most students are enrolled part time (enrolled in less than 12 credit hours), and the percentage of part-time students is increasing.



Most students have a primary curriculum in Liberal Arts & Sciences, but the percentage has declined.



Overall Students

Tables 1 through 6 summarize the age, gender, highest degree earned, race and ethnicity, residency status, and primary curriculum of all students enrolled in Arts, Sciences, and Career Education courses as of the Spring 2024 enrollment census. Table cells with less than 30 students are marked with asterisks to preserve anonymity.

Data from Quick Facts and tables within this section indicate that most students enrolled in Spring 2024 are traditional age (77.5%), women (54.3%), white (54.9%), in district (94.8%), continuing (58.1%), enrolled part time (64%), enrolled in a Liberal Arts and Sciences (i.e., transfer) curriculum (74.4%), and have a high school diploma or GED as their highest degree earned (60.0%).

Table 1: Student Age

	Full-time Students	Part-time Students	Total	Percent
Traditional (24 and under)	1,749	2,613	4,362	77.5%
Non-traditional (25 and over)	304	962	1,266	22.5%

Table 2: Student Gender

	Full-time Students	Part-time Students	Total	Percent
Men	994	1,529	2,523	44.8%
Women	1,042	2,015	3,057	54.3%
Another Gender	*	*	*	0.0%
Unknown	*	31	48	0.9%

Table 3: Highest Level of Education

	Full-time Students	Part-time Students	Total	Percent
College: bachelor's degree or more	*	33	37	0.7%
College: less than bachelor's degree	34	133	167	3.0%
High school diploma or GED	1,422	1,954	3,376	60.0%
None	588	1,439	2,027	36.0%
Other	*	*	*	0.4%

Table 4: Student Race and Ethnicity

	Full-time Students	Part-time Students	Total	Percent
Asian	97	110	207	3.7%
American Indian or Alaska Native	*	*	*	0.3%
Black or African American	130	355	485	8.6%
Hispanic or Latino	508	936	1,444	25.7%
Native Hawaiian or Other Pacific Islander	*	*	*	0.1%
White	1,166	1,925	3,091	54.9%
Two or more races	41	108	149	2.6%
Non-resident Alien	*	*	*	0.2%
Unknown or choose to not respond	95	125	220	3.9%

Table 5: Residency Status

	Full-time Students	Part-time Students	Total	Percent
In-district	1,940	3,396	5,336	94.8%
Out-of-district or out-of-state	*	164	193	3.4%
Reciprocal agreements and chargebacks	84	*	99	1.8%

Table 6: Primary Curriculum

	Full-time Students	Part-time Students	Total	Percent
Arts & Sciences (Transfer)	1,498	2,684	4,182	74.3%
Career Education	549	888	1,437	25.5%

Table 7 provides information about student class level. Most students are classified as freshmen (40.8% have completed fewer than 30 semester hours) or sophomores (32.4% have completed between 30 or more semester hours). An additional 25.1% of students are enrolled in high school, taking RVC courses as dual credit or dual enrollment.

Table 7: Overall Enrollment by Student Level Classification

	Full-time Students	Part-time Students	Total	Percent
High School	305	1,107	1,412	25.1%
Freshmen	965	1,332	2,297	40.8%
Sophomores	767	1,059	1,826	32.4%
Unclassified	*	77	93	1.7%
TOTAL	2,053	3,575	5,628	100%

Table 8 provides information about enrollment status for Spring 2024 and the previous four spring semesters. Most students currently enrolled are continuing students (58.1%), meaning they were previously enrolled in Fall 2023. About a quarter (25.1%) of students are also enrolled in high school, 6.6% are new (first-time, transfer, or pre-college), and 8.7% are returning, meaning they have attended RVC before but not during the most recent term.

Table 8: Enrollment Status (Spring 2020 – Spring 2024)

	Spring 2020	Spring 2021	Spring 2022	Spring 2023	Spring 2024
First time students in college-level work	222	288	221	264	251
<i>First time students in college-level work as a percent of total</i>	3.8%	5.9%	5.5%	4.9%	4.5%
New transfer students	120	86	50	110	109
<i>New transfer students as a percent of total</i>	2.2%	1.8%	1.2%	2.0%	1.9%
New pre-college students	82	*	*	*	*
<i>New pre-college students as a percent of total</i>	1.5%	0.4%	0.1%	0.5%	0.2%
Continuing	3,619	3,258	2,868	3,167	3,271
<i>Continuing students as a percent of total</i>	65.5%	66.8%	70.3%	58.7%	58.1%
Returning	540	543	441	472	487
<i>Returning students as a percent of total</i>	9.8%	11.1%	10.9%	8.7%	8.7%
High school students	487	462	351	1,249	1,412
<i>High school students as a percent of total</i>	8.8%	9.5%	8.7%	23.1%	25.1%
Students with degree beyond associates	350	220	120	107	87
<i>Students with degree beyond associates</i>	6.3%	4.5%	3.0%	2.0%	1.5%
TOTAL	5,624	4,876	4,055	5,396	5,628

New Students

New students include first-time students, new pre-college students, and transfer students. A first-time student is new to higher education, having never been enrolled in college-level classes before and now enrolled with more than 50 percent of their coursework at the college level. A new pre-college student is also new to higher education but with 50 percent or more of their coursework in adult education or remedial classes. A transfer student is a student entering RVC for the first time having earned credit at another institution of higher education.

Table 8 indicates that 371 (6.6%) of students enrolled for Spring 2024 are new. Tables 9 through 14 indicate that most new students are traditional age (68.7%), women (52.8%) and live in the RVC district (84.6%). These students also tend to be enrolled part time (65.0%) and have a high school diploma or GED as their highest level of education (93.0%). Most new students are enrolled in transfer programs (72.5%). The largest racial/ethnic group is White (47.7%), followed by Hispanic (25.3%).

Table 9: New Student Age

	Full-time Students	Part-time Students	Total	Percent
Traditional (24 and under)	98	157	255	68.7%
Non-traditional (25 and over)	32	84	116	31.3%

Table 10: New Student Gender

	Full-time Students	Part-time Students	Total	Percent
Men	66	105	171	46.1%
Women	61	135	196	52.8%
Another Gender	*	*	*	0.0%
Unknown	*	*	*	1.1%

Table 11: New Students - Highest Level of Education

	Full-time Students	Part-time Students	Total	Percent
College: bachelor's degree or more	*	*	*	0.0%
College: less than bachelor's degree	*	*	*	1.1%
High school diploma or GED	120	225	345	93.0%
None	*	*	*	5.9%
Other	*	*	*	0.0%

Table 12: New Student Race and Ethnicity

	Full-time Students	Part-time Students	Total	Percent
Asian	*	*	*	3.5%
American Indian or Alaska Native	*	*	*	0.0%
Black or African American	*	35	55	14.8%
Hispanic or Latino	34	60	94	25.3%
Native Hawaiian or Other Pacific Islander	*	*	*	0.0%
White	62	115	177	47.7%
Two or more races	*	*	*	4.9%
Non-resident Alien	*	*	*	0.0%
Unknown or choose to not respond	*	*	*	3.8%

Table 13: New Students - Residency Status

	Full-time Students	Part-time Students	Total	Percent
In-district	109	205	314	84.6%
Out-of-district or out-of-state	*	35	41	11.1%
Reciprocal agreements and chargebacks	*	*	*	4.3%

Table 14: New Students - Primary Curriculum

	Full-time Students	Part-time Students	Total	Percent
Arts & Sciences (Transfer)	83	186	269	72.5%
Career Education	47	55	102	27.5%

First-time College-level Students

In Spring 2024, 251 students are classified as first-time, which is 4.5% of total enrollment. Tables 15 through 20 indicate that most first-time students are part time (61.8%), traditional age (72.1%), women (52.2%), and live in the RVC district (89.6%). These students also tend to have a high school diploma or GED as their highest level of education (90.8%) and tend to be enrolled in transfer programs (68.5%). The largest racial or ethnic group is White (49.0%) followed by Hispanic (24.7%).

Table 15: First-time Student Age

	Full-time Students	Part-time Students	Total	Percent
Traditional (24 and under)	76	105	181	72.1%
Non-traditional (25 and over)	*	50	70	27.9%

Table 16: First-time Student Gender

	Full-time Students	Part-time Students	Total	Percent
Men	50	67	117	46.6%
Women	44	87	131	52.2%
Another Gender	*	*	*	0.0%
Unknown	*	*	*	1.2%

Table 17: First-time Student Race and Ethnicity

	Full-time Students	Part-time Students	Total	Percent
Asian	*	*	*	2.4%
American Indian or Alaska Native	*	*	*	0.0%
Black or African American	*	*	41	16.3%
Hispanic or Latino	*	37	62	24.7%
Native Hawaiian or Other Pacific Islander	*	*	*	0.0%
White	49	74	123	49.0%
Two or more races	*	*	*	4.4%
Non-resident Alien	*	*	*	0.0%
Unknown or choose to not respond	*	*	*	3.2%

Table 18: First-time Students - Highest Level of Education

	Full-time Students	Part-time Students	Total	Percent
College: bachelor's degree or more	*	*	*	0.0%
College: less than bachelor's degree	*	*	*	0.8%
High school diploma or GED	86	142	228	90.8%
None	*	*	*	8.4%
Other	*	*	*	0.0%

Table 19: First-time Students - Residency Status

	Full-time Students	Part-time Students	Total	Percent
In-district	80	145	225	89.6%
Out-of-district or out-of-state	*	*	*	5.2%
Reciprocal agreements and chargebacks	*	*	*	5.2%

Table 20: First-time Students - Primary Curriculum

	Full-time Students	Part-time Students	Total	Percent
Arts & Sciences (Transfer)	59	113	172	68.5%
Career Education	37	42	79	31.5%

Group Comparisons

Tables 21 through 26 show demographic characteristics of the overall group of students enrolled as compared to those of new and first-time students.

Table 21: Group Comparison - Age

	Overall	New	First Time
Traditional (24 and under)	77.5%	68.7%	72.1%
Non-traditional (25 and over)	22.5%	31.3%	27.9%
Average Age	22.5	23.7	23.2

Most students in all three groups are traditional age. However, the percentage of traditional age students in the overall group (77.5%) is larger than that of the new student group (68.7%) and the first-time student group (72.1%).

Table 22: Group Comparison - Gender

	Overall	New	First Time
Men	44.8%	46.1%	46.6%
Women	54.3%	52.8%	52.2%
Another Gender	0.0%	0.0%	0.0%
Unknown	0.9%	1.1%	1.2%

Overall, more students are women (54.3%) than men (44.8%). This pattern is also true for new students (52.8% women) and first-time students (52.2% women).

Table 23: Group Comparison - Race/Ethnicity

	Overall	New	First Time
Asian	3.7%	3.5%	2.4%
American Indian or Alaska Native	0.3%	0.0%	0.0%
Black or African American	8.6%	14.8%	16.3%
Hispanic or Latino	25.7%	25.3%	24.7%
Native Hawaiian or Other Pacific Islander	0.1%	0.0%	0.0%
White	54.9%	47.7%	49.0%
Two or more races	2.6%	4.9%	4.4%
Non-resident Alien	0.2%	0.0%	0.0%
Unknown or choose to not respond	3.9%	3.8%	3.2%

Historically minoritized racial and ethnic groups are better represented among new students (48.5%) and first-time students (47.8%) than within the overall student population (41.0%).

Table 24: Group Comparison - Highest Level of Education

	Overall	New	First Time
College: bachelor's degree or more	0.7%	0.0%	0.0%
College: less than bachelor's degree	3.0%	1.1%	0.8%
High school diploma or GED	60.0%	93.0%	90.8%
None	36.0%	5.9%	8.4%
Other	0.4%	0.0%	0.0%

Most students in all three groups have a high school diploma or GED as the highest level of education previously completed.

Table 25: Group Comparison - Residency Status

	Overall	New	First Time
In-district	94.8%	84.6%	89.6%
Out-of-district or out-of-state	3.4%	11.1%	5.2%
Reciprocal agreements and chargebacks	1.8%	4.3%	5.2%

Overall, most students have in-district residency (94.8%). New students (11.1%) are more likely than first-time students (5.2%) the overall student group (3.4%) to live out-of-district.

Table 26: Group Comparison - Primary Curriculum

	Overall	New	First Time
Arts & Sciences (Transfer)	74.4%	72.5%	68.5%
Career Education	25.6%	27.5%	31.5%

Arts and Sciences (i.e., transfer) is the primary curriculum for all three student groups. First-time students are more likely to be enrolled in career education (31.5%) than new students (27.5%) and the overall student population (25.6%).

Data Brief: Program Investment Report

Board of Trustees Committee of the Whole – March 12, 2024

Background

Rock Valley College has invested in several facilities and partnerships. This data brief examines ten-year enrollment trends for the programs housed in these facilities and associated with these partnerships. Although enrollment is impacted by several variables (e.g., program capacity, labor market and, in fiscal year 2021, the COVID-19 pandemic), it is one of the primary indicators of return-on-investment.

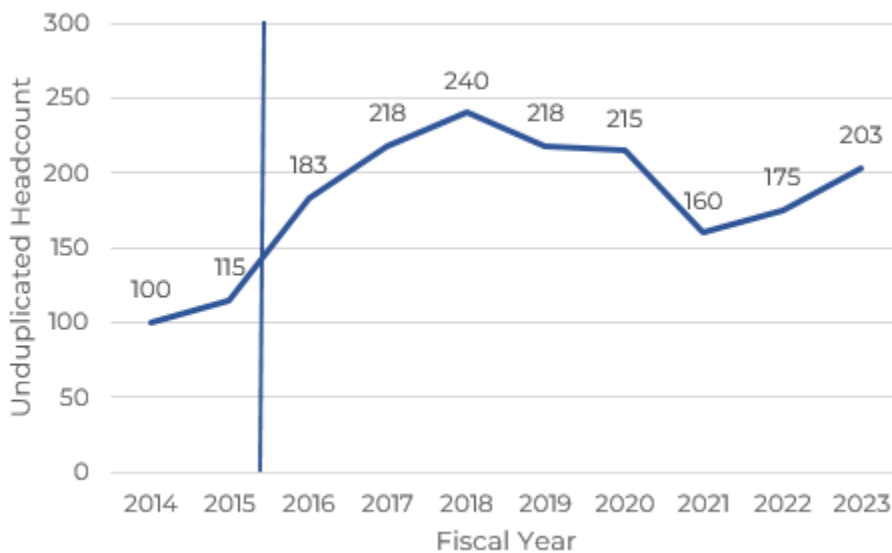
Aviation Career Education Center

In Fall 2015, the College's Aviation Career Education Center (ACEC) opened at the Chicago-Rockford International Airport. Within three years of opening the ACEC, Aviation program enrollments grew by 109%, from 115 in FY2015 to 240 in FY2018.

In FY2021, Aviation program enrollments were impacted by the COVID-19 pandemic. While shelter-in-place orders forced classes online, the FAA continued to require face-to-face instruction. As a result, student enrollments were deferred until face-to-face instruction could resume. By FY2023, Aviation program enrollments were increasing toward the pre-pandemic headcount.

Figure 1 shows aviation program enrollment from FY2014 through FY2023, with a vertical line indicating the opening of the ACEC.

Figure 1: Aviation Program Enrollment (FY2014-FY2023)



SOURCE: Institutional Research - Program Review Application (FY2014-FY2023)

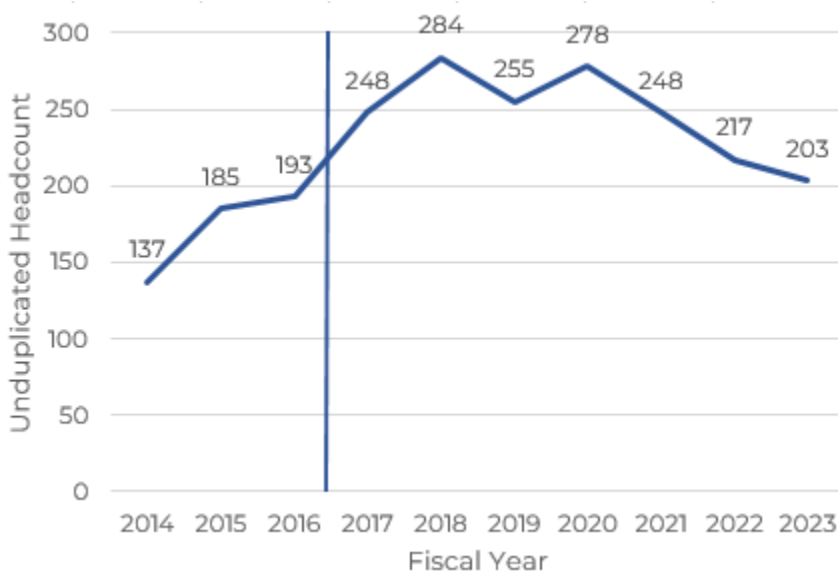
NIU@RVC Engineering

In Fall 2016, the College reopened the renovated Woodward Technology Center including more classroom and lab space to accommodate the NIU@RVC Engineering program. This partnership with Northern Illinois University (NIU) allows students to earn their associate degree in engineering from RVC and go on to earn a bachelor's in engineering from NIU all on the RVC campus.

Within three years of establishing the NIU@RVC partnership, enrollment in the Associate in Engineering Science (AES) program had grown by 32%, from 193 in FY2016 to 255 in FY2019. Since then, program enrollment has declined but remains higher than the pre-partnership headcount.

Figure 2 shows AES enrollment from FY2014 through FY2023, with a vertical line indicating the WTC renovation.

Figure 2: Associate in Engineering Science Enrollment (FY2014-FY2023)



SOURCE: ICCB A1 AAG Report - Enrollment by Program and Gender

Table 1 shows the number of RVC students who complete the associate in engineering science program and subsequently enroll in the engineering program at NIU.

Table 1: Number of RVC engineering completers who subsequently enroll at NIU

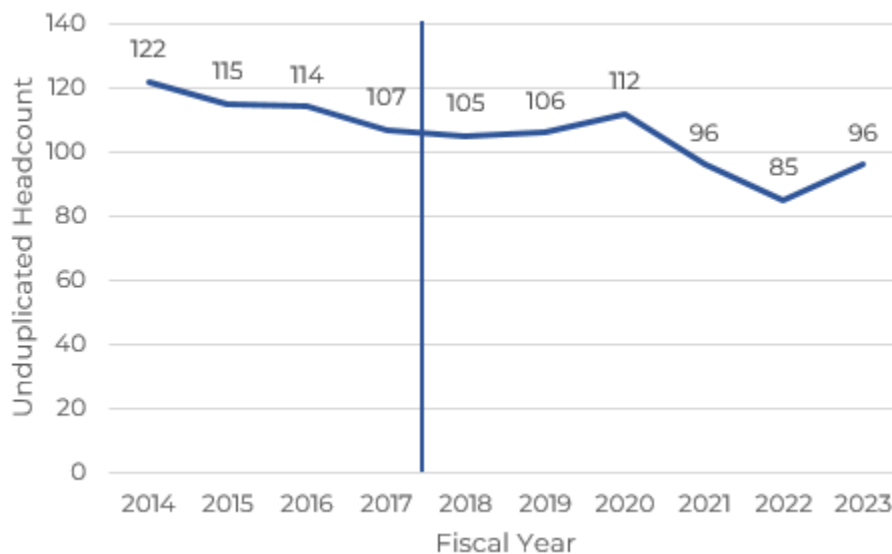
Fiscal Year	# of Associate in Engineering Science Completers	# of completers who subsequently enroll at NIU	% continuing at NIU
2019	21	12	57%
2020	27	16	59%
2021	28	22	79%
2022	32	25	78%
2023	26	17	65%

Health Sciences Center

In July 2017, the College opened the Health Sciences Center (HSC) on main campus in partnership with OSF Saint Anthony Medical Center. The HSC houses the College’s Nursing, Health Sciences, Certified Nursing Assistant, and Fire Science programs as well as the OSF Saint Anthony College of Nursing.

Enrollment in the Associate Degree Nursing (ADN) Program does not fluctuate much due to program capacity. Declines in enrollment for FY2021 and FY2022 reflect the “empty cohort,” which did not start in Spring 2021 due to the Covid-19 pandemic. Since then, the College has resumed the practice of beginning cohorts in both the fall and spring semesters. Figure 3 shows ADN enrollment from FY2014 through FY2023, with a vertical line indicating the HSC opening.

Figure 3: Nursing Program Enrollment (FY2014-FY2023)

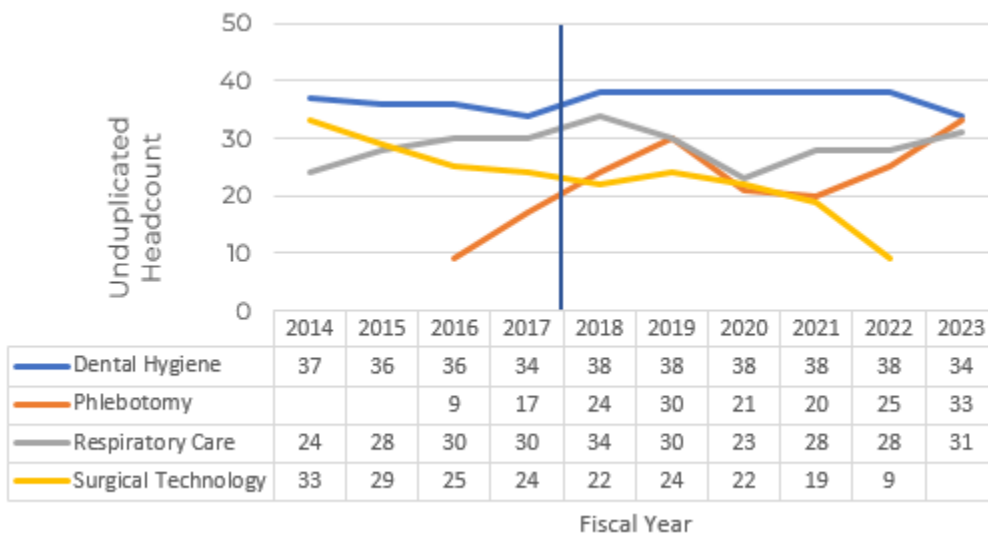


SOURCE: ICCB A1 AAG Report - Enrollment by Program and Gender

Since opening the HSC, enrollment in Dental Hygiene and Respiratory Care have remained flat. These programs are selective and have enrollment caps. Over the same period, the College has added a Phlebotomy cohort and nearly doubled enrollment, with an increase of 94%, in this program. The Surgical Technology program has been phased out. Based on industry demand, a Medical Assistant program was recently added.

Figure 4 shows Health Science enrollment from FY2014 through FY2023, with a vertical line indicating the HSC opening.

Figure 4: Health Science Program Enrollment (FY2014-FY2023)



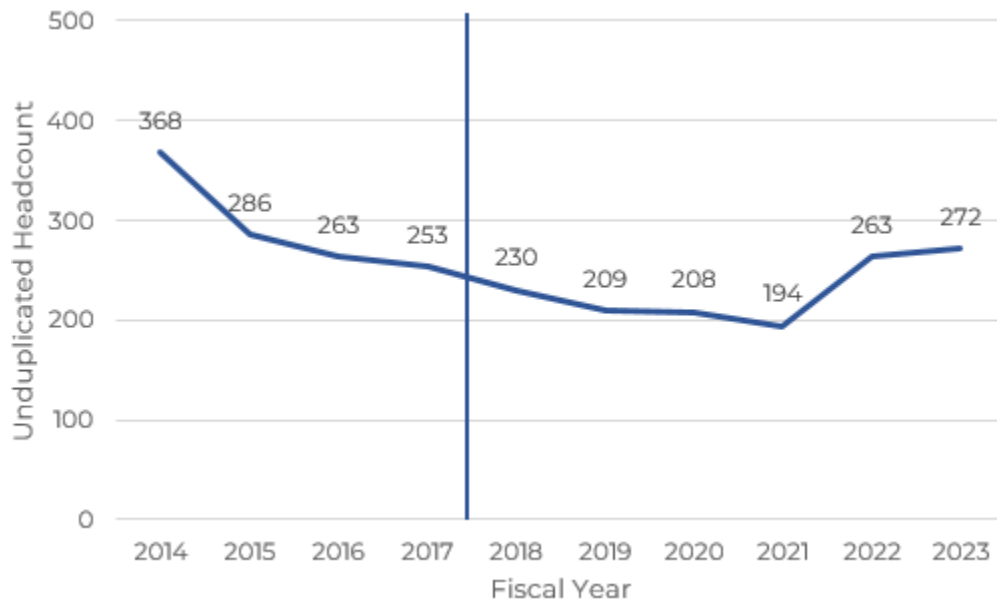
SOURCE: Institutional Research - Program Review Application

Enrollment in Certified Nursing Assistant (CNA) coursework has declined by 26% over the past ten years. Reasons for this decline include:

- The ratio of students to instructor was lowered from 12:1 to 8:1.
- WIOA funding was eliminated for CNA training for a while. The program has since been re-approved for funding, which may explain the recent increase in enrollment.
- Career Education Associates of North Central Illinois (CEANCI) was sending up to 60 students annually. This ended in 2017.
- There is also a decreased interest due to the low wages for completers.

Figure 5 shows CNA enrollment from FY2014 through FY2023, with a vertical line indicating the HSC opening.

Figure 5: Certified Nursing Assistant Program Enrollment (FY2014-FY2023)



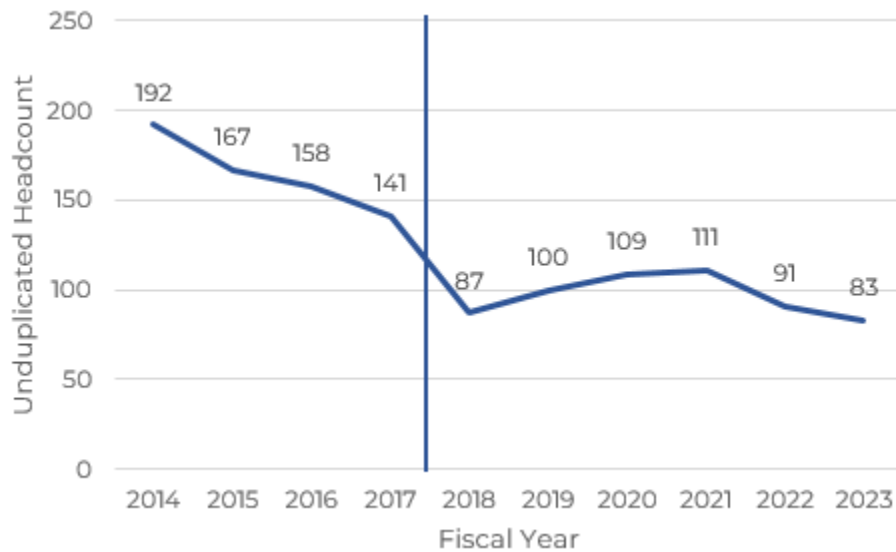
SOURCE: Institutional Research - Program Review Application (FY2014-FY2020); Enrollment Dashboard (FY2021-FY2023)

Since opening the HSC, enrollment in the Fire Science program has declined by 41%, from 141 in FY2017 to 83 in FY2023. Reasons for the decline include:

- CEANCI was offering up to 48 students annually.
- Changes to State Fire Marshall certification standards eliminated courses for two certificates, which resulted in a loss of up to 75 seats annually.
- A FEMA grant provided funds directly to the State of Illinois, allowing fire departments to send employees there for training instead of RVC.

Figure 6 shows Fire Science enrollment from FY2014 through FY2023, with a vertical line indicating the HSC opening.

Figure 6: Fire Science Program Enrollment (FY2014-FY2023)



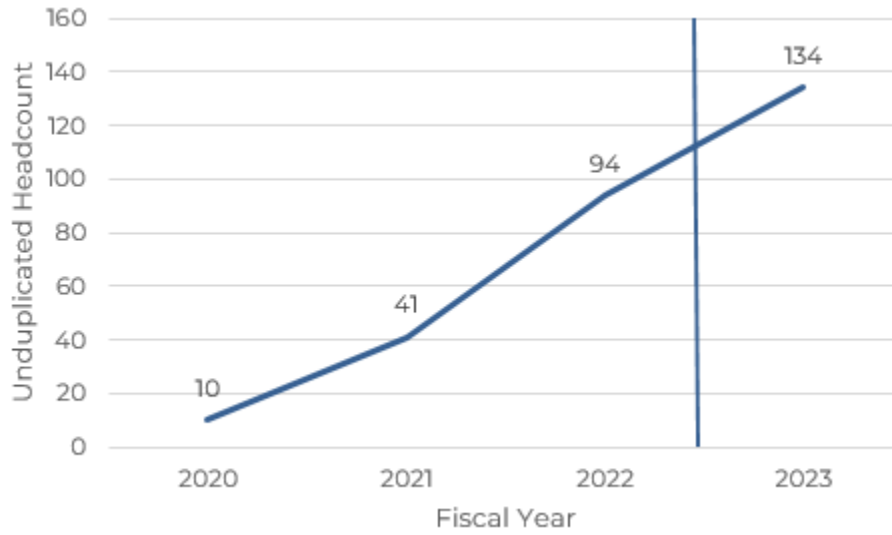
SOURCE: Institutional Research - Program Review Application

Advanced Technology Center

In Spring 2022, the College opened the Advanced Technology Center (ATC) in Boone County. The ATC houses credit and noncredit workforce training programs. Credit programs include Mechatronics and Welding.

Since starting the Mechatronics program in FY2020, headcount enrollment has grown from 10 in FY2020 to 134 in FY2023. A year after opening the ATC, enrollment has grown by 43%. Figure 7 shows Mechatronics enrollment by fiscal year since the program started in FY2020.

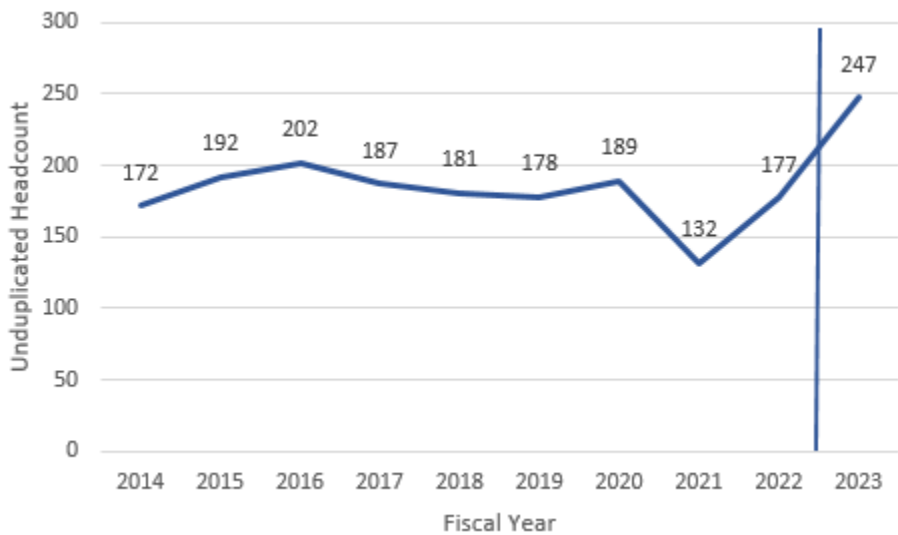
Figure 7: Mechatronics Program Enrollment (FY2020-FY2023)



SOURCE: Institutional Research - Program Review Application

Figure 8 shows Welding enrollment from FY2014 through FY2023. In FY2021, Welding enrollments were impacted by face-to-face restrictions in meeting sizes created by the COVID-19 pandemic. Since opening the ATC in FY2022, headcount enrollment has increased 40%.

Figure 8: Welding Program Enrollment (FY2014-FY2023)




SOURCE: Institutional Research - Program Review Application

Rock Valley College

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TO: Rock Valley College Board of Trustees

VIA: Dr. Howard J. Spearman, President

FROM: Dr. Amanda Smith, Chief Academic Officer 

DATE: March 12, 2024

INFORMATION ITEM for MARCH 12, 2024 COMMITTEE OF THE WHOLE BOARD MEETING:

Faculty entering upon tenure effective Academic Year 2024-2025:

In accordance with the Illinois Public Community College Act, 110 ILCS 805, Section 3B-2 <https://law.onecle.com/illinois/110ilcs805/3B-2.html>, the following probationary faculty members enter upon tenure effective with the 2024-2025 Academic Year:

1. Krista Hoecherl Benassi (E0542598) – Life Sciences
2. Frederick James Brun (E0102057) – Accounting
3. Shawn Doyle (E0121563) – Manufacturing, Engineering & Technology
4. Jerry Hose, II (E0360689) – Aviation Technology
5. William Isham (E0132753) – Welding
6. Jeff Petty (E0107478) – Welding
7. Dr. Robert Srygler (E0484238) – Biology
8. Carl Trank (E0129485) – Developmental Math

Probationary faculty members recommended for RETENTION FOR 3RD YEAR effective with the 2024-2025 academic year:

1. David Dosier (E0510619) – Sociology
2. Christine Garbe (E0103378) – Nursing
3. Joshua Glovinsky (E0328848) – Computer Information Systems
4. Drew Hallam (E0462681) – Aviation Technology
5. Kari Hearn (E0098191) - Nursing
6. Amanda Hoffland (E0176644) – Nursing
7. Kenosha Holland (E0420693) – Health Sciences
8. Christopher Joyner (E0554030) – Music
9. Lindsey Kasten (E0278293) – Director of (Respiratory) Clinical Education & Full-Time Faculty
10. Jennifer Kunkel (E0122720) – Computer Information Systems
11. Ethan Olson (E0383621) – Aviation Technology
12. Yousra Salem (E0332180) – Chemistry
13. Tombi Smith (E0361334) – Nursing
14. Della Whitworth (E0473526) – Nursing
15. Norbert Ziemer (E0361547) – Mechatronics
16. Gwen Zimmerman (E0125706) – Nursing



Probationary faculty members recommended for RETENTION FOR 2nd YEAR effective with the 2024-2025 academic year:

1. Samantha Flygare (E0562695) – Respiratory Care Program
2. Jonathan Cole Regnery (E0557755) - Mathematics
3. Anthony Schiassi (E0555644) – Aviation Technology

AS/kmcc



Rock Valley College

Higher Learning Commission (HLC): Institutional Accreditation Update

Rock Valley College Board of Trustees Committee of the Whole

March 12, 2024

Dr. Lisa M. Mehlig, Executive Director of Outcomes Assessment, HLC Liaison



Preparing for Institutional Accreditation Reaffirmation

- Professional Development
 - 2023-2024 Facilitating Learning: Leading Campus Wide Assessment (May 22, 2023 – April 14, 2024)
 - Demonstrating Quality: An Assurance Argument Virtual Workshop (Initial Review – February 1; Additional Feedback – February 29)
 - 2024 Annual HLC Conference (April 13 -16)
- Institutional Update (April 6)



Preparing for Institutional Accreditation Reaffirmation

- Comprehensive Review
 - HLC Assurance Argument Lock Date: September 16
 - Site Visit: October 14 & 15, 2024
 - Preparation for the Board of Trustees
 - Overview of criteria for accreditation, site visit process, and mock interview
 - Need for special meeting during visit to meet with site visit team member(s)
- Primary goals of Steering Committee and 5 Criterion Subcommittees
 - Collect feedback from RVC faculty, staff, students and community members
 - Develop final draft narratives for each criteria for accreditation
 - Complete federal compliance documentation





Preparing for Institutional Accreditation Reaffirmation

- Assessment Academy Project
 - Starting final year of a 5-year project
 - Project Update 7 – Feedback from Mentor & Scholar: March 2023
 - Results Forum: Fall 2024
 - Impact Report: December 2024
 - Project Activities
 - Developing an Assessment Tool Kit
 - Curriculum Mapping
 - Professional Development



Disability Support Services Update



RVC Board of Trustees Committee of the Whole Meeting

March 12, 2024

Dr. Patrick Peyer, Vice President of Student Affairs

David Schneider, Dean of Enrollment Services

Lynn Shattuck, Director of Disability Services

Disability Support Services (DSS)

The role of DSS is to:

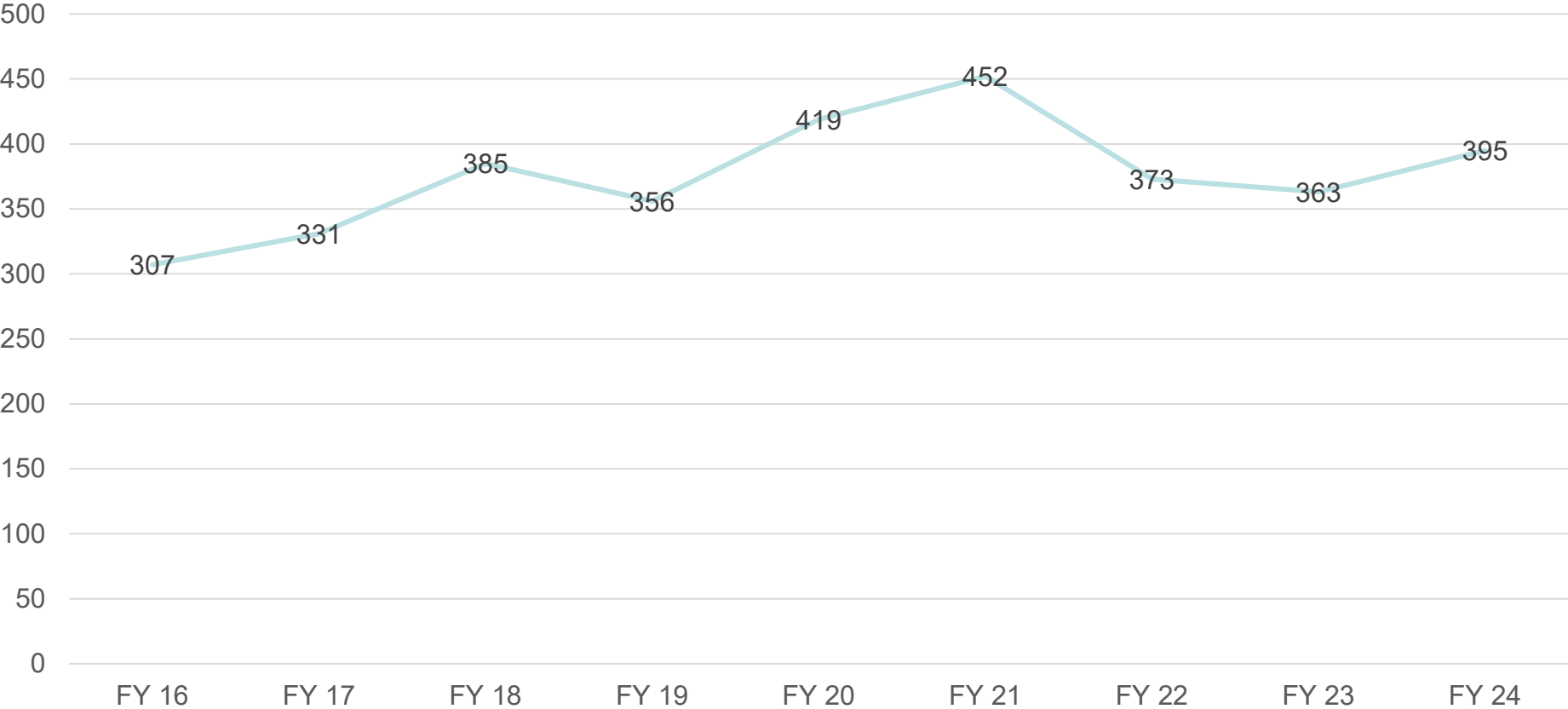
- Prevent discrimination and facilitate access to all college courses and programs for students with disabilities
- Ensure compliance with the Americans with Disabilities Act (ADA) as amended in 2008 and Section 504 of the Rehabilitation Act
- Reduce barriers and facilitate access via the provision of reasonable accommodations

Background

- The department was established in 2002
- Focus: provide advocacy, training, and support to students with disabilities
- Serves students who have the following types of disabilities:
 - Temporary
 - Permanent
 - Physical
 - Psychological
 - Chronic Health
 - Learning/Cognitive
 - Sensory

DSS Enrollment

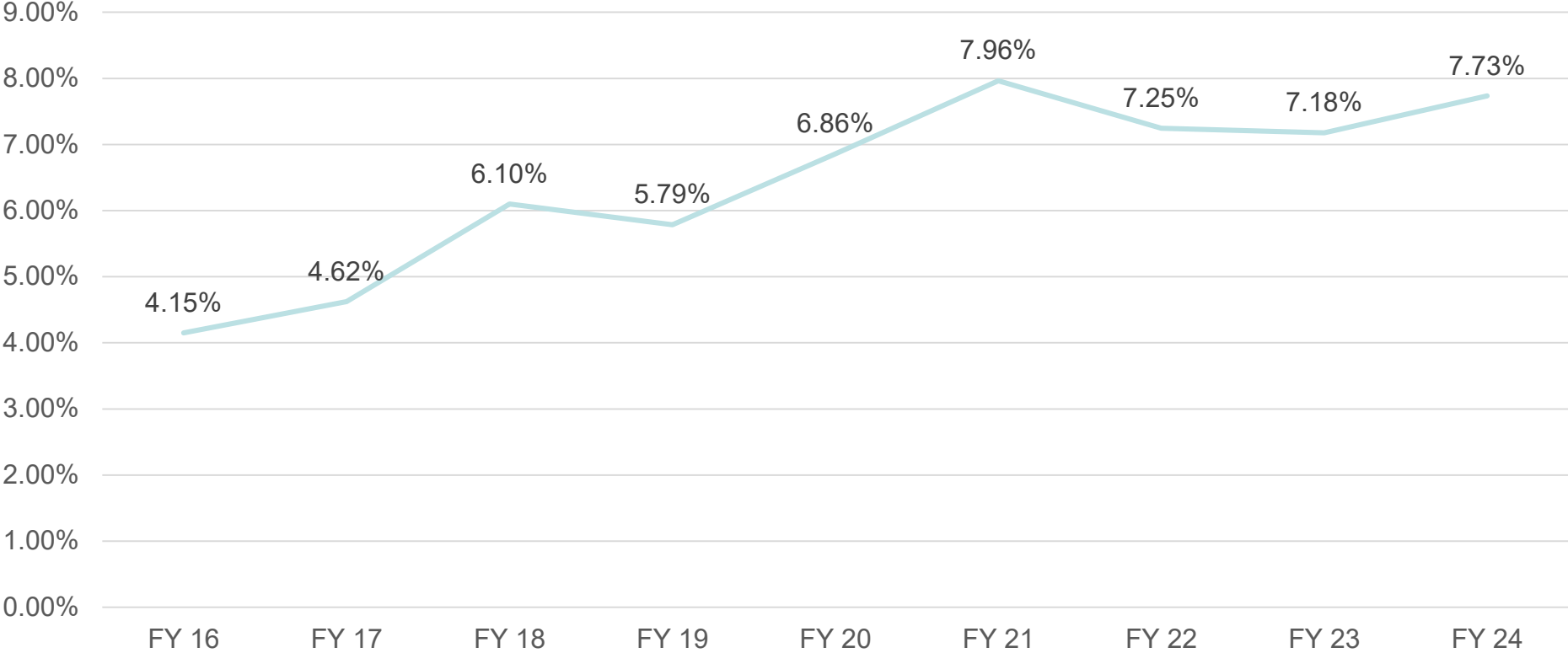
Unduplicated Students Registered with DSS by Fall Term



- Numbers were run for all Fall terms
- Removed Dual Credit sections at the High School
- Numbers pulled from AIM and Informer Reports

DSS Enrollment

Percentage the Student Body of Unduplicated Students Registered with DSS in Fall Terms



- Numbers were run for all Fall terms
- Removed Dual Credit sections at the High School
- Numbers pulled from AIM and Informer Reports

Eligibility

To be eligible for accommodations:

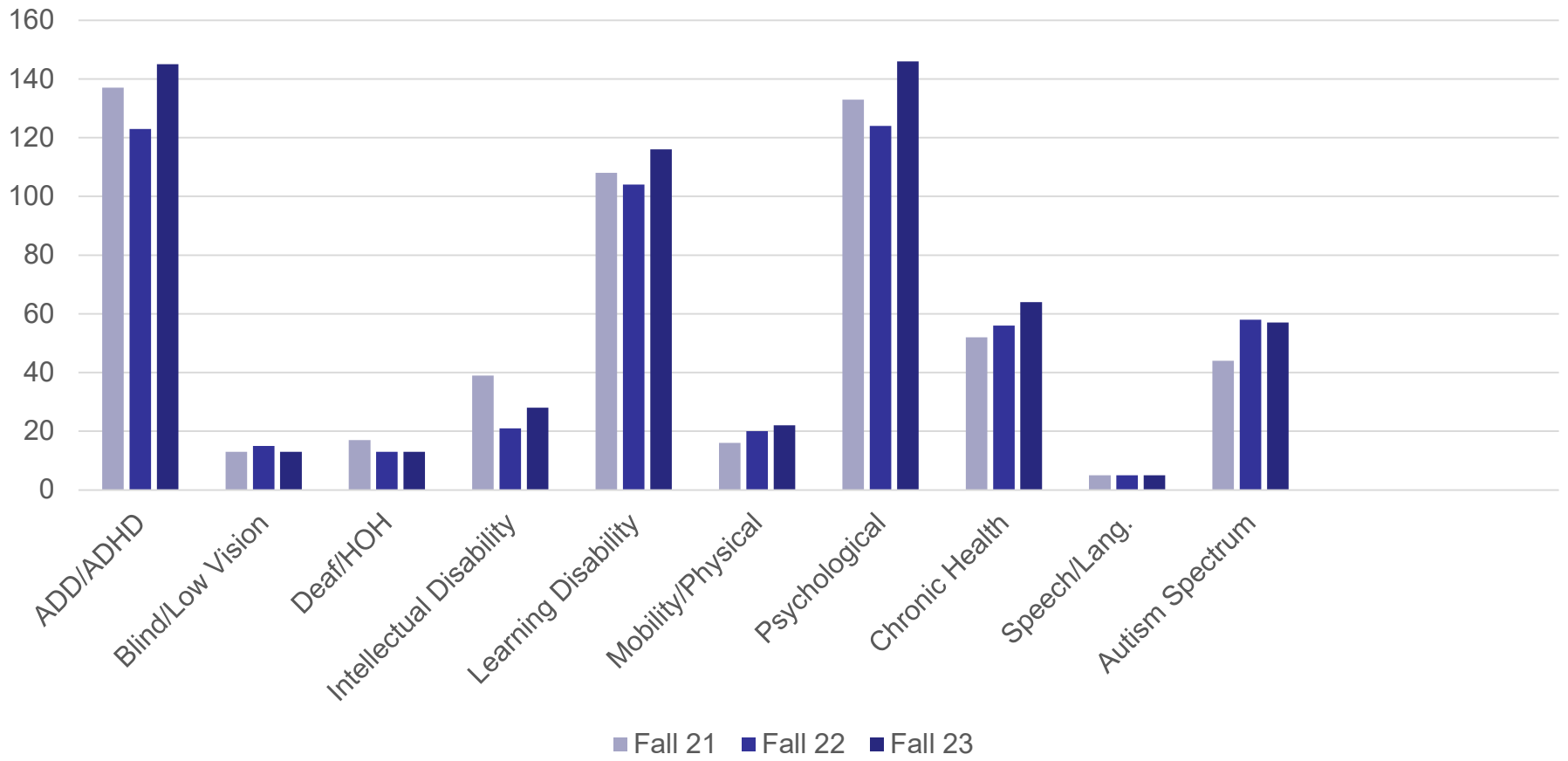
- Students must self-disclose and provide documentation verifying the existence and substantial limitation of a disability.

This is done by:

- Completing DSS's online application;
- Providing/uploading documentation; and
- Attending a welcome meeting with an accommodations specialist

Demographics

Students Registered with DSS by Disability Type (Duplicated)



- Numbers were run for all Fall terms
- Removed Dual Credit sections at the High School
- Numbers pulled from AIM and Informer Reports

Demographics

Duplicated Students Registered with DSS by Fall Semester

Demographic		Fall 21	Fall 22	Fall 23
Total Non Credit Students		21	41	45
Total Credit Students (breakdown below for Credit Students)		352	322	350
Age		Fall 21	Fall 22	Fall 23
	16-17	0.3%	0.9%	3.4%
	18-24	61.6%	62.7%	63.4%
	24+	38.1%	36.3%	33.1%
Gender				
	Female	57.7%	56.2%	55.1%
	Male	41.8%	43.5%	44.9%
	Other	0.6%	0.3%	0.0%
Race/Ethnicity				
	American Indian/Native Alaskan	1.4%	0.9%	0.9%
	Asian	2.6%	1.6%	1.7%
	Black or African American	10.5%	9.4%	10.3%
	Hawaiian/Pacific Islander	0.6%	0.0%	0.0%
	Hispanic/Latino	17.3%	19.6%	19.1%
	White	74.7%	74.8%	74.3%
	Unknown/Choose not to Respond	13.6%	12.7%	13.7%

- Numbers were run for all Fall terms
- Removed Dual Credit sections at the High School
- Numbers pulled from AIM and Informer Reports

Accommodations

The following depicts the most commonly requested accommodations available through the DSS office and the number of students eligible.

Accommodations	Fall 21	Fall 22	Fall 23
Extended Time to Complete Exams (1.5x & 2.0x)	125	188	320
Reduced Distraction Work Area - Exams	82	115	199
Preferential Seating	37	77	131
Alt Format Books	27	50	92
Read/Audio Exams	31	48	90
Other Accommodations*	91	147	271
Total Number of Requests	393	625	1103

Other Accommodations Provided:

Accessible Classrooms	Notetaking Assistance (Note Taker)	Reader/Audio Exams
Assistive Technology	Other Note Taking App	Recorder
Class/Lab Assistant	Post-Production Captioning	Reduced Course Load
Human Real-Time Captioning	Preferential Seating	Scribe to Record For Exams
Livescribe Smart Pen	Priority Registration	Sign Language Interpreter

- Numbers were run for all Fall terms
- Removed Dual Credit sections at the High School
- Numbers pulled from AIM and Informer Reports

RAISE Program

RAISE is a one-year program that allows students to participate in an inclusive college experience. We strive to create pathways for students to achieve life and career success through the development of educational, personal, and vocational skills while fostering personal growth and social engagement within the campus community.

The specific objectives of RAISE are to provide students with:

- An enriched collegiate experience
- An interactive and inclusive environment
- Learning activities that transfer to lifelong independent living skills
- Work ethics necessary for gainful employment
- Self-respect and knowledge of individual strengths
- Empowerment through education

Student Enrollment Counts (Unduplicated):

- | | |
|---|---|
| <input type="checkbox"/> Fall 2021 = 22 | <input type="checkbox"/> Spring 2022 = 20 |
| <input type="checkbox"/> Fall 2022 = 28 | <input type="checkbox"/> Spring 2023 = 27 |
| <input type="checkbox"/> Fall 2023 = 29 | <input type="checkbox"/> Spring 2024 = 22 |

Questions?



**2023 - 2025 Emergency Medical Technician Memorandum of Understanding Between
Kishwaukee Education Consortium, OSF St. Anthony Medical Center Northern
Region, and Rock Valley College**

Background:

This Dual Articulated Credit initiative is designed to provide qualified high school students the opportunity to enroll in an Emergency Medical Technician (EMT) dual credit class at the Kishwaukee Education Consortium, which will lead to advanced standing for certificate and degree opportunities at Rock Valley College. Furthermore, this initiative facilitates students' transition from secondary coursework into Rock Valley College.

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

OSF St. Anthony Medical Center Northern Region will provide, at its cost, a dual credit instructor qualified to deliver dual credit instruction in compliance with the Illinois State Board of Education, the Illinois Community College Board, and the Higher Learning Commission. The Kishwaukee Education Consortium will also provide, at its cost, appropriate academic support to ensure the delivery of quality instruction.

Recommendation:

It is recommended that the Rock Valley College Board of Trustees approves the Dual and Articulated Credit Memorandum of Understanding between Rock Valley College, the Kishwaukee Education Consortium, and OSF St. Anthony Medical Center Northern Region beginning March 27, 2024, and ending June 30, 2025. **Attorney Reviewed.**

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachments: Emergency Medical Technician Memorandum of Understanding – Kishwaukee Education Consortium & OSF. St Anthony Medical Center Northern Region

Memorandum of Understanding between OSF St. Anthony Medical Center Northern Region, Kishwaukee Education Consortium, and Rock Valley College

This Memorandum of Understanding {"MOU" or "Agreement"} is entered into this ____ day of _____ 2024, between OSF Saint Anthony Medical Center/Northern Region EMS, 5666 East State Street, Rockford, IL 61108, Kishwaukee Education Consortium 21255 Malta Road, and Rock Valley College, located at 3301 N. Mulford Road, Rockford, Illinois 6114 (collectively, the Parties).

WHEREAS, Kishwaukee Education Consortium (KEC) and OSF Saint Anthony Medical Center/Northern Region EMS Center have come together and would like to offer high school students enrolled in Kishwaukee Education Consortium an opportunity to participate in an EMT-Basic provider Course in conjunction with Rock Valley College High School Dual Credit Program, as further described in this Agreement (the "Program"); and

WHEREAS, the Parties desire to enter into this Agreement to facilitate the transition of students from secondary coursework into Rock Valley College via an EMT Basic Provider Course supplied by OSF Saint Anthony Medical Center/Northern Region EMS; and

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

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

1. KEC and Rock Valley College will make available to eligible students participating in the Program, the EMT-Basic Provider Course "dual credit course" as listed in 'Appendix A' which is attached hereto and incorporated herein.
2. All EMT-Basic provider Courses will be taught by qualified OSF Saint Anthony Medical Center/Northern Region EMS Instructors during the academic year.
3. All EMT-Basic provider Courses shall be taught at Kishwaukee Education Consortium.
4. It is further agreed upon by the Parties that the Kishwaukee Education Consortium will:
 - a. Be responsible for collaborating with Rock Valley College Early College Coordinators to submit a completed enrollment form for all students who qualify and have registered for the Rock Valley College dual credit course;
 - b. Send Rock Valley College an initial student roster in January for the semester beginning Spring 2024 and a final roster by the end of the first week of the final School District high school semester;
 - c. Ensure that all students successfully meet the Rock Valley College and OSF Saint Anthony Medical Center/Northern Region EMS course

prerequisites (2.0 GPA or placement into ENG-098 and MTH096A) and requirements (flu Shot, Tdap, MMR, Chicken Pox vaccination) and assign a course counselor to handle any situations at the Kishwaukee Education Consortium that requires intervention including, but not limited to, mental health, remedial assistance, study time, counseling, academic intervention, placement into another course if student performance does not meet course requirements or School District performance and attendance violations.

- d. Ensure that the students who are enrolled in the course have the proper orientation, approvals, signatures, liability forms, and inoculations for the emergency department clinical time at a local hospital and ambulance ride time at a local approved provider.
 - e. Ensure that the student meets the age requirements for successful testing and licensure by the National Registry of EMTs and the Illinois Department of Public Health by the end of the school year.
 - f. Pay a per-student enrollment fee of \$50.00 to Rock Valley College for each dual credit course for the 2023 - 2024 & 2024 - 2025 academic year.
 - g. Purchase the textbook/access card needed to successfully complete the EMT-Basic provider Course.
 - h. Ensure that the student purchase their own stethoscope to be used for the EMT-Provider Basic provider Course.
 - i. Contact the lead instructor for changes in the school schedule based on weather, infrastructure and building issues, and will subsequently meet with the lead instructor to develop make-up classes schedules to complete required hours for course completion.
 - j. Be solely responsible for the wages, salaries, and benefits due to individuals who are Kishwaukee Education Consortium employees only—in no event shall KEC be responsible for the wages, salaries, and benefits due to employees, independent contractors, or agents of any other Party.
5. OSF Saint Anthony Medical Center/Northern Region EMS shall:
- a. Ensure that the Lead Instructor is qualified under the applicable Illinois Department of Public Health licensure, Rock Valley College, and State of Illinois qualifications to provide the EMT-Basic Provider Course for Kishwaukee Education Consortium participants.
 - b. Develop and provide a course curriculum, handbook, and schedule that coincide with KEC district schedules.
 - c. Submit the course curriculum, handbook, and schedule to the Illinois Department of Public Health to be approved and receive an Illinois Site Code for course completion.
 - d. Submit the course curriculum, handbook, and schedule to the National Registry of EMTs for approval and identification for National Registry Testing and Certification for those students that successful completes the course.

- e. Follow the class schedule for the school year as identified in the schedule and follow the direction of the Kishwaukee Education Consortium related to school cancellations for weather, building infrastructure issues, etc.
- f. Submit a handbook that identifies the requirements for the students to successfully complete the EMT-Basic Provider Course. The handbook will identify course homework averages, test averages, laboratory class completions, and limitations on absences.
- g. Upon successful completion for National Registry of EMTs testing, the course lead instructor will submit the necessary paperwork for the student to be licensed as an EMT-Basic by the Illinois Department of Public Health.
- h. Provide a qualified lead instructor and ad-hoc instructors/ aides needed for the successful completion for the EMT-Basic Provider Course.
 - i. The OSF Dual Credit Instructor must submit a Rock Valley College Dual Credit at the High School Instructor Application.
 - ii. OSF must complete an Instructor Verification form for each EMT Dual Credit Instructor to verify that official transcripts and formal identification of the Instructor are on record at the District office for ICCB and HLC auditing purposes.
- i. Ensure that adequate classroom space, chairs, tables, etc. are available for didactic and laboratory sessions
- j. Ensure that proper audio-visual equipment is available as identified by the course instructor
- k. Ensure that all EMT-Basic provider training equipment is available at the course site including but not limited to training mannequins, blood pressure cuffs, splints, backboards, ambulance cots, immobilization equipment, oxygen delivery devices, AEDs, cardiac and equipment needed for the course presentation and that proper, secured, storage space is available for the equipment when not in use.
- l. Provide the necessary soft goods (bandages, forms, checklist, tape, handouts, etc.) to successfully complete the laboratory sessions for the EMT-Basic Provider Course.
- m. The lead instructor shall:
 - i. Distribute, on the first day, the course syllabus and handbook to each student and orient each student to the specific needs for didactic, laboratory, testing, homework, attendance needs for successful completion of the course. Each student will subsequently sign an orientation agreement identifying they understand the parameters of the course and will abide by those parameters.
 - ii. Provide KEC and Rock Valley College Early College Coordinator the initial class roster through an enrollment verification process,

midterm grades, and final grades for students enrolled in the course.

- iii. Meet with the assigned KEC employee on a periodic basis to discuss each student's progress and address any issues that arise concerning class performance, personal issues, homework, remediation, academic review, study time, and attendance. The KEC employee will identify a remediation plan for identified students and/or select an alternative pathway if a student is unsuccessful in their performance during the course.
6. It is further agreed upon by the Parties that Rock Valley College will:
 - a. Provide the EMT-Basic Provider Course approved credit hours as identified by the Illinois Community College Board for the students who successfully complete the EMT-Basic Provider Course.
 - b. Provide the Kishwaukee Education Consortium with copies of all official college credit course forms, processes and support needed to achieve Dual Credit Course Compliance.
 - c. Ensure that the lead instructor and ad-hoc instructors meet the Illinois Department of Public Health licensure, Rock Valley College, and State of Illinois qualifications to provide the EMT-Basic Provider Course at the School District.
 - d. Rock Valley College will charge a per-student enrollment fee of \$50.00 to the Kishwaukee Education Consortium for each dual credit course for the 2023 - 2024 and 2024 - 2025 academic years and will waive associated fees.
 - e. By Rock Valley College waiving associated student fees, the participating student will not be eligible for utilization of Rock Valley College student organizations and select support services.
 7. The Parties will work collaboratively and utilize the following processes to ensure that individual students with disabilities have access to Dual Credit at High School courses, provided that they are able to meet the criteria for entry into such courses:
 - a. The Kishwaukee Education Consortium will ensure that all of its students have access to the EMT course offering information prior to course selection.
 - b. Once the EMT course roster is finalized, the Kishwaukee Education Consortium will indicate on the shared Google Sheet which dual credit students have an IEP or 504 plan and document the provided accommodations within the established Kishwaukee Education Consortium practices for record keeping of these services.
 - c. A student with a disability shall have access to the supplementary aids and accommodations included in their individualized education program under Article 14 of the Illinois School Code or Section 504 Plan under the federal Rehabilitation Act of 1973 while the student is accessing a dual

credit course at the Kishwaukee Education Consortium, in accordance with established Kishwaukee Education Consortium practices for providing these services.

- d. Kishwaukee Education Consortium and OSF shall regularly communicate regarding the progress, performance and individual needs of students with disabilities who are enrolled in the EMT course.

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

8. Any modifications to this Agreement will be mutually agreed upon by all Parties and shall be in writing. Such modifications will not jeopardize the credit, testing, or licensure for the students currently enrolled in the course covered under this Agreement.
9. Indemnification.
 - a. The Kishwaukee Education Consortium agrees to and shall indemnify, save and hold harmless the remaining Parties and their governing boards, officers, employees, administrators, independent contractors, subcontractors, agents and other representatives from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of KEC's performance of this Agreement. The obligation to indemnify shall extend to all claims and losses that arise from the negligence of the KEC, its officers, employees, independent contractors, subcontractors, agents and other representatives. It is not the intent of the Parties to impose liability beyond that imposed by state statutes. The obligations of a Party under this paragraph shall survive the expiration or termination of this Agreement.
 - b. Rock Valley College agrees to and shall indemnify, save and hold harmless the remaining Parties and their governing boards, officers, employees, administrators, independent contractors, subcontractors, agents and other representatives from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of Rock Valley College's performance of this Agreement. The obligation to indemnify shall extend to all claims and losses that arise from the negligence of the Rock Valley College, its officers, employees, independent contractors, subcontractors, agents and other representatives. It is not the intent of the Parties to impose liability

beyond that imposed by state statutes. The obligations of a Party under this paragraph shall survive the expiration or termination of this Agreement.

- c. OSF Saint Anthony Medical Center/Northern Region EMS agrees to and shall indemnify, save and hold harmless the remaining Parties and their governing boards, officers, employees, administrators, independent contractors, subcontractors, agents and other representatives from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of OSF Saint Anthony Medical Center/Northern Region EMS performance of this Agreement. The obligation to indemnify shall extend to all claims and losses that arise from the negligence of the OSF Saint Anthony Medical Center/Northern Region EMS, its officers, employees, instructors, independent contractors, subcontractors, agents and other representatives. It is not the intent of the Parties to impose liability beyond that imposed by state statutes. The obligations of a Party under this paragraph shall survive the expiration or termination of this Agreement.
10. The Kishwaukee Education Consortium agrees that, in order to protect itself as well as the other Parties under the indemnity provision set forth in the above paragraph, it will at all times during the terms of this Agreement keep in force an appropriate liability insurance policy.
11. For the purpose of Workers' Compensation, the Kishwaukee Education Consortium shall be the "employer" only for all its personnel who perform services as instructors and support staff. The Parties agree the KEC is not the "employer" of non-KEC employees who may serve as instructors (including those of the other Parties in relation to the Program) or students who are not affiliated with the KEC.
12. This Agreement shall be governed by the laws of the State of Illinois.
13. This agreement shall be considered severable, such that if any provision or part of the Agreement is ever held invalid under any law or ruling, that provision or part of the Agreement shall remain in force and effect to the extent allowed by law, and all other provisions or parts shall remain in full force and effect.
14. This Agreement may be executed by the parties in separate counterparts, each of which when so executed and delivered shall be an original, but all such counterparts shall together constitute one and the same instrument.
15. This Agreement will be in effect _____, 2024 and will end on June 30, 2025.

Memorandum of Understanding between OSF St. Anthony Hospital, Kishwaukee Education Consortium and Rock Valley College

SIGNATURE PAGE

Signature Date

Printed Name and Title
Rock Valley College

Signature Date

Printed Name and Title
OSF Saint Anthony Medical Center/Northern Region EMS

Dr. Amy Horn 03.05.24

Signature Date

Dr. Amy Horn, Assistant Director

Printed Name and Title
Kishwaukee Education Consortium

Signature

Date

Rock Valley College President

Signature

Susan L. Fagan BSW, MBA

Date

2/14/2024

OSF Saint Anthony Medical Center/Northern Region EMS

Signature

Date

Kishwaukee Education Consortium

Purchase Report-A - FY2024 Amendments

Recommendation: Board approval for items marked with an asterisk.

A. Professional Services – (Architect of Record – Other Contractual Services)

OPN, Inc. Cedar Rapids, IA \$95,000.00*(1)

1. This expense is for the design and engineering services for approved capital projects. OPN, Inc. was the awarded vendor for RFQ #22-04 Architect of Record. There are currently twelve (12) projects covered under the original approval amount, and those projects are either completed or in process in FY2024. This increase is necessary to meet the needs of additional capital projects commencing in FY2024, including cost-projecting for Classroom Building II and Health Sciences Center and architect services for the upgrade to the sprinkler system in the athletic fields. The sprinkler system is over 25 years old and is beyond its expected life. The RVC Athletic Department has agreed to compete at other facilities during the fall of 2024 in order to accommodate the project. This increase will allow OPN to design the specifications now so that the construction can commence after graduation and be completed during the summer and fall of 2024. The upgraded fields will be ready for competition by the spring of 2025.

Original approved amount	\$600,000.00
Increase requested	\$ 95,000.00
New total expenditure	\$695,000.00 Not to Exceed

FY2024 Budgeted Expense
Original Board Report BR #8049-F

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Purchase Report-B - FY2024 Purchases

Recommendation: Board approval for items marked with an asterisk.

A. Roof Repair – (Current Capital Needs – Noncapital Site Improvements)

BP Roofing Solutions	Machesney Park, IL	\$28,711.00*(1)
CAD Construction and Design	Tremont, IL	\$ 117,760.00

1. This expense is for a single prime contract for the removal and replacement of the deck roof of the Stenstrom Student Center (SSC). The roof has deteriorated and has been leaking. The project was initiated as Bid #24-03 SSC Deck Roof Replacement and received two (2) submittals, which were opened on February 28, 2024. BP Roofing Solutions was the lowest responsible bidder, and the cost includes a fifteen percent (15%) contingency.

FY2024 Budgeted Expense

B. Computer Equipment – (Information Technology – Office Computer Equipment)

Y & S Technology	Loan Tree, CO	\$383,907.80*(2)
Computer Drive	Skokie, IL	\$ 389,710.00
Entre Computer Solutions	Machesney Park, IL	\$ 395,604.53
CDW Government	Vernon Hills, IL	\$ 416,578.00
Howard Technology Solutions	Ellisville, MS	\$ 437,676.15
Atlaz Computers and Consulting	Freeport, NY	\$112,827.50 (not all items)

2. This expense is for new computer equipment for the College’s ongoing computer lifecycle project to replace old or damaged equipment. This expense would provide Lenovo laptops with a three-year Lenovo Premier warrantee for 164 employees and 70 students and includes monitors, docks, adapters, and accessories. RFP #24-06 Computer Lifecycle Project 2024 received six (6) submittals. Atlaz Computers and Consulting did not include all items in their proposal, and their costs were higher than Y & S Technology per item. Y & S Technology’s proposal provided the overall best value for the College.

FY2024 Budgeted Expense

Purchase Report-B - FY2024 Purchases

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

Institute for Evidence-Based Change (IEBC)	Rockford, IL	\$35,000.00*(3) Not to Exceed
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3. This expense is for *Caring Campus*, which is a training module for faculty. This program will be used to cultivate a caring campus environment through intentional behaviors by faculty and staff. The goal of the program is to increase student retention and success by improving their sense of connectedness to the College. This is the first of two payments for the module which crosses fiscal years. The proposed timeline for this program is March 2024 through February 2025. This module aligns with RVC’s Strategic Pillar III, Exceptional Training Opportunities.

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

FY2024 Budgeted Expense

D. Online Communications – (Online Learning – Instructional Software)

Zoom Technology	Westampton, NJ	\$27,000.00*(4) Not to Exceed
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4. This expense is for the one-year renewal of the Zoom video conference platform licenses and services. These licenses provide virtual meetings, webinars, and virtual rooms utilized by faculty for online instruction. This is a Not to Exceed.

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

FY2024 Budgeted Expense

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

ROCK VALLEY COLLEGE
Cash and Investment Report
February 29, 2024

	<u>Month End Balance</u>
<u>Operating Cash Accounts</u>	
Illinois Bank & Trust	8,550,635
PMA Operating Cash	10,775,032
Petty Cash	3,274
ISDLAF*	22,123,162
 Total Operating Cash:	 <u>41,452,103</u>
<u>Operating Investments Accounts</u>	
PMA Operating	40,855
ISDLAF*	2,689,101
CD's and CDARS	38,014,054
Treasuries	4,017,719
ISDLAF Term Series	1,500,000
FHLB Discount Notes	477,431
 Total Operating Investments:	 <u>46,739,160</u>
 <i>Total Operating Cash & Investments:</i>	 <u><u>88,191,264</u></u>

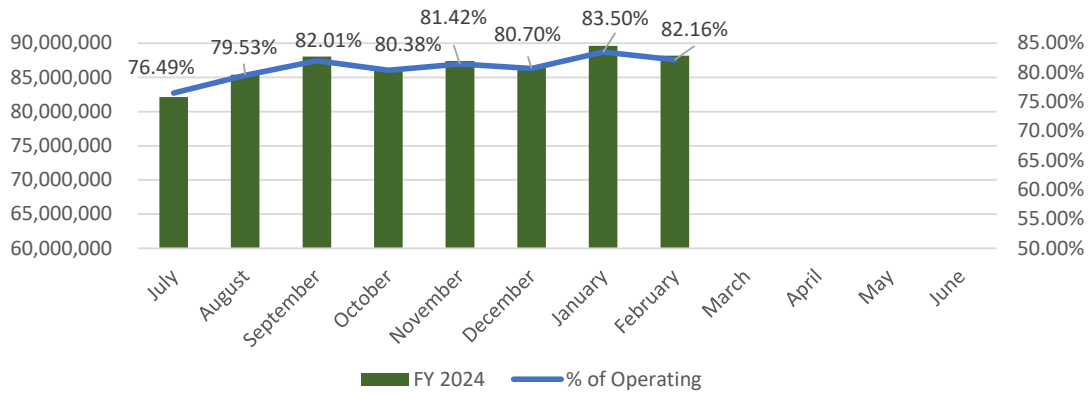
Total Operating Cash and Investments on January 31, 2024	<u>89,622,418</u>
Total Operating Cash and Investments on February 29, 2024	<u>88,191,264</u>
Total Operating Cash and Investments on February 28, 2023	<u>73,535,274</u>
% of Operating Budget	82.16%
Change in Operating Cash and Investments since January 31, 2024	<u>(1,431,154)</u>

**Illinois School District Liquid Asset Fund*

	<u>Month End Balance</u>
<u>Capital Funds</u>	
Debt Service	40,700
Life Safety	3,484,022
CDB Escrow	580,809
Building Funds	7,949,761
 <i>Total Capital Funds:</i>	 <u>12,055,291</u>

Total Capital Funds on January 31, 2024	<u>12,080,229</u>
Total Capital Funds on February 29, 2024	<u>12,055,291</u>
Change in Capital Funds since January 31, 2024	<u>(24,938)</u>

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



Month / Year	Cash & Investments	Capital	Total
February 2024	88,191,264	12,055,291	100,246,555
February 2023	73,535,274	11,506,241	85,041,515
January 2024	89,622,418	12,080,229	101,702,648
January 2023	76,505,959	11,467,053	87,973,012
December 2023	86,619,649	12,022,984	98,642,633
December 2022	76,593,409	17,140,956	93,734,364
November 2023	87,396,331	20,349,393	107,745,724
November 2022	76,181,482	18,315,921	94,497,403
October 2023	86,279,617	20,962,436	107,242,052
October 2022	79,115,154	18,105,076	97,220,230
September 2023	88,021,757	19,753,543	107,775,300
September 2022	75,483,681	19,659,183	95,142,864
August 2023	85,365,989	18,758,217	104,124,206
August 2022	72,609,823	20,355,497	92,965,321
July 2023	82,104,819	17,993,199	100,098,019
July 2022	73,227,608	19,835,297	93,062,906
June 2023	83,887,036	16,942,490	100,829,526
June 2022	72,894,073	20,046,781	92,940,854
May 2023	76,503,790	13,085,170	89,588,960
May 2022	67,022,029	14,717,680	81,739,710
April 2023	75,375,546	11,330,563	86,706,108
April 2022	64,250,129	13,129,795	77,379,925
March 2023	76,720,650	11,325,913	88,046,563
March 2022	63,583,011	13,360,996	76,944,007
February 2023	73,535,274	11,506,241	85,041,515
February 2022	67,637,051	13,516,541	81,153,592

**Acknowledgment of the Rock Valley College
Decennial Committee Final Report**

Background:

On June 10, 2022, the Illinois General Assembly enacted Illinois Public Act 102-1088, known as the Decennial Committees on Local Government Efficiency Act (the “Act”), which became effective immediately. To comply with the Act, the Board of Trustees of Rock Valley College District No. 511 approved a Resolution (BR #8047) on May 23, 2023, to create the Rock Valley College Decennial Committee.

The Decennial Committee was comprised of members of the Rock Valley College Board of Trustees, several members of the College Administration, and two community members. The 14 members of the Decennial Committee met on June 13, 2023; August 22, 2023; October 24, 2023; December 19, 2023; and February 27, 2024.

The Committee studied three topics related to efficiency and accountability. These were the Illinois Community College Board (ICCB) Recognition Report, the Annual Comprehensive Financial Report (ACFR), and the Higher Learning Commission Report (HLC). As a result, the Decennial Committee is not recommending any additional accountability or efficiency measures to the county boards in its district.

Summaries of these meetings have been compiled into a Final Report. Internal recommendations include: 1) Maintaining the current community college districts with oversight from the Illinois Community College Board; 2) Engaging an independent auditor/compliance officer biennially to review accountability across campus for compliance and adherence to policies and procedures; 3) Updating Board Policy 5:10.120 to require that expenditures in excess of \$25,000, rather than \$10,000, be approved by the Board of Trustees; 4) Preparing faculty, staff, and the Board of Trustees for the 2024 visit from the Higher Learning Commission (HLC).

In April 2024, the Final Report will be distributed to the county boards of the six counties within the Rock Valley College District No. 511: Winnebago, Boone, DeKalb, McHenry, Ogle, and Stephenson Counties. According to the Act, the Rock Valley College Decennial Committee will be automatically dissolved upon publication of the Final Report to be made available to the public and distributed to the county boards in its district. The Act provides that a new Decennial Committee will be formed every ten years.

Recommendation:

It is recommended that the Board of Trustees review and acknowledge the Final Report of the Rock Valley College Decennial Committee dated February 27, 2024, and direct the College’s Administration to forward the Final Report to the six counties within District No. 511.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachment: Rock Valley College 2023-2024 Decennial Committee Final Report

Rock Valley College

2023-2024 Decennial Committee Report

Purpose

In response to Public Act 102-1008, Rock Valley College established a Decennial Committee to “study local efficiencies and report recommendations regarding efficiencies and increased accountability to the county board in which the governmental unit is located.” The College is submitting this report to the county boards in each county covered, either in whole or in part, by Community College District 511 (Rock Valley College). These counties include Boone, Winnebago, Ogle, Stephenson, McHenry, and DeKalb.

Committee Members

Table 1 lists the RVC Decennial Committee members and their relationship to the College.

Table 1: Rock Valley College 2023-2024 Decennial Committee Members

Member Name	Role
Dr. Howard J. Spearman, Co-Chair	President
Ms. Crystal Soltow, Co-chair	Trustee
Ms. Ann Kerwitz, Secretary	Assistant to the President
Ms. Gloria Cardenas Cudia	Board Chair
Mr. Paul Gorski	Board Vice Chair
Mr. Bob Trojan	Board Secretary
Mr. Richard Kennedy	Trustee
Mr. John Nelson	Trustee
Ms. Kristen Simpson	Trustee
Mr. Juan Noguera	Student Trustee
Ms. Jessica Jones	Community Resident
Mr. Adrian Vasquez	Community Resident
Ms. Ellen Olson	Vice President of Finance, CFO
Ms. Heather Snider	Vice President of Institutional Effectiveness & Communications

Process

The RVC Decennial Committee met four times and studied three topics related to efficiency and accountability. At its first meeting, the timeline and review topics were approved. Table 2 outlines the timeline and topics.

Table 2: Rock Valley College 2023-2024 Decennial Committee Timeline and Topics Studied

Date	Meeting	Purpose
June 27, 2023	Special Meeting-First Meeting of the Decennial Committee. Begin at 5:15 p.m. followed by the FY2024 Budget Hearing and regular Board meeting.	Appoint and welcome members. Adopt the process, procedures, and review timeline. Vote on administration’s recommendation of topics to be reviewed by the Committee.
August 22, 2023	Special Meeting-Second Meeting of the Decennial Committee. Begin at 5:15 p.m. followed by the regular Board meeting.	Review Illinois Community College Board (ICCB) Recognition Report.
October 24, 2023	Special Meeting-Third meeting of the Decennial Committee. Begin at 5:15 p.m. followed by the regular Board meeting.	Review Annual Comprehensive Financial Report (ACFR).
December 19, 2023	Special Meeting-Fourth meeting of the Decennial Committee. Begin at 5:15 p.m. followed by the regular Board meeting.	Review Higher Learning Commission (HLC) Report.

Review of Illinois Community College (ICCB) Recognition Report

Purpose: Recognition is a statutory term describing the status of a community college district that meets instructional, administrative, financial, facility, and equipment standards as established by ICCB. A favorable recognition status is a condition of state funding eligibility.

Outcome: During FY22, the ICCB conducted a recognition evaluation of Rock Valley College. As there were zero (0) compliance findings, the ICCB staff issued a result of Recognition Continued.

Efficiencies and Accountability: Meeting ICCB standards is an indication of accountability to the state of Illinois. Moreover, these standards provide a blueprint for efficient College operations.

Recommendation: College administration recommends that the committee members accept the ICCB Recognition Report as evidence of efficiencies and accountability.

Review of Annual Comprehensive Financial Report (ACFR)

Purpose: The ICCB Financial Management Manual requires an external audit in compliance with Governmental Accounting Standards Board (GASB) 33/34 with minimal requirements. The annual audit and associated reports are due for submission to ICCB by December 30th each year. Additionally, each district is required to publish a financial statement annually, at least once in a newspaper of general circulation in the district.

RVC also participates in the Government Financial Officers Association (GFOA) Certificate of Achievement in Excellence in Financial Reporting.

Outcome: RVC makes the ACFR available for public consumption on the website and publishes a financial statement in at least one newspaper, pursuant to Section 3- 22.2 of the Public Community College Act.

The College also has received the GFOA Certificate of Achievement for 16 consecutive years.

Efficiencies and Accountability: The GFOA Certificate of Achievement (COA) encourages and assists state and local governments to go beyond the minimum requirements of generally accepted accounting principles (GAAP) to prepare annual comprehensive reports that evidence the spirit of transparency and full disclosure.

Recommendations: College administration recommends that the committee members accept the ACFR as evidence of efficiencies and accountability. Additional recommendations include:

- The Board of Trustees considers engaging an independent auditor/compliance officer biennially to review accountability across campus for compliance and adherence to policies and procedures at an estimated cost of \$70,000 to \$80,000
- The Board of Trustees updates Board Policy 5:10.120 to require that expenditures in excess to \$25,000, rather than \$10,000, be approved by the Board of Trustees

Review of Higher Learning Commission (HLC) Report

Purpose: Institutional accreditation validates the quality of an institution's academic programs and evaluates the institution as a whole, including the soundness of its governance and administration, adherence to mission, sustainability of its finances, and sufficiency of its resources. Maintaining institutional accreditation ensures that credits and credentials are recognized by other institutions of higher education and employers and that the College can offer financial aid options for students.

Outcome: During FY19, HLC conducted a mid-cycle comprehensive evaluation of Rock Valley College. As a result of this evaluation, HLC issued a result of Continued Accreditation with Monitoring. Monitoring issues were addressed in the Interim Reports accepted by HLC in August 2019 and December 2020.

Efficiencies and Accountability: Meeting HLC criteria for accreditation, assumed practices, obligations of membership, and federal compliance requirements is an indication of accountability. Moreover, these standards provide a blueprint for efficient College operations.

Recommendations: College administration recommends that the committee members accept the HLC Report as evidence of efficiencies and accountability.

College administration also recommends that faculty, staff, and the Board of Trustees receive adequate preparation prior to the October 2024 visit from HLC. Board preparation could include a mock visit during a regularly scheduled Committee of the Whole meeting or Special Meeting.

Survey of Residents

At the conclusion of each RVC Decennial Committee meeting, a survey of residents was conducted to garner input on matters discussed at the meeting. Throughout the course of the decennial committee process, RVC received 24 survey responses. Most respondents (96%) somewhat agreed or strongly agreed that discussion at the Decennial Committee meetings suggest that Rock Valley College operates in an efficient manner. All respondents (100%) somewhat agreed or strongly agreed that Rock Valley College has sufficient accountability measures to govern the institution.

Conclusion

The Rock Valley College Decennial Committee is not recommending any additional accountability or efficiency to the county boards in its district. While counties and other governmental units may benefit from additional accountability and efficiency measures, community colleges receive sufficient budgetary and governmental oversight from their Board of Trustees, the Illinois Community College Board, and regional accreditors such as the Higher Learning Commission.

Internal recommendations resulting from the Decennial Committee process include:

- Maintaining the current community college districts with oversight from the Illinois Community College Board
- Engaging an independent auditor/compliance officer biennially to review accountability across campus for compliance and adherence to policies and procedures
- Updating Board Policy 5:10.120 to require that expenditures in excess of \$25,000, rather than \$10,000, be approved by the Board of Trustees
- Preparing faculty, staff, and the Board of Trustees for the 2024 visit from the Higher Learning Commission (HLC)

The Rock Valley College Decennial Committee will reconvene in ten years. In the meantime, the Board of Trustees and college administration will continue to operate in an efficient manner and remain accountable to ICCB, HLC, and the public.

Classroom Building II Update



Rock Valley College Board of Trustees Committee of the Whole
March 12, 2024

Rick Jenks, Vice President of Operations / Chief Operations Officer

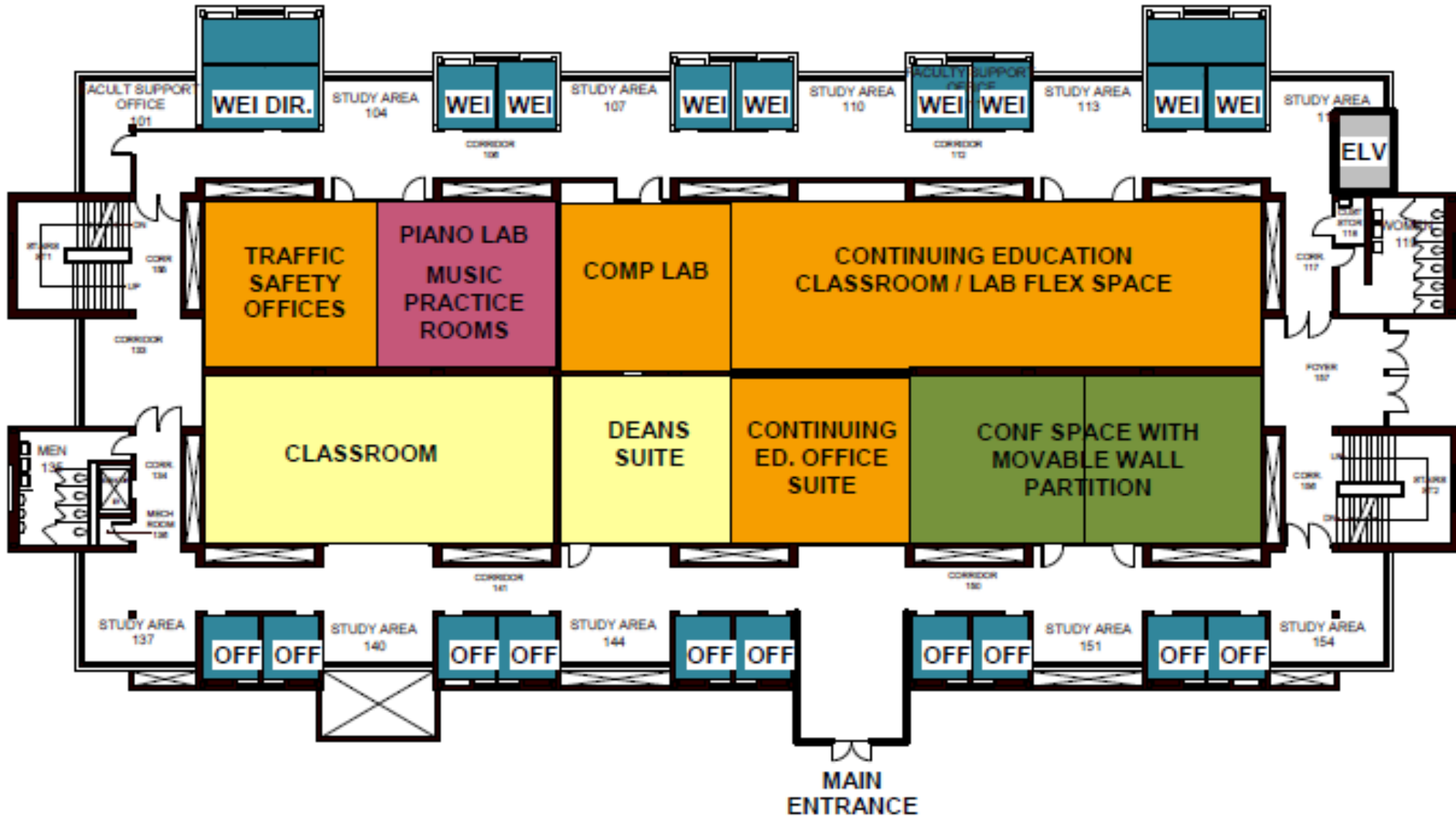
Summary of Events

- The Capital Development Board (CDB) has agreed to release funds for the remodel of Classroom Building II (CLII) CBD Project # 810-080-017.
- This project has been on the CDB improvement list for over a decade.
- CDB will not add any additional funds for inflation and has agreed to provide only \$17 million for the project. RVC is obligated to a 25% match of \$5,666,667, making the total for the project \$22,666,667.

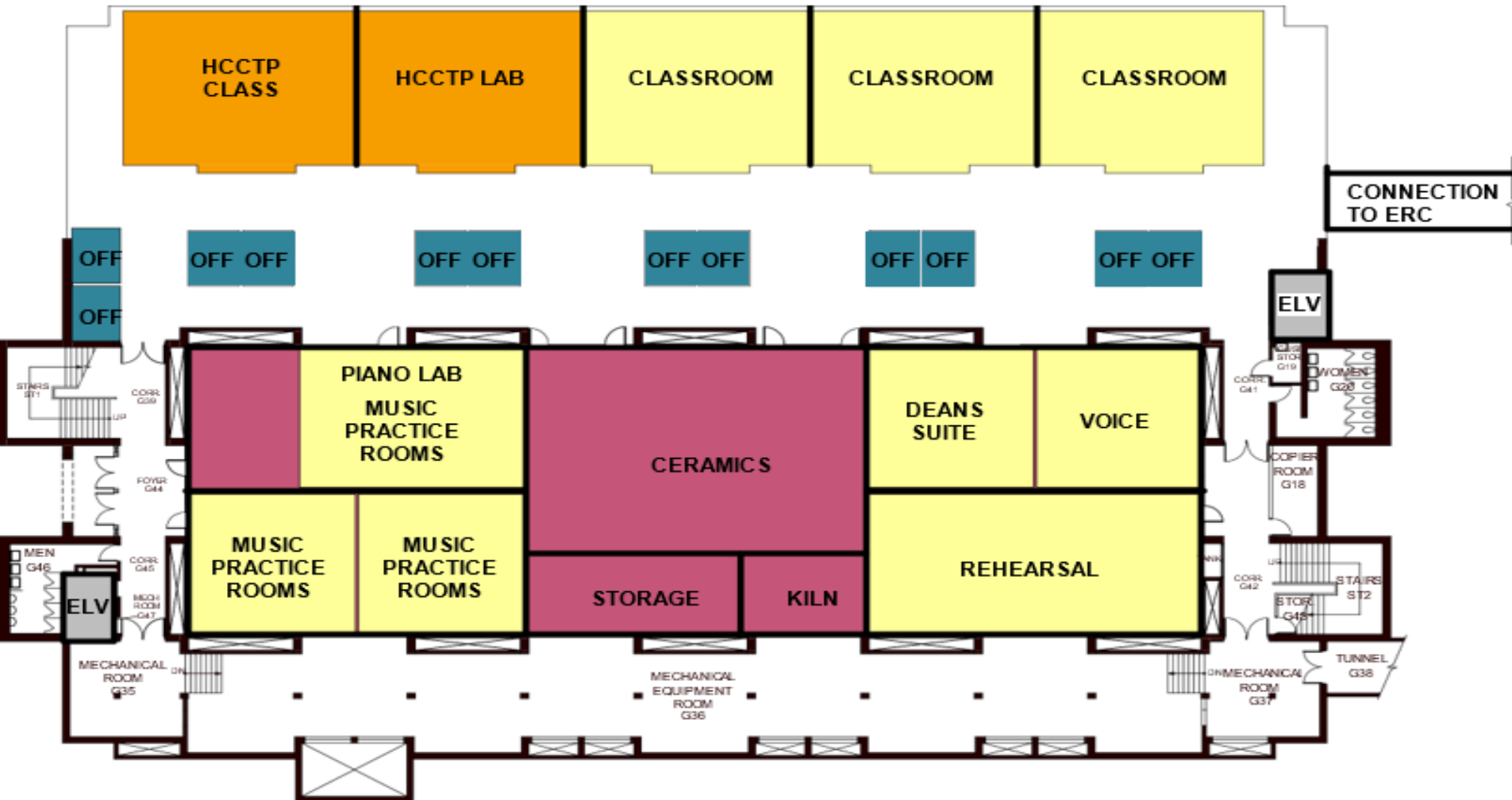
Estimated Costs

- Option 1 is to remodel the building with no addition, and would cost approximately \$25.5 million. The construction would likely occur in 2026, based on a typical Capital Development Board (CDB) timeline. Furniture, Fixtures, and Equipment (FFE) would add another \$3.5 million to the project. The total amount would be \$29 million.
- Option 2 or 3 would add a possible rooftop theater or a Black Box theater option, which would increase the cost to roughly \$38 million.
- Additional costs are needed in order to empty out CLII for construction.

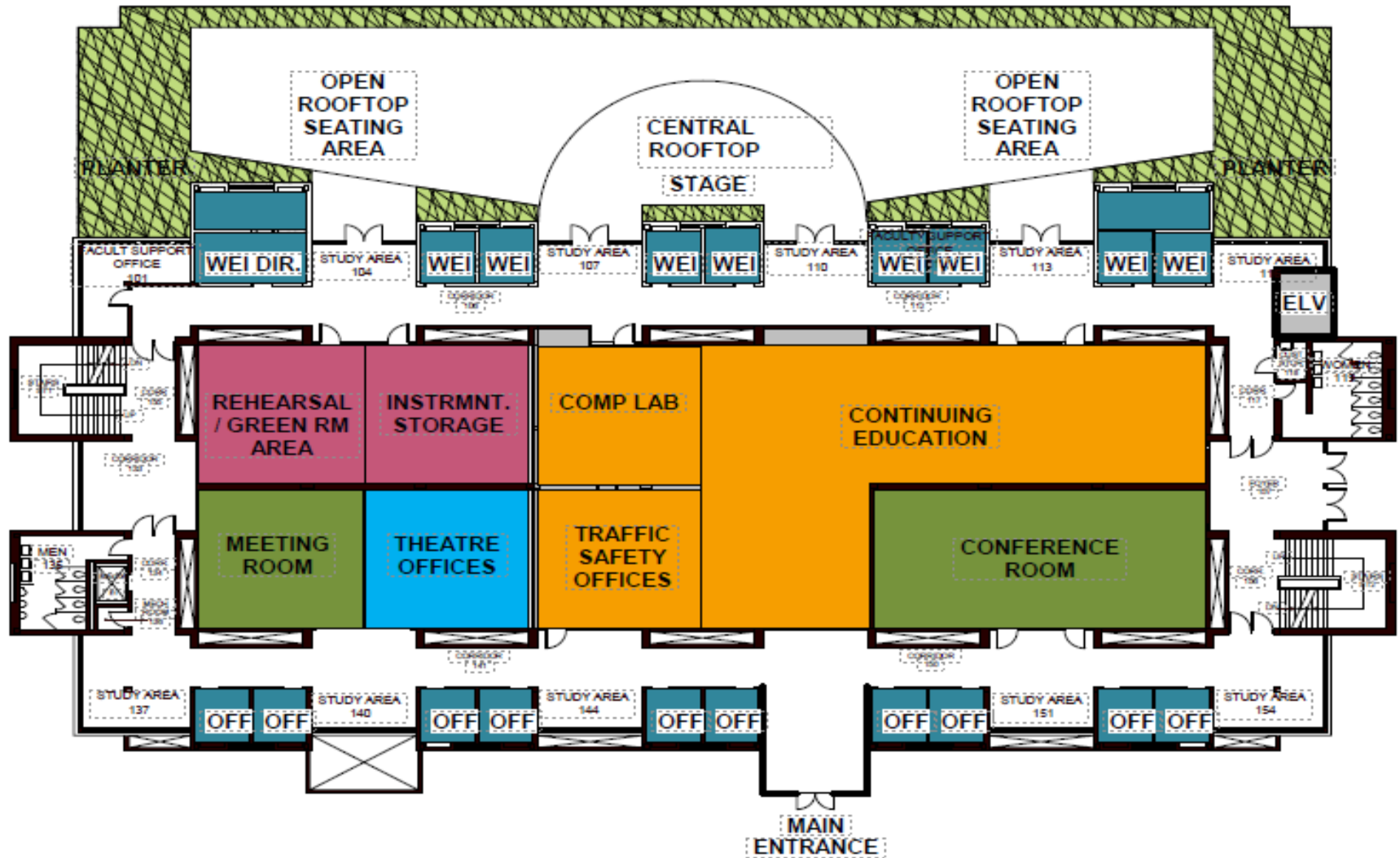
Option 1 - First Floor - No Addition



Option 2 - Ground Floor - Addition of Rooftop Theater



Option 2 - 1st Floor - Addition of Rooftop Theater



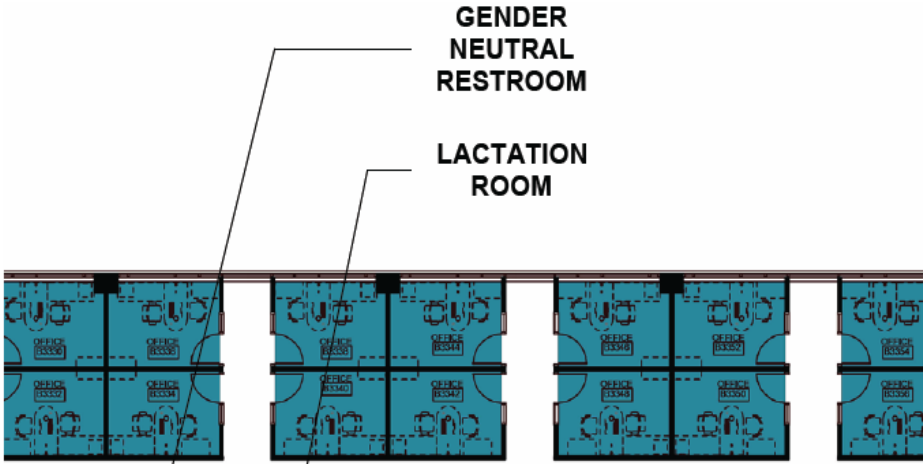
Additional Information for CLII Project

Current Departments	Count of Personnel (30 Total)	Detail	Future Location per Facility Master Plan (FMP)
Community & Continuing Education Administration	4	Offices	Return to CLII
Traffic Safety	3	Offices	Return to CLII
HCCTP	2	Workshop	Return to CLII
Massage Therapy	1	Massage bays	HSC per FMP
Early College Administration	7	Offices	CLI per FMP
Graphic Arts Lab	1	Workshop, Classroom	Return to CLII
Language Lab	0	Classroom usage	Move to CLI
Marketing	6	Office and work space	ERC per FMP
Piano Lab	0	Classroom space for electronic keyboards, data, power	Return to CLII
WEI	6	Offices	Return to CLII

HSC Third Floor Options

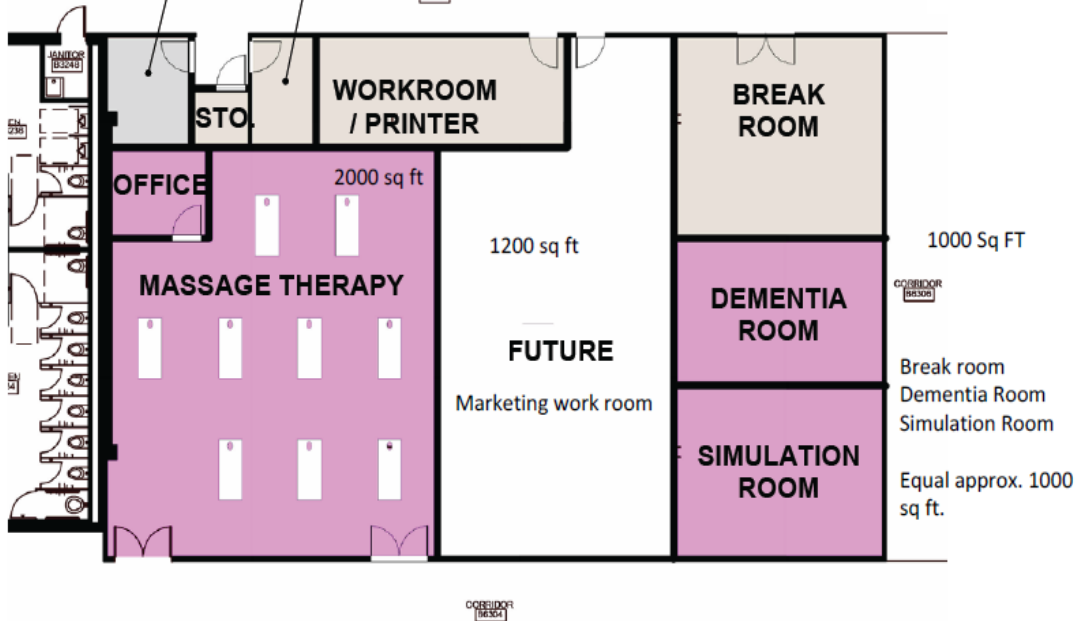


Project: RVC - HSC - Third Floor Buildout - Cost Opinion
Date: 2/12/2024



new project budget		3,000 SF			
	Reno SF	HVAC Reno cost	\$ PSF	Buildout Budget	Total budget
low	3,000	\$200,000.00	\$170.00	\$510,000.00	\$710,000.00
high	3,000	\$300,000.00	\$230.00	\$690,000.00	\$990,000.00

new project budget		2,000 SF			
	Reno SF	HVAC Reno cost	\$ PSF	Buildout Budget	Total budget
low	2,000	\$200,000.00	\$170.00	\$340,000.00	\$540,000.00
high	2,000	\$300,000.00	\$230.00	\$460,000.00	\$760,000.00

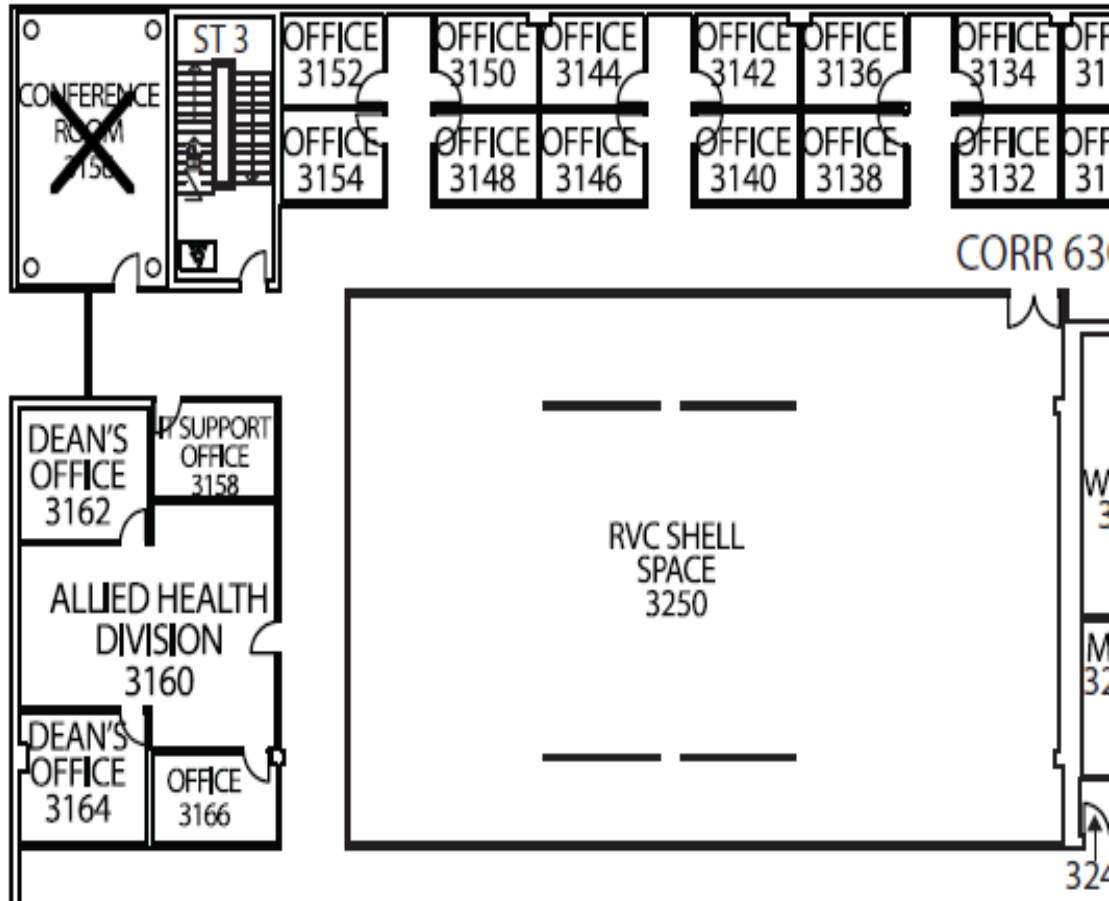


Fixed Fee Breakdown per Phase:

Schematic Design	\$18,975.00
Design Development	\$31,625.00
Construction Documents	\$41,113.00
Bidding & Negotiations	\$3,163.00
Construction Administration	\$31,625.00
Total Fee	\$126,500.00

HSC Elevator

Elevator Location



Currently, in the capital account, there is \$500,000 set aside for a new elevator. The cost estimate for the elevator in 2024 is \$1,219,000, plus approximately \$130,000 in architect fees. Current capital could be used for RVC Shell Space upgrades.

Summary of Costs

CLII		Option 1	Option 2	Option 3
	Current Funding	2026 Remodel	Rooftop Theater	Blackbox Theater
CDB Funds	\$17,000,000	\$17,000,000	\$17,000,000	\$17,000,000
RVC Funds	\$5,666,667	\$ 8,529,288	\$16,894,709	\$17,977,128
FFE Funds	<u>\$3,000,000</u>	<u>\$ 3,500,000</u>	<u>\$3,700,000</u>	<u>\$3,700,000</u>
Total Project	\$25,666,667	\$29,029,288	\$37,594,709	\$38,677,128

HSC Construction Cost Options

	<u>High Range</u>	<u>A and E Fee</u>	<u>Total</u>
Build out entire space	\$1,700,000	\$126,500	\$1,826,500
Build out 3000 square ft.	\$990,000	\$99,000	\$1,089,000
Build out 2,000 square ft	\$760,000	\$90,000	\$ 850,000
Installation of elevator	\$1,300,000	\$126,500	\$1,426,500

QUESTIONS



ROCK VALLEY COLLEGE 2024 - AT A GLANCE CAMPUS FACILITY EVENTS

(These are in-person scheduled events)

Date	Event	Staff	Student	Athletic	Community
March					
3/1/2024	IHSA Sectional Basketball Game - PEC Gym, 6pm	X	X	X	X
3/2/2024	WBB Postseason Region IV Semi-Final Tournament - PEC Gym, 10am	X	X	X	X
3/3/2024	RVC Basketball Postseason Region IV Tournament - PEC Gym, 10am	X	X	X	X
3/4/2023	1st Generation Speaker Series - SC Atrium, 12pm	X	X		X
3/4/2024	Open Educational Resource Faculty Speaker - ERC Library, 2pm	X			
3/4/2024	DAP Connections Workshop: CP Awareness - SC Atrium, 3pm	X	X		
03/05 - 03/07	Spring Midterm Mania - SC 1306, 11am	X	X		
3/5/2024	First Tuesday Lecture - SC Atrium, 12pm	X	X		X
3/6/2024	Empowering All through Self Defense: WHM - PEC 1216, 11:30am	X	X		X
3/7/2024	Respiratory Care Chapter 6 Conference - SC Atrium, 8am	X	X		X
3/8/2024	Sister to Sister Conference - SC Atrium, 9am	X	X		X
3/9/2024	WBB Postseason Region IV Finals Tournament - PEC Gym, 10am	X	X	X	X
3/12/2024	Youth Ground Water Festival - JCSM, CLI, SC, 8:30am				X
3/12/2024	ILSBDC How to Empower your Business Workshop - SC Atrium, 5:30pm	X			X
3/13/2024	RPS 205 All City Art Workshop - SC Atrium & CLI, 9am				X
3/16/2024	Science Olympiad Regional Competition - JCSM, ERC, SC, PEC, 8am	X	X		X
3/16/2024	Baseball Game - Baseball Field, 12pm & 2:30pm	X	X	X	X
3/17/2024	Baseball Game - Baseball Field, 11am & 1:30pm	X	X	X	X
03/18 - 05/22	Rockford Elite FC Spring Practices - GRDS RCFD, 5:30pm				X
3/20/2024	Wellness Wednesday - SC Atrium, 12pm	X	X		X
3/21/2024	Relaxation & Rejuvenation: Self Care for All WHM - SC Atrium, 12pm	X	X		
3/22/2024	Spring DEI Symposium - SC Atrium - 11am	X	X		X
3/22/2024	Phi Theta Kappa Induction Ceremony - ERC PAR, 7pm	X	X		X
3/23/2024	Spring Volleyball Tournament - PEC Gym, 9am	X	X	X	X
3/23/2024	Easter Egg Hunt - BST, 12pm	X	X		X
3/24/2024	Softball Game - Softball Field, 12pm	X	X	X	X
3/24/2024	Baseball Game - Baseball Field, 12pm & 2:30pm	X	X	X	X
3/27/2024	Rockford Promise Open Mic - SC Atrium, 12pm	X	X		
3/27/2024	Softball Game - Softball Field, 2pm	X	X	X	X
3/28/2024	Professional Development Day - PEC Gym, 8am	X			
3/28/2024	Baseball Game - Baseball Field, 2pm & 4:30pm	X	X	X	X
3/30/2024	Softball Game - Softball Field, 12pm	X	X	X	X
3/30/2024	Baseball Game - Baseball Field, 12pm & 2:30pm	X	X	X	X
April					
4/1/2024	DAP Connections Workshop: RAMP - SC Atrium, 3pm	X	X		
4/2/2024	First Tuesday Lecture - SC Atrium, 12pm	X	X		X
4/2/2024	Baseball Game - Baseball Field, 2:30pm	X	X	X	X
4/5/2024	TRiO Graduation & DAP Induction Ceremony - SC Atrium, 10:30am	X	X		X
4/5/2024	Spring Volleyball Tournament - PEC Gym, 1pm	X	X	X	X
4/6/2024	Softball Game - Softball Field, 12pm	X	X	X	X
4/7/2024	Baseball Game - Baseball Field, 12pm & 2:30pm	X	X	X	X
4/8/2024	1st Generation Speaker Series - SC Atrium, 12pm	X	X		X
4/9/2024	Baseball Game - Baseball Field, 3pm	X	X	X	X
4/10/2024	Wellness Wednesday - PEC 0110, 12pm	X	X		X
4/10/2024	DEI Housing Symposium - PEC Gym, 5:30pm	X	X		X
4/10/2024	RVC Spring Jazz Concert - ERC PAR, 7pm	X	X		X
4/13/2024	Softball Game - Softball Field, 2pm	X	X	X	X