

**Rock Valley College
Community College District No. 511
3301 N Mulford Road, Rockford, IL 61114
COMMITTEE OF THE WHOLE MEETING
5:15 p.m. Tuesday, September 13, 2022**

On August 19, 2022, Governor Pritzker issued the thirty-third Gubernatorial Disaster Proclamation for all counties in Illinois. Due to the COVID-19 health pandemic, Howard J. Spearman, Ph.D., president of Rock Valley College, has determined that an in-person meeting is not practical, prudent, or feasible based on the Disaster Proclamation. Under Section 7 (e) (4) of the Open Meetings Act (5 ILCS120/7(e)(4)), this meeting will be held without the physical presence of a quorum at the meeting location.

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

Access to the Regular Board of Trustees meeting is provided via teleconference online <https://rockvalleycollege-edu.zoom.us/j/94204678776?pwd=TKlORk5ESmNFdTh5Q2FVbWMzQkc3QT09> or by phone at 312-626-6799 using Meeting ID: **942 0467 8776** Passcode: **605905**. The meeting will include an opportunity for public comment. Any public member who would like to make a public comment can submit their public comment via email to RVC-BoardPC@rockvalleycollege.edu by 3:15 p.m. on September 13, 2022. Public comments submitted via email will be announced during the public comment portion of the meeting.

AGENDA

- A. Call to Order**
- B. Roll Call**
- C. Communications and Petitions (Public Comment)**
- D. Recognition of Visitors**
- E. Review of Minutes:** Committee of the Whole August 9, 2022
- F. General Presentations**
- G. Teaching, Learning & Communications Discussion: Board Liaison Trustee Cudia**
 - 1. Fall Enrollment Update
 - 2. 14th Day Census Enrollment Data Brief
 - 3. Early College Enrollment Update
 - 4. Higher Learning Commission (HLC) Quarterly Update
 - 5. Website Redesign
- H. Finance Discussion: Board Liaison Trustee Trojan / Trustee Soltow**
 - 1. Purchase Report(s) (A and B)
 - 2. Cash and Investment Report
 - 3. Tax Levy Discussion
 - 4. CDB Project 810-080-019 – Fund Transfer Request
- I. Operations Discussion: Board Liaison Trustee Kearney**
 - 1. Personnel Report
 - 2. Human Resources Annual Personnel Report
 - 3. New Fixed Assets Tracking and Projection Software
 - 4. RVC College Events Calendar
 - 5. Athletic Programs Update
 - 6. Abused and Neglected Child Reporting Act Update Board Policy 2:10.030 – First Reading
 - 7. Criminal Background Investigation Update Board Policy 3:20.030 – First Reading
- J. Other Business:** New Business/Unfinished Business

**Rock Valley College
Community College District No. 511
3301 N Mulford Road, Rockford, IL 61114
COMMITTEE OF THE WHOLE MEETING
5:15 p.m. Tuesday, September 13, 2022**

- K. Adjourn to Closed Session** to discuss 1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting per Section 2 (c) (1); and/or 2) Collective negotiating matters per Section 2 (c) (2); and/or 3) The purchase or lease of real property for the use of the public body per Section 2 (c) (5); and/or 4) Litigation has been filed, is pending, or probable per Section 2 (c) (11), all in accordance with the Illinois Open Meetings Act.
- L. Reconvene Open Session**
- M. Next Regular Board of Trustees meeting:** September 27, 2022, at 5:15 p.m.; Meeting will be in-person in the Performing Arts Room (PAR, Room 0214) located in the Educational Resource Center on the main campus or held virtually via teleconference when Illinois statute permits.
- N. Next Committee of the Whole meeting:** October 11, 2022, at 5:15 p.m.; Meeting will be held in person in the Performing Arts Room (PAR, Room 0214) located in the Educational Resource Center on the main campus.
- O. Adjourn**

Jarid Funderburg, Board Chair

**Rock Valley College
Community College District No. 511
3301 N. Mulford Road, Rockford, IL 61114
BOARD OF TRUSTEES COMMITTEE OF THE WHOLE MEETING
5:15 p.m. Tuesday, August 9, 2022
MINUTES**

On July 22, 2022, Governor Pritzker issued the thirty-second Gubernatorial Disaster Proclamation for all counties in Illinois. Due to the COVID-19 health pandemic, Howard J. Spearman, Ph.D., president of Rock Valley College, has determined that an in-person meeting is not practical, prudent, or feasible based on the Disaster Proclamation. Under Section 7 (e) (4) of the Open Meetings Act (5 ILCS120/7(e)(4)), this meeting will be held without the physical presence of a quorum at the meeting location.

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Call to Order

The Rock Valley College (RVC) Board of Trustees Committee of the Whole meeting was called to order at 5:18 p.m. by Chairperson Jarid Funderburg.

Roll Call

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

Mr. Jarid Funderburg	Ms. Gloria Cudia
Mr. John Nelson	Ms. Crystal Soltow
Mr. Robert Trojan	Mr. Paul Gorski
Mr. Ryan Russell, Student Trustee	

The following Trustee was absent at roll call: Ms. Lynn Kearney

Also Present: Dr. Howard Spearman, President; Ms. Ellen Olson, Vice President of Finance; Mr. Keith Barnes, Vice President of Equity and Inclusion; Mr. Rick Jenks, Vice President of Operations; Mr. Jim Handley, Vice President of Human Resources; Dr. Amanda Smith, Vice President of Liberal Arts and Adult Education; Dr. Patrick Peyer, Vice President of Student Affairs; Dr. Hansen Stewart, Vice President of Industry Partnerships and Community Engagement; Ms. Heather Snider, Vice President of Institutional Effectiveness and Communications; Ms. Ann Kerwitz, Assistant to the President; Ms. Kris Fuchs, Assistant to the President; Attorney Matthew Gardner, Robbins Schwartz.

Communications and Petitions

There were no public comments, communications, and/or petitions.

Recognition of Visitors

There were no visitors to be recognized.

Review of Minutes

There were no comments on the minutes from the July 12, 2022, Board of Trustees Committee of the Whole meeting.

General Presentations

There were no general presentations.

Teaching, Learning & Communications Discussion: Board Liaison Trustee Cudia

1. Enrollment Update

Ms. Heather Snider, vice president of institutional effectiveness and communications, presented the fiscal year 2023 enrollment updates. Ms. Snider stated that fall classes start on August 13, 2022, and enrollment has changed since the packet was distributed. Ms. Snider explained that Fall credit hours are 96% of the budget goal, with 49,218 credit hours. In addition, Ms. Snider stated that Early College registrations are still coming in and may not make it in time for the Fall census, which is due on August 14, 2022, but will count towards RVC's annual enrollment. Discussion ensued.

2. Strategic Plan Update

Ms. Snider presented the Strategic Plan Quarterly Update. Ms. Snider stated she would review the Strategic Plan Update, the fiscal year (FY) 2022 outcomes, the FY2023 goals, and the divisional success story for Academic Affairs. Ms. Snider explained that she would not focus on the details of all the Pillars and Goals. Instead, Ms. Snider brought the Board's attention to Pillar IV, Strategic Goal Three, which is to employ a culturally competent workforce that reflects student and community demographics.

Ms. Snider reviewed the FY2022 outcomes and the status of the FY2023 goals. Ms. Snider stated that the scorecard is aligned with RVC's strategic plan colors and goals. The scorecard is divided into five categories: enrollment, student success, employees, finance, and community. Ms. Snider explained that RVC had met the goals for FY2022 in credit and noncredit hours for enrollment. Student Success was 61% for completed, enrolled, or transferred, with an area of concern at 14% on-time completion. The goal for achieving a 3.00-grade point average in transfer destinations will be determined after the fall semester. Finally, the College will be focusing on the goal of closing equity gaps so that students from diverse racial, gender, and socioeconomic backgrounds can access and achieve their academic and career goals.

Ms. Snider then reviewed RVC's scorecard for employees. The strategic plan goals for RVC employees are to increase the score on the Employee Culture Survey item "I would recommend RVC as a great place to work," to narrow equity gaps between employees and community demographics, to increase the score on the Employee Culture Survey composite "trust in leadership," and increase the score on the Employee Culture Survey composite "professional development and advancement."

The next category Ms. Snider discussed was the Finance category. Ms. Snider stated that the goals are broken down between credit and noncredit hours for the Finance scorecard. The Finance goals are to increase net revenue from noncredit programs and to maintain a margin between unit cost and unit revenue at a plus/minus \$10 for credit programs. Ms. Snider explained that the goal of increasing net revenue is in progress, and maintaining the margin between unit costs and unit revenue is yet to be determined for FY2022.

Ms. Snider's last category is the community scorecard with the Strategic Plan. The targets for the community scorecard are to increase industry partner engagement and to increase the number of Business Enterprise Partner eligible vendors. Ms. Snider stated that both goals are in progress to establish a baseline.

Ms. Snider ended the presentation with a divisional success story for Academic Affairs, stating that Dr. Amanda Smith funding for the Early Childhood Access Consortium for Equity Plan (ECACE) Grant. Ms. Snider noted that funding had been received, and an implementation plan had been submitted. Discussion ensued.

3. Early Childhood Access Consortium for Equity (ECACE) Grant Update

Dr. Amanda Smith, vice president of liberal arts and adult education, presented the ECACE grant update. Dr. Smith stated that ECACE is a consortium of Illinois higher education institutions that work collaboratively toward a shared goal of creating more accessible and equitable early childhood higher education opportunities. ECACE's work will create a more seamless educational pathway for early childhood student access and success, benefitting students and leading to a strong, well-qualified workforce to better support providers and employers in the state, young children and families in their care, and a broader workforce. ECACE has awarded RVC \$773,663.68 to be used FY2022 through FY2024. ECACE's goal for RVC is to increase enrollment/completion by 100% by FY2025.

Dr. Smith explained that RVC's implementation plan would focus on three areas. Holistic institutional responsiveness to incumbent workers in Early Childhood Education (ECE); Expansion of course offerings through the Illinois Community College Online (ILCCO); and Establishing coaches/mentors for students in ECE programs.

Dr. Smith discussed the major actions of ECACE at RVC. RVC will hire two staff to support the grant, an ECE Support Specialist and an ECE Academic Coach. RVC will also pursue National Association for Education of Young Children (NAEYC) accreditation. In addition, RVC will create articulation agreements with Rockford University (RU) and Northern Illinois University (NIU), enabling a smooth transition from RVC and build credit for prior learning for incumbent workers holding the Child Development Associate credential. Finally, some of the support students will receive includes debt forgiveness at RVC and other institutions from which students need transcripts, emergency funding for basic needs, food vouchers, transportation vouchers, and laptops as needed. Discussion ensued.

4. 2022-2023 Senior Semester Intergovernmental Agreement - Rockford Public School District #205

Dr. Hansen Stewart presented the Senior Semester Intergovernmental Agreement for the Rockford Public School District #205. Dr. Stewart explained that Senior Semester is a formal program first launched in partnership with the Rockford Public School District #205 during the 2019-2020 school year. The program allows up to 20 qualified District students to attend Rock Valley College (RVC) for their final senior year high school semester. Students take dual credit courses that meet the requirements for both a high school diploma and one semester of Rock Valley College credit courses simultaneously. The Senior Semester program is administered through the Early College office at RVC in conjunction with Rockford Public School District #205.

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

5. 2022-2023 Linking Talent with Opportunity (LTO) Program Dual Credit Memorandum of Understanding (MOU) - Rockford Public School District #205

Dr. Stewart presented the LTO MOU between Rockford Public School District #205 and RVC. Dr. Stewart explained that the LTO initiative began at Rock Valley College through a grant from the Community Foundation of Northern Illinois in 2018. Rock Valley College utilized the grant to collaborate with regional school district partners to implement pathways within high schools. As a result, dual credit pathways offerings have increased annually since the grant was awarded, and pathways development and implementation remain at the forefront of Rock Valley College's partnerships with regional school districts.

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

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

Finance Discussion: Board Liaison Trustee Trojan / Trustee Soltow

1. Purchase Reports

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

Purchase Report A – FY 2023 Blanket Purchase Orders:

A. Advertising – (Education Fund, College Programming, Advertising)

1. LaBamba Radio Rockford, IL \$ 10,000.00 (1)*

2. Cash and Investment

Ms. Olson presented the cash and investment report through July 31, 2022. Total operating cash and investments are \$73,227,608. Total capital funds are \$19,835,297. Since June 30, 2022, the change in capital funds was <\$211,484>. The change in the operating cash and investments since June 30, 2022, was \$333,535. Ms. Olson stated that the total operating cash and investment funds were 69.29% of the fiscal year 2023 operating budget.

3. Appointment of Primary Depository Recommendation

Ms. Olson discussed the appointment of the primary bank depository recommendation. Ms. Olson stated that RVC issued a request for proposal (RFP) for banking depository services on May 25, 2022. The RFP was sent directly to nine financial institutions, plus two additional financial institutions pulled the RFP from RVC's bid site. The College received four proposals. Of the four proposals, one was removed from consideration due to not maintaining a main office or branch within the College's District. The three remaining financial institutions were invited to present and address panel questions. The panel consisted of the chief financial officer, executive director of finance, director of business services, and one member of the Board of Trustees. The financial institutions were reviewed based on the following criteria: experience and reliability, branch locations, customer service, operational impact, and pricing and fees. RVC is recommending Illinois Bank and Trust for a three-year contract. The contract consists of two two-year renewals for up to seven years. The agreement will become effective on September 1, 2022. Discussion ensued.

Operations Discussion: Board Liaison Trustee Kearney

1. Personnel Report

Mr. Jim Handley, vice president of human resources, presented the Personnel Report for August 2022. There are two appointments, one placeholder, and no departures.

2. Calling Election for Members of the Board of Trustees

Mr. Handley announced that the RVC Board of Trustees shall call an election for members of the Community College Board to be held Tuesday, April 4, 2023, to elect two board members for six-year terms each. The Board of Trustees also appoints the Chief Financial Officer and staff as the Board's designated representative to receive the statements of candidacy, nominating petitions, and election results from the various local election authorities and to transmit the results to the Board of Trustees within the time permitted by law. Statements of candidacy and nominating petitions shall be filed in the Financial Services office in the Support Services Building at RVC.

5. RVC Events Calendar

Mr. Handley presented the RVC on-campus events calendar for August and September 2022.

6. Advanced Technology Center (ATC) Open House Update

Ms. Heather Snider gave an update on the ATC Open House, stating that the open house will be on August 20, 2022, from 11:00 a.m. until 2:00 p.m. Ms. Snider said there would be games, tours of the ATC, food, and giveaways. Discussion ensued.

New Business / Unfinished Business

New Business/Unfinished Business: There was no new or unfinished business.

Adjourn to Closed Session

At 6:21 p.m., a motion was made by Trustee Trojan, seconded by Trustee Nelson, to adjourn to closed session to discuss: 1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting in accordance with Section 2 (c) (1); and/or 2) Collective negotiating matters per Section 2 (c) (2); and/or 3) The purchase or lease of real property for the use of the public body per Section 2 (c) (5); and/or 4) Litigation has been filed, is pending, or probable per Section 2 (c) (11), all in accordance with the Illinois Open Meetings Act. The motion was approved by a unanimous roll call vote.

Reconvene Open Session

At 7:18 p.m., a motion was made by Trustee Nelson, seconded by Trustee Gorski, to adjourn the closed session and reconvene to the open session. The motion was approved by a unanimous roll call vote. No action was taken as a result of the closed session.

Next Regular Board of Trustees Meeting

The next Regular Board of Trustees meeting will be held on August 23, 2022, at 5:15 p.m. virtually via teleconference.

Next Committee of the Whole Meeting

The next Committee of the Whole meeting will be held on September 13, 2022, at 5:15 p.m. in-person in the Performing Arts Room (PAR, Room 0214) located in the Educational Resource Center (ERC) on the main campus.

Adjourn

At 7:19 p.m., a motion was made by Trustee Gorski, seconded by Trustee Nelson, to adjourn the meeting. The motion was approved by a unanimous roll call vote.

Submitted by: Tracy L. Luethje

Robert Trojan, Secretary

Jarid Funderburg, Chairperson

FY2023 Enrollment Update

Board of Trustees Committee of the Whole – September 13, 2022

Term	Unduplicated Headcount				Credit Hours				Budget	
	FY2022	FY2023	Change	% Change	FY2022	FY2023	Change	% Change	Budget	% to Budget
Summer II	1,968	1,942	-26	-1.32%	8,795.5	8,456	-339.5	-3.86%	9,000	94%
Fall	5,319	5,349	30	0.56%	51,756.5	51,267.5	-489	-0.94%	51,100	100%
Subtotal (Summer II + Fall)	7,287	7,291	4	0.05%	60,552	59,723.5	-828.5	-1.37%	60,100	99%
Winterim	--	--	--	--	--	--	--	--	900	--
Spring	--	--	--	--	--	--	--	--	45,000	--
Subtotal (Summer II + Fall + Winterim + Spring)	--	--	--	--	--	--	--	--	106,000	--
Summer I	--	--	--	--	--	--	--	--	4,000	--
Total	--	--	--	--	--	--	--	--	110,000	--

Sources: FY2023 Summer II (Final 08/02/22) and Fall Enrollment Ticker (09/06/22)

Important Dates:

- Fall census enrollment (14th Day) was 08/29/2022.

14th Day Census Enrollment (Fall 2022)

BACKGROUND

Data to inform this report have been captured and submitted to the Illinois Community College Board (ICCB). Fall census enrollment identifies the number of students officially enrolled in credit courses at the College at the end of registration for the fall term¹. It is intended to provide a “snapshot” or point in time view of fall enrollment. At the College, data to inform this report are captured on the 14th “class” day from the first day of classes, including Saturdays.

SUMMARY OF FALL 14TH DAY CENSUS ENROLLMENT

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

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

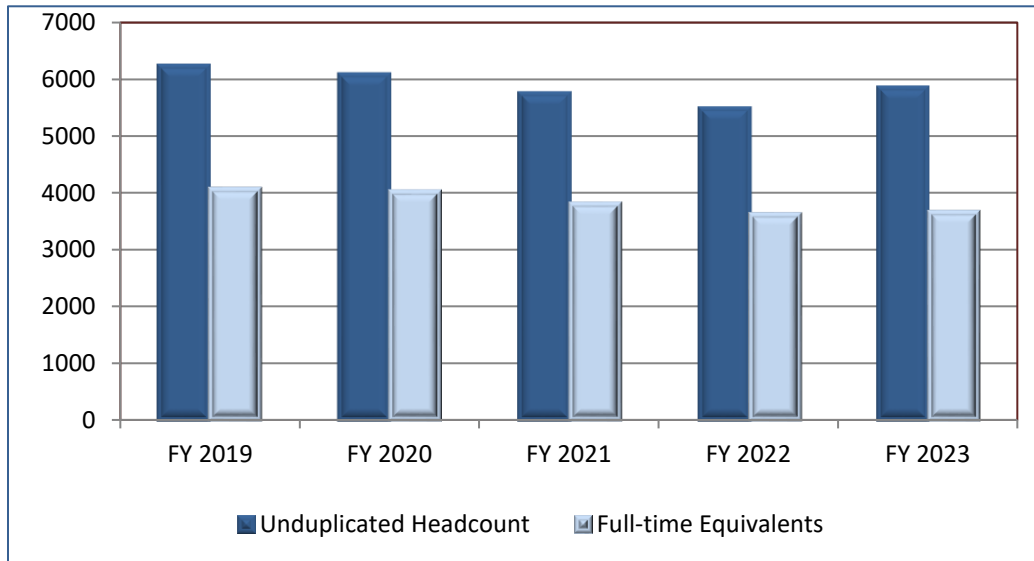


Table 1 also includes credit hours, as well as annual changes and the five-year multi-year change, provided in terms of percentage change.

¹ Fourteenth 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: RVC Multi-year Fall 14th Day Census Enrollment

	FY19 (Fall 2018)	FY20 (Fall 2019)	FY21 (Fall 2020)	FY22 (Fall 2021)	FY23 (Fall 2022)	
Unduplicated Headcount	6,244	6,092	5,762	5,494	5,861	
<i>(Annual Percentage Change)</i>	<i>(-2.10)</i>	<i>(-2.43)</i>	<i>(-5.42)</i>	<i>(-4.65)</i>	<i>(+6.68)</i>	
<i>(5-year Percentage Change)</i>						<i>(-6.13)</i>
Credit Hours	61,163.50	60,500.00	57,252.00	54,492.00	55,027.50	
<i>(Annual Percentage Change)</i>	<i>(-1.18)</i>	<i>(-1.08)</i>	<i>(-5.37)</i>	<i>(-4.82)</i>	<i>(+0.98)</i>	
<i>(5-year Percentage Change)</i>						<i>(-10.03)</i>
FTE³	4,077.57	4,033.33	3,816.80	3,632.80	3,668.50	
<i>(Annual Percentage Change)</i>	<i>(-1.18)</i>	<i>(-1.08)</i>	<i>(-5.37)</i>	<i>(-4.82)</i>	<i>(+0.98)</i>	
<i>(5-year Percentage Change)</i>						<i>(-10.03)</i>
1st Day of Class	8/18/2018	8/17/2019	8/15/2020	8/14/2021	8/13/2022	
Census Day (14th Day)	8/29/2018	8/28/2019	8/31/2020	8/30/2021	8/29/2022	

Note: The College adjusted its census date from 10th day enrollment to 14th day enrollment in FY21.

Data in Figure 1 and Table 1 indicate the following:

- From FY19 to FY23, the College experienced a decrease of 6.13% in unduplicated headcount as reported on the 14th class day with an annual increase between FY22 and FY23 of 6.68%. This is the first increase of the 5-year period.
- A similar pattern can be seen with credit hours and full-time equivalents, with an overall decrease of 10.03% over the 5-year period and a 0.98% increase from FY22 to FY23.
- 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.

³For the purpose of this report, Full-time Equivalent (FTE) is based on 15 credit hours per term.



Early College Update

Rock Valley College Board of Trustees Committee of the Whole
September 13, 2022

Presented by: Cara Schultz, Dean of Early College

Early College Opportunities

DUAL CREDIT PROGRAMS (*college credit program; high school credit awarded*)

- Dual Credit at High School
- Linking Talent with Opportunity Pathways
- Dual Credit at RVC
- Running Start
- Senior Semester

DUAL ENROLLMENT at RVC (*college credit program; no high school credit awarded*)

TRANSITIONAL MATH & ENGLISH (*college placement program; high school credit only*)

PATHWAYS BRIDGE PROGRAMS (*summer cohort career & technical education college credit program*)

FY 22 Early College Enrollment Summary

Term	Dual Credit Student Headcount	Dual Enrollment Student Headcount	Number of Course Enrollments	Approx. Credit Hour Enrollment
Summer 2021	199	39	291	593
Fall 2021	443	58	1,666	4,998
Spring 2022	568	73	1,955	5,865
TOTAL	1,210	170	3,912	11,456

Notes: Dual credit and dual enrollment headcounts are unduplicated per term. 765 unique students served across all programs in FY22.

FY 2022 Early College Course Completion Summary

	Total Course Enrollments	Total Number of A, B, C final grades	Successful Completion Rate
FY 2022 All Terms	3,912	3,649	93.3%

Notes: Successful completion rate reflects average across all Early College programs.

Dual Credit at the High School

Linking Talent with Opportunity Pathways

Enrollment & Completion Data

TERM	Headcount	Credit Hours Enrolled	Course completion rate (C or better)
Fall 2020	316	867	89.2
Spring 2021	346	1147	92.2
2020-2021 TOTAL <i>(46 total course sections)</i>	662	2014 <i>(18% increase from FY19)</i>	
Fall 2021	252	697	82.5
Spring 2022	1046	2784	86.6
2021-2022 TOTAL <i>(95 total course sections)</i>	1298	3481	
Year to Year Comparison	96% increase	72% increase	

Notes: Programs located on high school campuses and taught by approved high school faculty in liberal arts and career technical education pathways. 120 anticipated course sections for 2022-2023. Cost billed to district per student per course enrollment: \$50

Dual Credit & Dual Enrollment at RVC

Enrollment Data

TERM	Headcount	Credit Hours Enrolled
Summer 2020	124	513
Fall 2020	181	1,571
Spring 2021	162	1,257
2020-2021 TOTAL	343	2,828
Summer 2021	114	472
Fall 2021	126	958
Spring 2022	149	1,061
2021-2022 TOTAL	275	2,019
<u>Year to Year Total Comparison</u>	<u>19.8% decrease</u>	<u>28.8% decrease</u>
Summer 2022	137	619 (+31.1%)
Fall 2022 (as of 8/19/22)	147	1240 (+29.4%)

Notes: Courses located at RVC campuses (F2F, online, hybrid). Students not receiving high school credit are coded as dual enrolled students. Students pay full tuition & fees.

Running Start New 2022 Students

School/District	Cap Per Year	# of Students
Belvidere	NA	56
Byron (newly re-established partnership)	NA	6
Durand	NA	0
Harlem	12	12
North Boone	NA	12
Pecatonica	NA	3
Rockford Public Schools	20	19
South Beloit	NA	3
Winnebago	NA	3

Notes: Courses located at RVC campuses, primarily face-to-face. Students receive high school credit and dual complete their high school diploma and RVC AA or AS degree. Districts pay full tuition & fees (except Byron, Durand, Pecatonica); students responsible for textbooks, supplies, and transportation.

Running Start

Running Start 2 Year Cohorts Enrollment & Completion Data

2020-2022 COHORT

TERM	HEADCOUNT	RETENTION	DEGREE COMPLETION
Fall 2020	124		
Spring 2021	114	91.9%	
Fall 2021	96	77.4%	
Spring 2022	89	71.8%	71.8%

2021-2023 COHORT

TERM	HEADCOUNT	RETENTION	DEGREE COMPLETION
Fall 2021	122 (-1.6% 2020 cohort)		
Spring 2022	114	93.4%	
Fall 2022	108	88.5%	
Spring 2023			

2022-2024 COHORT

TERM	HEADCOUNT	RETENTION	DEGREE COMPLETION
Fall 2022	106 (-13.1% 2021 cohort)		
Spring 2023			
Fall 2023			
Spring 2024			

Notes: 8 new students participate in the 1 year program for partial AA/AS degree completion.

108 students retained from FY21. Total program enrollment Fall 2022 = 222 students.

Senior Semester

- Participating district: Rockford Public Schools
- Opportunity for RPS seniors on track to graduate to begin college career during their final semester of high school
- Students registered full-time at RVC
- Rockford Public Schools covers the full tuition and fees
- Students responsible for textbooks, supplies, and transportation

	Students Enrolled	Total Completed	Successful Completion Rate
Spring 2021	12	12	100%
Spring 2022	8	7	93.3%
Spring 2023	9		

Transitional Math and English at the High School

- The Illinois Postsecondary and Workforce Readiness Act (PWR Act) includes Transitional Math and English Language Arts
- Successful completion of transitional courses guarantees placement into college level math or English at all Illinois community colleges.
- RVC Transitional English submission granted approval by State Portability Panel in July 2022
 - Submission established in partnership with faculty and admin from RVC English department, Stillman Valley High School and Belvidere School District

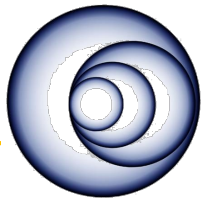
Districts offering Transitional Math & English

District	Transitional Math	Transitional English
Belvidere	Y	Y
Byron	Y	Anticipated FY24
Harlem	Y	Anticipated FY24
RPS	Y	Pending resubmission
South Beloit	Y	N
Stillman	Y	Y
Winnebago	Y	Pending resubmission

Pathways Summer Bridge Programs

Summer 2022 Programs	Mechatronics	Manufacturing	Pre-Engineering	Healthcare
Courses	MEC 100, MEC 101, MEC 102, STU 299	MET 110, STU 299	EGR 135, STU 100	FWS 237, STU 100
Enrollment	5	0	8	10

Notes: Piloted Summer 2022. Open to rising seniors and 2022 high school graduates. Maximum 10 students per program. Fully funded by the ICCB Innovative Bridge & Transitions Grant.



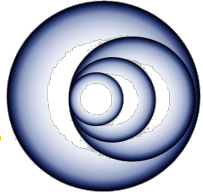
Rock Valley College

Higher Learning Commission (HLC) Accreditation Update

Rock Valley College Board of Trustees Committee of the Whole

September 13, 2022

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



HLC Updates

On-site Visit

Dates of On-site Visit:
October 5, 2022 – ATC
October 19, 2022 - Stenstrom

- With recognition of the ATC as a location, RVC meets the criteria for Multi-location Visit
- Peer reviewer confirms the continuing effective oversight of locations
- Multi-location Visit Institutional Report submitted 30 days prior to visit
- Additional information from the HLC website on this process and documentation:
 - Multi-campus Visit:
[Information for Institutions and Peer Reviewers:
https://download.hlcommission.org/Multi-campusVisit_PRC.pdf](https://download.hlcommission.org/Multi-campusVisit_PRC.pdf)
 - Multi-location Visit Institutional Report:
https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fdownload.hlcommission.org%2FMulti-locationVisitInstReport_FRM.docx&wdOrigin=BROWSELINK



HLC Steering Committee Updates

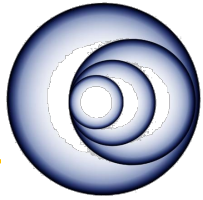
FY22 HLC Annual Status Report

- Actions Identified
 - Document a process for reviewing the mission, vision, and core values (Criteria 1 & 2)
 - Close achievement gaps in persistence, retention, and completion (Criteria 1 & 4)
 - Redesign college website to improve consistency and currency of information (Criteria 2 & 5)
 - Ensure Administrative Policies and related process are clear, current, and easily accessible (Criteria 2 & 5)
 - Review and potentially revise Institutional Student Learning Outcomes (ISLO) (Criteria 3 & 4)
 - Improve diversity of faculty and staff to better represent community (Criteria 1, 3, & 5)
 - Improve faculty and adjunct participation in and evidence improvements from assessment (Criteria 3 & 4)
 - Evaluate hyflex learning spaces and their potential impact on alternative methods of delivering instruction (Criteria 3 & 5)
 - Evaluate wages to determine the degree to which RVC is competitive in attracting top talent (Criterion 3 & 5)

Note: Many of these actions are consistent to those identified in the Strategic Plan and are currently in process.

- Next Steps
 - Align actions to Strategic Plan
 - Establish a timeline to address each action
 - Monitor





HLC Steering Committee Updates

Institutional Student Learning Outcomes (ISLO) Review

- Recommendation of the HLC Steering Committee, Criterion Subcommittees, and Curricular Assessment Committee
- Series of virtual roundtables for faculty, adjuncts, and staff
 - August 19
 - August 26
 - Additional TBD
- Opportunities for review and input from the college

RockValleyCollege

STUDENT LEARNING OUTCOMES

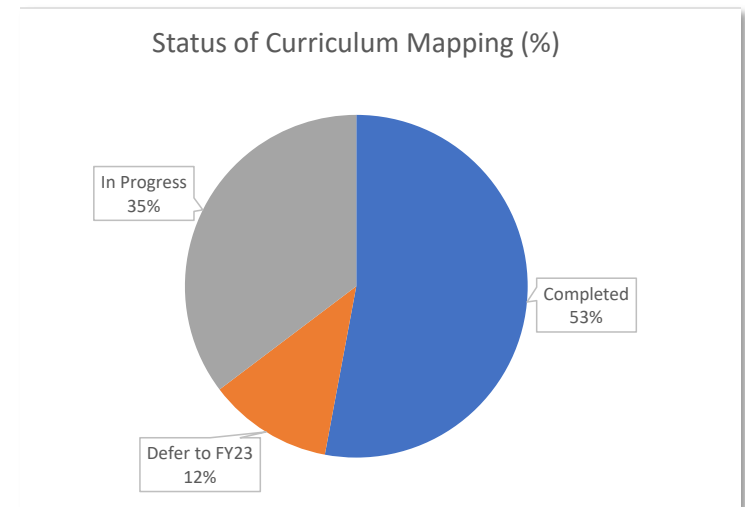
Upon completion of a degree or certificate, Rock Valley College students will possess the knowledge, skills, and characteristics required for future success. RVC is committed to helping students achieve this by developing the following learning outcomes.

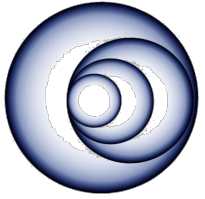
- ANALYTIC REASONING**
Students will form logical inferences, judgments, or conclusions from facts or premises related to topics encountered in the classroom, workplace, and daily life.
- GLOBAL AWARENESS & RESPONSIBILITY**
Students will develop the knowledge and skills required to responsibly interact with social and natural communities, both locally and globally.
- COMMUNICATION**
Students will exchange ideas effectively in a variety of settings.
- PERSONAL RESPONSIBILITY**
Students will accept responsibility for their personal and professional wellness and development, positioning themselves for life-long learning.



Assessment Academy Project

- Starting Year 3 of a 5-year project
 - Midpoint Roundtable with Mentors and Scholars: October 26-28, 2022
 - Midpoint Report: December 2022
- Curriculum Mapping
 - Spring 2022: Align course outcomes to program/discipline outcomes for credit courses
 - 53.5% of programs and disciplines completed mapping and used it to develop multi-year assessment plans
 - Faculty on Curricular Assessment Committee assisted: Suzanne Miller, Danielle Hardesty, and Cheryl Rinker
- Prepare Culture of Assessment Survey for administration Spring 2023





Rock Valley College

Website Redesign Project*

Project Rationale



Aging Site

The current website was designed in 2015. Technology, accessibility requirements, and user expectations have evolved.

Improve UX

They expect to find what they need quickly. Behavior and heat maps indicate that our web users struggle to find what they are looking for. We are trying to be everything to everyone.



Responsiveness & Accessibility

Users today come to the website from a variety of devices. RVC needs to ensure that all pages are responsive and accessible. There are 1182 pages on our site and 900 are not in a content group. Further, RVC's site has an accessibility score of 68.1 and the industry benchmark is 84.6.

Target Audiences



01

Prospective Students



02

Current Students



03

Alumni/Community

Project Goals

01

Architecture & Navigation

02

Responsiveness

03

Accessibility

04

Branding & Consistency

05

Content

06

Usability Testing

Project Timeline & Contact

- The project will begin when the contract is approved by the Board and awarded to the vendor (Oct. 1, 2022)
- The project will be completed by May 31, 2023
- Project Lead: Jen Thompson: j.thompson@rockvalleycollege.edu (x4516)
- In partnership with Communications & Marketing, Information Technology, and the newly formed Web Advisory Group.

**Project will be completed using HEERF funds.*

Project Specifications

01

Accessibility Compliance: making sure we comply with applicable laws, like ADA, WCAG, etc.

02

Mobile Optimization: using a mobile-first design so that it can be used on phones and tablets in addition to desktops

03

Information Architecture: involves reorganizing the content with our primary audiences in mind so that they can easily, and quickly, find information

04

Brand Consistency: making sure the redesigned site follows RVC's brand and styles

05

Graphic Design: web templates that allow us to structure content strategically on pages, while delivering a consistent user experience, while showcasing RVC as a high-quality institution that is approachable, and accessible.

06

Best Practices: a vendor that provides guidance and instruction on best practices in higher education website design so that we can effectively meet the goals mentioned earlier

07

Usability Testing: through the redesign project, we would conduct usability testing on the initial templates and information architecture models for the primary stakeholder groups to make sure it meets the needs of those groups; this also involves technical testing to ensure the site is optimized for fast loading, accessibility, etc.

08

Content Management System: we currently use CommonSpot, but with this redesign RFP we are open to vendors recommending other platforms that would allow us to consider other features, licensing and maintenance options,

09

Hosting: currently our website is hosted and maintained locally, which can be concerning for security and site uptime... through the RFP, we are exploring cloud hosting solutions

10

Browsers/Platforms: making sure the site is compatible with all browsers/platforms

11

Search Engine Optimization: this references the website's exposure on popular search engines through best practices of page metadata and sitemaps - in other words, how we rank in search listings and how easy it is to find our site

12

Website Search Capabilities: making sure the search function on the website has the capability to search the site's contents, showing site pages and links

13

Calendar Enhancements: making sure the calendar is shareable and can be embedded on other pages, leading back to the full version

14

Content (News, Highlights, Conversion): *we will provide all of the content during the redesign, and we're not expecting the vendor to create content, but we do expect to rebuild the site to follow the improved information architecture (as one of our goals) and make sure the content speaks to our primary audiences*

15

Predictive Analytics: looking for an improved user experience that generates page content based on user preferences and previous visits

16

Alert Box/Emergency Banner: maintaining our ability to quickly activate emergency web messages

17

Printable Website: ability to print in a format that strips down unnecessary website formatting, to print clean pages

18

Translation: maintaining the ability for site translation

19

Form Creation & Data Collection: the redesigned site should have the ability to create secure forms, allowing users to submit questions and complete form fields

20

Class Search & Directory: maintaining the class search and directory modules

Purchase Report-A – FY23 Amendments

Recommendation: Board approval for items marked with an asterisk

A. Services – (Maintenance Services Plant Operations Equipment: Boiler House

Helm Service Freeport IL \$110,880.00*(1)

1. This amendment is for the expense of temporary staff due to a staffing shortage in the HVAC Maintenance area. Helm can provide a full-time technician on-site while interviews are conducted to replace the vacant position.

Original approved amount	\$90,000.00
Increase	\$110,880.00
Total expenditure	\$200,880.00

FY23 Budgeted Expense
Original Board Report BR #7938-F

B. Software – (Administrative Software)

Brightly Software (Formerly: Dude Solutions) Cary NC \$22,000.00*(2)

2. This amendment is due to a software upgrade for the Plant Operations Maintenance Department’s current work order maintenance software program. The upgrade will add the following modules: preventative maintenance, asset/inventory management tracking, and cost projecting for end-of-life items.

Original approved amount	\$18,000.00
Increase	\$22,000.00
Total expenditure	\$40,000.00

FY23 Budget Expense
Original Board Report BR #7938-E

Purchase Report-A – FY23 Amendments

C. Reimbursement – (Miscellaneous Expenditures: New American Initiative (NAI) DACA applications)

Department of Homeland Security Laguna Nigel CA \$50,000.00

This amendment is due to the Illinois Coalition for Immigrant and Refugee Rights (ICIRR) receiving additional funds to specifically cover the United States Citizenship and Immigration Services (USCIS) fees for applicants in need that don't qualify for the full or partial fee waivers. Due to these additional funds, the ICIRR has now awarded additional funding to the Rock Valley College Refugee Training Program to be used for reimbursement of the application fees to eligible participants applying for the Deferred Action for Childhood Arrivals Citizenship initiative (DACA). Application fees are based on the eligibility of the applicant.

Original approved amount	\$25,000.00
Increase	\$50,000.00
Total expenditure	\$75,000.00

FY23 Grant Expense
Original Board Report BR #7938-F

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Purchase Report-B – FY23 Purchases

Recommendation: Board approval for items marked with an asterisk

A. Software – (Office Computer Equipment; IT Equipment; Maintenance Service Computer Equipment – IT Administration)

Alliance Technology Group Hanover MD \$42,600.00*(1)

1. This expense is for the annual maintenance renewal for all the Unitrends backup/recovery software for all the Unitrends IT servers.

FY23 Budgeted Expense

B. Printing Contract – (Print/Copy Commercial Services: Continuing Education)

KK Stevens Publishing Co Astoria IL \$24,000.00*(2)
Action Printing Fond Du Lac WI \$30,000.00

2. This expense is for printing the Spring 2023 edition of the Community and Continuing Education class schedule booklet to be mailed to all Winnebago County and Boone county households.

FY23 Budgeted Expense

C. Supplies – (Theater Stage Materials: Starlight)

Lowes Home Improvement Rockford IL NOT TO EXCEED \$10,000.00*(3)

3. This Blanket Order expense is for the Starlight Theatre to purchase miscellaneous supplies when building stage sets for productions from 7/1/22 through 6/30/23. This expense falls under the Illinois Statute exemption for miscellaneous small commodity purchases/individual purchases under \$25,000 and does not need to be bid pursuant to ILCS 805/3-21.1.

FY23 Budgeted Expense

Purchase Report-B – FY23 Purchases

D. Contract Services – (HR-Contractual Services)

Truview BSI Hicksville NY
Bushue Effingham IL

NOT TO EXCEED \$20,000.00 *(4)
\$24,160.00

4. This expense is to establish a Blanket Order from 7/1/22 through 6/30/23 to conduct background checks and screenings for all volunteers, newly hired employees, or re-hired former employees who have had a break in their Rock Valley College employment service greater than one year. RFP# 22-17 was opened on May 27, 2022, and interviews were conducted with the two firms that submitted proposals. The interview committee selected Truview BSI because of their fast turnaround times, an online form management system that removes the need for paper forms, and lowest cost per background and employee verifications. The requested approval amount is based on 755 background checks during Fiscal Year 2023.

FY23 Budgeted Expense

E. Software – (Instructional Software & Administrative Software: General Institutional Software)

TBD

\$x,xx.xx*(5)

5. RFP# 22-19 for the Rock Valley College Website Redesign was opened on Tuesday, August 23, 2022. The committee is currently reviewing all the submittals and conducting interviews with the top three firms. An award will be brought to the September 27, 2022, Board of Trustees meeting. Funding for this purchase will be covered by the Higher Education Emergency Relief Fund Act (HEERF).

FY23 Grant Expense

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

ROCK VALLEY COLLEGE
Cash and Investment Report
August 31, 2022

	<u>Month End Balance</u>
<u>Operating Cash Accounts</u>	
Illinois Bank & Trust	5,412,626
PMA Operating Cash	10,050,289
Petty Cash	3,274
ISDLAF*	36,488,797
 Total Operating Cash:	 <u>51,954,986</u>
<u>Operating Investments Accounts</u>	
PMA Operating	3,661,826
ISDLAF*	1,000,859
CD's and CDARS	7,176,086
Treasuries	6,816,067
ISDLAF Term Series	2,000,000
FHLB Discount Notes	-
 Total Operating Investments:	 <u>20,654,837</u>
 <i>Total Operating Cash & Investments:</i>	 <u><u>72,609,823</u></u>

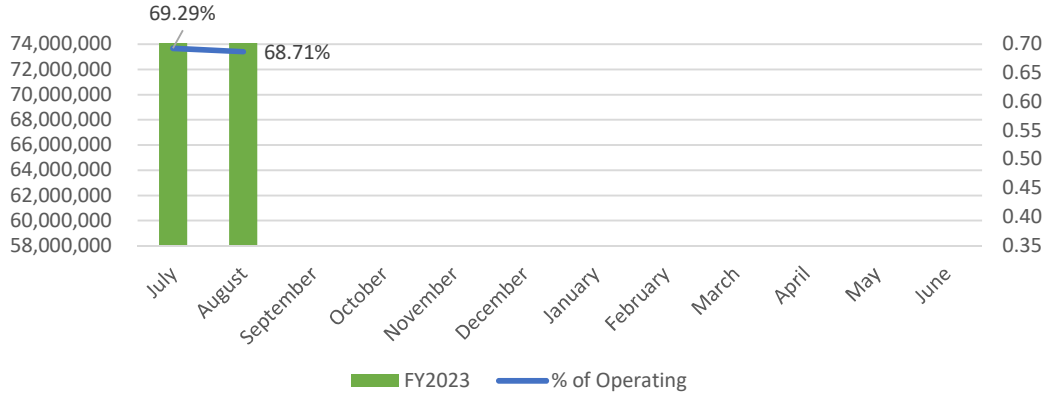
<i>Total Operating Cash and Investments on August 31, 2022</i>	<u>73,227,608</u>
<i>Total Operating Cash and Investments on July 31, 2022</i>	<u>72,609,823</u>
<i>Total Operating Cash and Investments on August 31, 2021,</i>	<u>67,229,922</u>
<i> % of Operating Budget</i>	68.71%
<i>Change in Operating Cash and Investments since July 31, 2022</i>	<u>(617,785)</u>

**Illinois School District Liquid Asset Fund*

	<u>Month End Balance</u>
<u>Capital Funds</u>	
Debt Service	7,713,424
Life Safety	1,823,906
CDB Escrow	4,150,058
Building Funds	3,985,507
ATC Capital	2,682,603
 <i>Total Capital Funds:</i>	 <u>20,355,497</u>

<i>Total Capital Funds on July 31, 2022</i>	<u>19,835,297</u>
<i>Total Capital Funds on August 31, 2022</i>	<u>20,355,497</u>
<i>Change in Capital Funds since July 31, 2022</i>	520,200

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



Month / Year	Cash & Investments	Capital	Total
August 2022	72,609,823	20,355,497	92,965,321
August 2021	67,229,922	24,163,878	91,393,799
July 2022	73,227,608	19,835,297	93,062,906
July 2021	64,988,026	22,955,921	87,943,946
June 2022	72,894,073	20,046,781	92,940,853
June 2021	65,999,909	22,845,925	88,845,834
May 2022	67,022,029	14,717,680	81,739,710
May 2021	58,904,746	17,697,700	76,602,446
April 2022	64,250,129	13,129,795	77,379,925
April 2021	57,702,722	16,321,268	74,023,990
March 2022	63,583,011	13,360,996	76,944,007
March 2021	57,889,015	16,320,911	74,209,926
February 2022	67,637,051	13,516,541	81,153,592
February 2021	58,371,407	18,029,220	76,400,627
January 2022	68,827,552	13,507,358	82,334,910
January 2021	58,933,599	17,961,949	76,895,548
December 2021	69,848,911	13,496,844	83,345,754
December 2020	59,642,700	17,962,058	77,604,758
November 2021	71,696,104	23,491,608	95,187,713
November 2020	59,174,467	23,724,660	82,899,127
October 2021	70,928,131	23,288,062	94,216,193
October 2020	60,310,843	23,527,607	83,838,450
September 2021	66,373,319	26,989,336	93,362,655
September 2020	63,680,363	23,314,770	86,995,132
August 2021	67,229,922	24,163,878	91,393,799
August 2020	57,188,522	26,624,788	83,813,309



Tax Levy Discussion

Rock Valley College Board of Trustees Committee of the Whole
September 13, 2022

Presented by:

Ellen Olson, Vice President of Finance / CFO

LIABILITY PROTECTION SETTLEMENT FUND

“TORT” FUND 12

- This fund is established pursuant to 748 ILCS 10/9-107 and 40 ILCS 5/21/110.1 of the Illinois Compiled Statutes. The “Tort” Fund is used for the following items as per the statutes:
 - Insurance
 - Risk Management
 - Unemployment
 - Worker’s Compensation Insurance & Claims
 - Cost of Participation in the Federal Medicare/Social Security Programs
- RVC discontinued the levy for “Tort” in Levy Year (LY) 2018 for \$1.0 million, or rate of .0173 at that time.

LIABILITY PROTECTION SETTLEMENT FUND – “TORT” FUND 12 – (CONTINUED)

- Below is the historical and projected balances of the Fund 12.

Tort-Fund 12

	FY18	FY19	FY20	FY21	FY22	FY23 Projected	FY24 Projected
Opening Balance	7,200,346	6,633,382	6,548,819	5,990,775	4,775,290	3,588,359	2,072,761
Change in Balance	(566,964)	(84,563)	(558,044)	(1,215,485)	(1,186,931)	(1,515,598)	(1,591,378)
Closing Balance	<u>6,633,382</u>	<u>6,548,819</u>	<u>5,990,775</u>	<u>4,775,290</u>	<u>3,588,359</u>	<u>2,072,761</u>	<u>481,383</u>

- At the current rate of expense, the fund is expected to be fully depleted in FY25.
- Administration recommends levying for the Liability Protection Fund as the College recognizes the following needs:
 - Increase and improve risk management practices & procedures
 - Requirement to provide safety training to all employees
 - Increased requirement for state safety training.

PROTECTION, HEALTH AND SAFETY

- Under the Illinois Community College Board (ICCB) Act 110 ILCS 805 / 3-20.3.01. the college is allowed to levy for Protection, Health, and Safety (PHS) projects.

- Projects can consist of the following:

Energy Conservation	Health and Safety Concerns
Accessibility	Environmental Protection
Fire Prevention and Safety	

- RVC has not levied for PHS since 2012. The rate in 2012 was .0230 but has been as high as .0649 in 2006.
- Currently allowed to levy up to 0.05.

EXISTING PHS PROJECTS

CLII asbestos removal project	\$882,218.75
CLI and CLII sprinkler Upgrade	\$89,680
Building F repairs	\$187,867
Voice over Fire Upgrade	\$100,000
Body Cameras	\$60,000

POTENTIAL FUTURE PHS PROJECTS

<u>Project</u>	<u>Estimated Cost</u>
Fire Alarm Upgrade	\$2.5 million
Fire Pump Control Upgrade	\$250,000
Security / Alarm Upgrade	\$2.5 million
BST ADA Main Stage Improvement	\$1.5 million
HVAC Improvements: WTC, SSB	\$700,000
SC Lighting Upgrade	\$100,000
Police Radio Upgrades	\$147,000

RECOMMENDATIONS

The administration recommends estimating:

- A Tort levy for \$2 million a year, or an approximate levy rate of .0299, for Levy Year 2022. This incorporates \$500,000 for new OSHA initiatives and Risk Management initiatives while covering current costs.
- A Protection, Health, and Safety levy for \$1.5 million a year, or an approximate levy rate of 0.0224, for Levy Year 2022.



Questions?

**Capital Development Board (CDB) Project 810-080-019
Educational Resource Center (ERC) Stair Repair Project
Authorization to Increase Trust Account**

BACKGROUND:

In October 2019, Rock Valley College created a PMA trust account to pay the State of Illinois CDB for Rock Valley College's ERC stair repair deferred maintenance project. During the installation of the stairs, it was discovered that there was damage to the water drainage pipe below the stairs. The cost to repair the pipe is estimated at \$114,392.00 and exceeds the \$97,135.00 CDB has available to pay for the repair. Therefore, an additional \$17,257.00 is needed to repair the drainage pipe.

RECOMMENDATION:

It is recommended that the Board of Trustees authorize the College's Treasurer to transfer an additional \$17,257.00 from the College's unrestricted capital account at Illinois Bank and Trust to the PMA trust account to fund the additional expense to repair the broken drainage pipe.

Howard J. Spearman, Ph.D.
President

Board Approval:

Secretary, Board of Trustees

Personnel Report

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

A. APPOINTMENTS

Amanda Hoffland, Nursing Faculty, Full-Time Faculty, Lane II, Step 9, \$66,925, effective August 13, 2022. **(revised)**

B. DEPARTURES

Cara Schultz, Dean of Early College, Full-Time Administration, is resigning effective September 19, 2022.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Memorandum

Date: September 13, 2022

To: Jarid Funderburg, Board Chairperson
Board of Trustees

From: Jim Handley, Vice President of Human Resources

Re: **Fiscal Year (FY) 2022 Human Resources (HR) Annual Report**

Pursuant to Board Policy 3:10.090, enclosed is an annual report which contains metrics on all full-time employees working for the College, including employee numbers, employee demographics, promotions, demotions, departures, lateral transfers, reclassifications, retirements, and turnover rates.

Total Full-time Employees

As of the end of FY 2022 (June 30, 2022), the following is the census of all full-time employees working for the College:

Full-Time Employees	FY 2019	FY 2020	FY 2021	FY 2022	% +/- from prior FY
Faculty	130	118	118	108	-8.5%
Administration	37	35	34	46	35.3%
Professional Staff	109	115	118	108	-8.5%
Fraternal Order of Police	8	7	9	5	-44.4%
Educational Support Personnel	9	13	12	13	8.3%
Support Staff Association	79	77	78	85	9.0%
Total Full-time Employees	372	365	369	365	-1.1%

Employee Appointments

Appointment Type	FY 2019	FY 2020	FY 2021	FY 2022	% +/- from prior FY
New Hire	66	47	24	44	83.3%
Reclassification	7	2	5	5	0.0%
Promotion	7	24	13	16	23.1%
Transfer	19	12	18	53	194.4%
Part-time to Full-time	3	1	4	5	25.0%
Total Appointments	102	86	64	123	92.2%

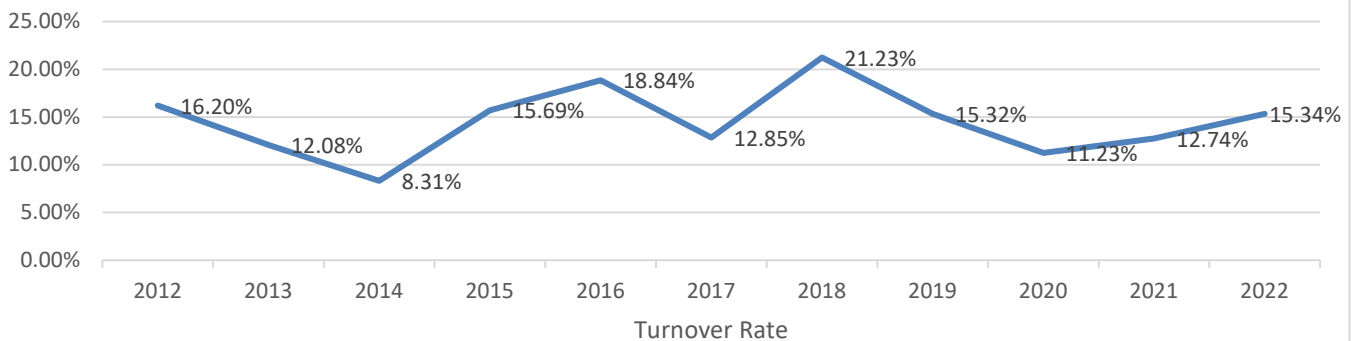
Employee Separations

Separation Type	FY 2019	FY 2020	FY 2021	FY 2022	% +/- from prior FY
Retirements	14	17	14	14	0.0%
Separations	43	24	33	42	27.3%
Total Separations	57	41	47	56	19.1%

FY 2022 by Workgroup and Reason														
Reason	Faculty		PSA		ADM		SSA		FOP		ESP		Total	
	#	%	#	%	#	%	#	%	#	%	#	%	#	%
Retirement	8	57%	3	14%	0	0%	2	17%	1	25%	0	0%	14	25%
Resigned	4	29%	16	73%	2	50%	9	75%	3	75%	0	0%	34	61%
Terminated	2	14%	3	14%	2	50%	1	8%	0	0%	0	0%	8	14%
RIF/Layoff	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
Total	14	100%	22	41%	4	100%	12	100%	4	100%	0	0%	56	100%

	Total	Separated	Turnover Rate
Faculty	108	14	13.0%
PSA	108	22	20.4%
ADM	46	4	8.7%
SSA	85	12	14.1%
FOP	5	4	80.0%
ESP	13	0	0%
Turnover Rate	365	56	15.3%

2012 to Current RVC Turnover Percentage Rate



Employee Demographics*

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

Employee Demographics FY 2022							
Ethnicity	FY 2019	FY 2020	FY 2021	FY 2022	% +/- from prior year	RVC Demographic Region	RVC Full-time Employee Population
Asian	9	7	6	5	-16.7%	3%	1%
American Indian/Alaska Native	0	2	2	3	50.0%	0%	1%
Black/African American	24	28	31	31	0.0%	12%	8%
Hispanic	11	11	13	18	38.5%	16%	5%
White	294	309	315	304	-3.5%	66%	83%
Native American/Pacific Islander	0	0	0	0	0.0%	0%	0%
Unknown	7	6	7	4	-42.9%	n/a	1%

FY 2022*

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

**Data from Lightcast (formerly EMSI) Q2 2022

Full-Time Employees by Gender, Classification FY 2022			
Classification	1 - Male	2 - Female	Total
1 - Teaching Faculty	57	59	116
2 - Academic Support	7	24	31
3 - Administrative	13	22	35
4 - Supervisory	6	16	22
5 - Professional/Technical	26	37	63
6 - Clerical	10	60	70
7 - Custodial/Maintenance	24	3	27
Totals	143	221	364

Summary

As reported in the last year's FY 2021 HR Annual Report, *The Wall Street Journal* had recently reported that more U.S. workers are quitting their jobs than in the last two decades. Skipping forward one year to the present times, the U.S. unemployment rate for July 2022 is 3.5%, down from 5.5% in July 2021, which is lower than unemployment pre-Covid. Unfortunately for RVC, community colleges are not insulated from market pressures and experienced an increase in employee turnover to 15.3%, with the FOP and PSA workgroups experiencing the greatest percentage of losses to their employee base. Feedback from exit interviews suggests that higher wages were a driving reason why RVC's employees have departed for our professional staff and police officers. To turn around the trend for FOP, the Board of Trustees approved an increase in base wages for our Officers, as well as a sign-on and longevity bonuses to attract and retain law enforcement talent. The Board of Trustees also approved a compensation study to be conducted by third-party consultant Carlson Dettmann. Carlson Dettmann will focus on analyzing salaries of the PSA/ESP/ADM groups, and their recommendations are expected in early 2023. Also of note was the ratification of a six-year collective bargaining agreement (CBA) with the Support Staff Association (SSA), the longest CBA in the history of RVC. Salary increases were front-loaded in the CBA to increase wages sooner for employees in SSA. This agreement demonstrates the mutual collaboration between those represented by the SSA and RVC's Administration.

The Human Resources team added a Talent Acquisition Specialist FY 2022 to help the college proactively staff for vacancies. Staffing activity has nearly doubled in FY 2022, with most placements occurring due to transfers, new hires, and promotions. Although the number of Faculty reported are down 10 year-over-year (FY 2021 to FY 2022), RVC is pleased to report that 17 new Faculty started in August 2022 for FY 2023. RVC's Talent Acquisition Specialist is collaborating with the Marketing and IT teams to rebrand RVC as a great place to work, and will launch a Talent Network allowing interested applicants to stay engaged and connected with RVC throughout their candidacy. RVC has also incorporated competency-based techniques into our interviewing approach which will allow search committees to identify applicants who are the best cultural fit, all while removing biases in the selection process.

Human Resources also added a Professional Development Specialist (PDS) to their team. Studies have shown that employers who invest in professional development experience have lower turnover and greater employee satisfaction. RVC's own internal culture survey reinforced that notion. At the time the survey was completed, only 69% of employees felt like the college was good at developing employees in their current roles, and only 52% of employees felt that there was an opportunity for advancement. A strategic plan was created that will address these concerns with a focus on both personal and professional development. For instance, RVC has completely overhauled the previous annual evaluation process for FY 2023 to allow employees an opportunity to focus on continuous improvement and career development. RVC has invested in a platform that provides numerous trainings in a wide variety of skill areas, as well as a competency-based development tool. As a part of RVC's strategic plan for development, Human Resources will deploy a succession planning process that will help identify skill needs for critical roles, coupled with actions to close those gaps.

Lastly, important changes have taken place for RVC's Cabinet and senior leadership team that will better position the college as a student-ready campus. In late FY 2021, a brand-new Diversity, Equity, and Inclusion (DEI) team was formed, including the addition of RVC's first Vice President of Equity and Inclusion. The DEI team just recently further expanded with the addition of an ADA Compliance Coordinator, allowing the college to coordinate the uniquely different personal needs and legal requirements for students, employees, facilities, and IT infrastructure. In FY 2022, RVC evolved our Industry Partnership and Community Engagement teams under one leader. The Operations team added RVC's first Project Manager to ensure that the numerous projects at the college continue to make progress, and the Foundation added a Director of Development and Alumni relations to care for the philanthropic opportunities of RVC.



New Fixed Assets Tracking and Projection Software

Rock Valley College Board of Trustees Committee of the Whole
September 13, 2022

Presented by:

Rick Jenks, Vice President of Operations / COO

OVERVIEW

- Rock Valley College has over \$199 million dollars in building assets and over \$16 million in service equipment inside those buildings.
- Information on these assets is spread out over several different platforms or in a variety of documentation. Most of the information is contained in paper copies and drawings.
- Currently there is no means for the college to predict or plan for capital improvement and we currently rely on personnel's personal knowledge to predict or determine when items should be replaced.
- There is also no means to calculate the estimated capital investments needed to maintain the college equipment and buildings at a level that is appropriate.

SOFTWARE PROGRAM UPGRADE

- Currently the College utilizes School Dude Software at an annual cost of \$17,752. This software is used by the College to keep track of work orders for repairs around campus.
- The new software is Brightly and is a newer version of the older School Dude Software. The annual cost will be \$28,978. One time implementation costs will be approximately \$9,000. We are requesting a blanket purchase order for \$40,000 for the first year (budgeted).
- After inputting assets and information into the system, the program can be used to log repairs to items, predict end-of-life for equipment, tag items with monitoring tags to detect vibrations to signal a need to replace, and predict long-term costs.
- This software will allow the College to determine the annual cost to maintain the College at an appropriate and sustainable level of operations.

ADDITIONAL STEPS

- Evaluate all equipment and retrieve data for entry into the new system.
- In February 2020 the Board approved \$300,000 to be utilized for facilities assessment (BR7684). This assessment was never conducted.
- The College's Architect of Record will conduct this campus-wide assessment and determine life expectancy for all equipment and buildings.
- This assessment will include but not be limited to the following items: mechanical equipment, lighting, electrical, plumbing, carpet, door hardware, doors, paint, drywall, parking lots, exterior lighting, and other items.

ADDITIONAL STEPS

- Divisions will be able to input educational equipment into the system to predict replacement: CNC machines, computers, trainers, other educational equipment, and vehicles. This can be used to develop replacement (life cycle) plans.
- Information will eventually be added to the Facilities Master Plan under the Campus Infrastructure portion of the plan.



Questions?

ROCK VALLEY COLLEGE 2022 - AT A GLANCE CAMPUS FACILITY EVENTS

(These are in-person scheduled events)

Date	Event	Staff	Student	Athletic	Community
September					
09/01/22	Volleyball Game - PEC Gym, 6pm	x	x	x	x
09/02/22	Baseball Game - Baseball Field, 12pm	x	x	x	x
09/03/22	Volleyball Game - PEC Gym, 12pm & 2pm	x	x	x	x
09/03/22	Men's Soccer Game - Soccer Field, 11am	x	x	x	x
09/03/22	Women's Soccer Game - Soccer Field, 1pm	x	x	x	x
09/06/22	Staff Development Day - PEC Gym, 8am	x	x		
09/07/22	RVC & RU Career Internship Fall Fair - PEC Gym, 1pm	x	x		x
09/10/22	Lifescape Senior Expo - PEC Gym, 9am	x	x		x
09/10/22	Men's Soccer Game - Soccer Field, 12pm	x	x	x	x
09/10/22	Women's Soccer Game - Soccer Field, 2pm	x	x	x	x
09/11/22	Softball Game - Softball Field, 11am	x	x	x	x
09/11/22	Baseball Game - Baseball Field, 12pm	x	x	x	x
09/13/22	Volleyball Game - PEC Gym, 6pm	x	x	x	x
09/14/22	Wellness Wednesday - SC Atrium, 12pm	x	x		x
09/15/22	Hispanic Heritage Month Kick-Off - JCSM Link, 11am	x			
09/15/22	Wild Ones Monthly Meeting - PEC 0110, 6pm				x
09/15/22	Movie Night at Starlight - BST Stage, 7pm	x	x		x
09/16/22	HHM Dia Dela Familia Movie Night - BST Stage, 6pm	x	x		
09/16/22	Volleyball Game - PEC Gym, 6pm	x	x	x	x
09/17/22	Women's Soccer Game - Soccer Field, 12pm	x	x	x	x
09/17/22	Men's Soccer Game - Soccer Field, 2pm	x	x	x	x
09/17/22	Raise the Roof by Rockford Promise - BST Stage, 6pm	x	x		x
09/20/22	Volleyball Game, PEC Gym, 6:30pm	x	x	x	x
09/21/22	International Day of Peace - SC Atrium, 11am	x	x		
09/21/22	NIU Engineering at RVC Internship Job Fair - WTC Lobby, 3:30pm	x	x		x
09/21/22	Men's Soccer Game - Soccer Field, 4pm	x	x	x	x
09/22/22	WEI Commencement Ceremony - SC Atrium, 2pm	x	x		x
09/22 - 09/24	Starlight Shakespeare Presents Comedy of Errors - GRDS, 7:30pm	x	x		x
09/24/22	Out of the Darkness Walk - BST, 10am	x			x
09/24/22	Men's Soccer Game - Soccer Field, 1pm	x	x	x	x
09/25/22	Starlight Shakespeare Presents Comedy of Errors - Grounds, 2pm	x	x		x
09/26/22	Softball Hitting Camp - Softball Field, 5pm		x		
09/27/22	CFNIL Counselor's Meeting - SC Atrium, 8am	x	x		x
09/27/22	Baseball Game - Baseball Field, 12pm	x	x	x	x
09/28/22	IHSCDEA Fall Workshop - SCCE 0285, 8am	x			x
09/28/22	HHM Panel w/ Former RVC Students - SC Atrium, 12pm	x	x		x
09/28/22	Men's Soccer Game - Soccer Field, 2pm	x	x	x	x
09/28/22	Women's Soccer Game - Soccer Field, 4pm	x	x	x	x
09/29/22	All Staff In-Service Crusaders Community Health - BST, 7am	x			x
09/29 - 10/01	Starlight Shakespeare Presents Comedy of Errors - GRDS, 7:30pm	x	x		x
09/30/22	DEI Sense of Belonging Symposium - SC Atrium, 11:30am	x			

ROCK VALLEY COLLEGE 2022 - AT A GLANCE CAMPUS FACILITY EVENTS

(These are in-person scheduled events)

Date	Event	Staff	Student	Athletic	Community
October					
10/04/22	First Tuesday Lecture - SC Atrium, 12pm	x			x
10/04/22	Baseball Game - Baseball Field, 2pm	x	x	x	x
10/05/22	Women's Soccer Game - Soccer Field, 2pm	x	x	x	x
10/05/22	Men's Soccer Game - Soccer Field, 4pm	x	x	x	x
10/05/22	IACAC College Fair - PEC Gym, 6pm	x	x		x
10/06/22	Phlebotomy Pinning Ceremony - SC Atrium, 6pm	x	x		x
10/07/22	Phi Theta Kappa Leadership Conference, SC & CLI, 12pm	x	x		
10/07/22	Softball Game - Softball Field, 2pm	x	x	x	x
10/08/22	Making Strides Against Breast Cancer Walk - PKLT 10, 8am	x	x		x
10/08/22	RVC Youth Softball Camp - Softball Field, 9am	x	x		x
10/08/22	Men's Soccer Game - Soccer Field, 12pm	x	x	x	x
10/08/22	Women's Soccer Game - Soccer Field, 2pm	x	x	x	x
10/10/22	New Student Visit Day, SC Atrium, 8am	x	x		x
10/10 - 10/14	Midterm Mania by Student Life- SC Hub, 8:30am	x	x		
10/11/22	Volleyball Game, PEC Gym, 6pm	x	x	x	x
10/12/22	Wellness Wednesday - SC Atrium, 12pm	x	x		x
10/13/22	Manufacturing Day - ATC Flex Area, 8am	x	x		x
10/14/22	ISS Male Minority Leadership Conference - Stenstrom, 8am	x	x		x
10/14/22	Volleyball Game, PEC Gym, 1pm & 5pm	x	x	x	x
10/14/22	Phi Theta Kappa Induction Ceremony - SC Atrium, 7pm	x	x		x
10/15/22	Volleyball Game, PEC Gym, 10am & 12pm	x	x	x	x
10/15/22	Women's Soccer Game - Soccer Field, 12pm	x	x	x	x
10/15/22	Men's Soccer Game - Soccer Field, 2pm	x	x	x	x
10/16/22	RVC WBB JUCO Jamboree - PEC Gym, 7:30am	x	x	x	x
10/16/22	Illinois Walk for Wishes - Walking Path, 9am	x	x		x
10/07/22	State University Transfer Day - ERC PAR, 8:30am	x	x		x
10/19/22	PICU College Fair - SC Atrium, 10am	x	x		x
10/19/22	Volleyball Game, PEC Gym, 6pm	x	x	x	x
10/20/22	Wild Ones Monthly Meeting - PEC 0110, 6pm				x
10/20 - 10/22	Rocky Horror Show - BST Stage, 8pm	x	x		x
10/21/22	Softball Game - Softball Field, 12pm	x	x	x	x
10/22/22	Men's Basketball Jamboree - PEC Gym, 8am	x	x	x	x
10/24 - 10/26	Allies for Inclusion Exhibit - SC Atrium, 9am	x	x		
10/24/22	Volleyball Game, PEC Gym, 6pm	x	x	x	x
10/25/22	Mole Day Celebration - JCSM, 10am	x	x		
10/26/22	Volleyball Game, PEC Gym, 6pm	x	x	x	x
10/27/22	WEI Skilled Trades Career Fair, SCCE Commons, 2pm	x	x		x
10/27 - 10/29	Rocky Horror Show - BST Stage, 8pm	x	x		x
10/29/22	Rockford Park District Police Testing - PEC Gym, 8am				x
10/31/22	Rocky Horror Show - BST Stage, 12am	x	x		x

OVER 20x
NJCAA DIII NATIONAL CHAMPIONS

THE HOME OF
CHAMPIONS

Rock Valley College
Board of Trustees Committee of the Whole
Athletics Update
September 13, 2022

Volleyball

Rock Valley College (RVC) Volleyball is 7-7 overall on the year. The volleyball team began the year as our first program to be Nationally recognized in the NJCAA D2 national poll. However, six of their seven total losses have come at the hands of the Top 15 NJCAA D2 programs.

Women's Soccer:

RVC Women's Soccer is 2-1 overall on the year. Freshman Natalie Pacheco is leading the Region in Goals, Points, and Shots.

Men's Soccer:

RVC Men's Soccer is 2-1 overall on the year.

Golf:

Rock Valley College golf returned to competition for the first time since 2015 and competed in two tournaments over the weekend. On Friday, August 26th, three RVC golfers played in the Highland 36 hosted by Highland College at Park Hills West Golf Course in Freeport, IL. The tournament consisted of two 18-hole rounds in one day. Griffin Smits shot 85-92, Jarrett Van Briesen 92-85, and Logan Gray 88-95.



**Abused and Neglected Child Reporting; Minors On Campus
First Reading**

BACKGROUND:

Rock Valley College has an existing Board Policy 2:10.030 for Abused and Neglected Child Reporting to comply with the Abused and Neglected Child Reporting Act (ANCRA) (325 ILCS 5/1 *et seq.*).

The current policy does not capture important requirements contained in Article II of the Juvenile Court Act of 1987 (JCA) (705 IKLCS 405/2-1 *et seq.*), which stipulates that if a mandated reporter has reasonable cause to believe that a minor known to them in their professional or official capacity is being abused or neglected, that a mandated reporter must immediately report to the Department of Children and Family Services (DCFS). Furthermore, the current policy also does not specify expectations regarding attended and unattended minors on campus, regardless of whether or not the minor is officially enrolled in a program on campus. The revised policy captures the requirements of the JCA as well as expectations pertaining to unattended minors on campus.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the revision of Board Policy 2:10.030 Abused and Neglected Child Reporting to expand the policy to include provisions outlined in the Juvenile Court Act of 1987 (JCA) (705 IKLCS 405/2-1 *et seq.*) and expectations related to minors on campus, and be renamed Abused and Neglected Child Reporting; Minors on Campus.

Attorney Reviewed.

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachments: Revised Board Policy 2:10.030 Abused and Neglected Child Reporting; Minors on Campus

**ABUSED AND NEGLECTED CHILD REPORTING;
MINORS ON CAMPUS**

Deleted: POLICY

Rock Valley College shall fully comply with the Abused and Neglected Child Reporting Act ("ANCRA") (325 ILCS 5/1 *et seq.*) and Article II of the Juvenile Court Act of 1987 ("JCA") (705 ILCS 405/2-1 *et seq.*).

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Mandated Reporters: ANCRA provides that all personnel of institutions of higher education are mandated reporters. 325 ILCS 5/4. Mandated reporters are required to immediately report to the Department of Children and Family Services ("DCFS") whenever there is **reasonable cause** to believe that a child with whom they have contact in their professional capacity may be **abused or neglected**.

Deleted: The Act

Deleted: , including Trustees, all athletic program personnel and all athletic facility personnel

Students enrolled in an academic program leading to a position as a childcare worker, school service personnel and/or education degree are also mandated reporters pursuant to ANCRA.

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In addition to the mandated reporting requirements under ANCRA, under the requirements of Article II of the JCA, which addresses the responsibilities of supervision of a minor and their welfare, if a mandated reporter has reasonable cause to believe that a minor known to them in their professional or official capacity is being abused or neglected, as those terms are defined under Article II of the JCA, that mandated reporter must immediately report to DCFS.

Cooperation: Employees and students are required to cooperate in the investigation of any report made pursuant to ANCRA.

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Immunity for Good Faith Reports: ANCRA provides immunity for anyone who makes a report in good faith.

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No Retaliation: Retaliation against any employee, student, volunteer or other individual who makes a good faith report of abuse or neglect or who participates in any investigation of abuse or neglect under ANCRA is prohibited. Anyone found to have engaged in prohibited retaliation may be subject to discipline, up to and including termination, expulsion and/or other sanctions.

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Procedures to implement this policy will be published through the College's Human Resources Department and made available in that office and the Student Development office and on the College's website.

Minors on Campus: The College recognizes that minors may accompany adults during visits to campus. It is the practice of Rock Valley College to be respectful and supportive of the families and children of students, employees, and visitors. As an institution of

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higher education, the College provides educational and support services primarily to adult learners, although a variety of activities, classes, and programs are offered to minors. The College is a public institution, available to its students as well as the general public who may wish to use its facilities, learn about its services and programs, or attend functions on the campus. The general public has the right to use the College's facilities and to visit the College during normal hours of operation.

In general, the College does not supervise minors outside of officially sanctioned programs and activities and neither the College nor its employees, agents, or students may accept responsibility to do so on behalf of the College. It is the position of the College that non-enrolled minors represent a potential disruption to the learning environment. The College accepts neither responsibility nor liability for accidents or injuries that may occur to a non-enrolled minor while on campus. Responsibility and liability lie completely with the minor's parent or responsible adult.

Deleted: , nor are non-enrolled minors allowed in the classroom or other student work areas

Non-enrolled minors are not permitted in classrooms or other student work areas. Minors shall not be routinely present at an employee's workplace or accompany a student to his/her classes (e.g. office, classroom, labs, etc.) in lieu of other childcare arrangements. Exceptions may be granted by the employee's supervisor or a faculty member on an emergency basis and for a specified period of time. If such an exception is granted, the parent or accompanying adult shall be solely responsible for the minor while the minor is present on campus.

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No student, employee, or visitor to the College shall leave a minor unattended at the College, including outside of classrooms where a parent or accompanying adult is attending an activity at the college, in campus buildings, on campus grounds or in a vehicle.

Deleted: In addition to the requirements for "mandated reporters" under ANCRA, under the requirements of the Juvenile Court Act of 1987 (JCA) (705 ILCS 405/2-3(1)(d)-(e)), which addresses the responsibilities of supervision of a minor and their welfare, the "mandated reporter" must report to the Department of Child and Family Services (DCFS). A minor is defined as any child under the age of 14 years old for purposes of this policy. ¶

Unattended minors who are on campus without a parent or accompanying adult may be asked by Rock Valley College Police to leave; may be referred to the Department of Children and Family Services (DCFS); or may be referred to the local police, depending upon the circumstances (e.g. child's age, address, behavior, etc.).

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

Reference: Board Report 6926
Implemented: August 28, 2012
Revised: April 8, 2014; [October 25, 2022](#)

ABUSED AND NEGLECTED CHILD REPORTING; MINORS ON CAMPUS

Rock Valley College shall fully comply with the Abused and Neglected Child Reporting Act (“ANCRA”) (325 ILCS 5/1 *et seq.*) and Article II of the Juvenile Court Act of 1987 (“JCA”) (705 ILCS 405/2-1 *et seq.*).

Mandated Reporters: ANCRA provides that all personnel of institutions of higher education are mandated reporters. 325 ILCS 5/4. Mandated reporters are required to immediately report to the Department of Children and Family Services (“DCFS”) whenever there is **reasonable cause** to believe that a child with whom they have contact in their professional capacity may be **abused or neglected**.

Students enrolled in an academic program leading to a position as a childcare worker, school service personnel, and/or education degree are also mandated reporters pursuant to ANCRA.

In addition to the mandated reporting requirements under ANCRA, under the requirements of Article II of the JCA, which addresses the responsibilities of supervision of a minor and their welfare, if a mandated reporter has reasonable cause to believe that a minor known to them in their professional or official capacity is being abused or neglected, as those terms are defined under Article II of the JCA, that mandated reporter must immediately report to DCFS.

Cooperation: Employees and students are required to cooperate in the investigation of any report made pursuant to ANCRA.

Immunity for Good Faith Reports: ANCRA provides immunity for anyone who makes a report in good faith.

No Retaliation: Retaliation against any employee, student, volunteer, or other individuals who makes a good faith report of abuse or neglect or who participates in any investigation of abuse or neglect under ANCRA is prohibited. Anyone found to have engaged in prohibited retaliation may be subject to discipline, up to and including termination, expulsion, and/or other sanctions.

Procedures to implement this policy will be published through the College’s Human Resources Department and made available in that office, the Student Development office, and the College’s website.

Minors on Campus: The College recognizes that minors may accompany adults during visits to campus. Rock Valley College's practice is to be respectful and supportive of the families and children of students, employees, and visitors. As an institution of higher education, the College provides educational and support services primarily to adult learners, although a variety of activities, classes, and programs are offered to minors. The College is a public institution, available to its students and the general public who may wish to use its facilities, learn about its services and programs, or attend functions on the

campus. The general public has the right to use the College's facilities and to visit the College during normal hours of operation.

In general, the College does not supervise minors outside of officially sanctioned programs and activities, and neither the College nor its employees, agents, or students may accept responsibility to do so on behalf of the College. It is the position of the College that non-enrolled minors represent a potential disruption to the learning environment. The College accepts neither responsibility nor liability for accidents or injuries that may occur to a non-enrolled minor while on campus. Responsibility and liability lie completely with the minor's parent or responsible adult.

Non-enrolled minors are not permitted in classrooms or other student work areas. Minors shall not be routinely present at an employee's workplace or accompany a student to his/her classes (e.g., office, classroom, labs, etc.) in lieu of other childcare arrangements. Exceptions may be granted by the employee's supervisor or a faculty member on an emergency basis and for a specified period of time. If such an exception is granted, the parent or accompanying adult shall be solely responsible for the minor while the minor is present on campus.

No student, employee, or visitor to the College shall leave a minor unattended at the College, including outside of classrooms where a parent or accompanying adult is attending an activity at the college, in campus buildings, on campus grounds, or in a vehicle.

Unattended minors who are on campus without a parent or accompanying adult may be asked by Rock Valley College Police to leave; may be referred to the Department of Children and Family Services (DCFS); or may be referred to the local police, depending upon the circumstances (e.g., child's age, address, behavior, etc.).

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

Reference:	Board Report 6926
Implemented:	August 28, 2012
Revised:	April 8, 2014

**Criminal Background Investigation
First Reading**

BACKGROUND:

Rock Valley College has an existing Board Policy 3:20.030 for Criminal Background Investigations. Conducting a pre-employment background check for new hires is a crucial safeguard to protect students, employees, and the community visiting the campus.

The current Board Policy indicates that the Police Department is responsible for conducting the background investigation. Rock Valley College utilizes a third party vendor that specializes in performing the searches. These firms have the technology to conduct the searches locally, nationally, and internationally (when appropriate). At present, only one member of the Police Department engages with the criminal background check vendor. The administration of Rock Valley College wishes to transfer this responsibility to the Human Resources department. Moving the responsibility to the Human Resources department will allow for fewer handoffs of information between Human Resources and the Police Department, greater control of the applicants' private information, and quicker turn-around time for background checks to be completed.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the revision of Board Policy 3:20.030 so that Human Resources will oversee the completion of criminal background checks. **Attorney Reviewed.**

Howard J. Spearman, Ph.D.
President

Board Approval: _____
Secretary, Board of Trustees

Attachments: Revised Board Policy 3:20.030 Criminal Background Investigation

CRIMINAL BACKGROUND INVESTIGATION

Consistent with the *Campus Security Enhancement Act of 2008*, 110 ILCS 12/1 et seq., Rock Valley College will conduct a criminal background investigation prior to employing any individual. Applicants are required to complete the Criminal Background Investigation Authorization and Waiver form. Employees who transfer or are promoted may be subject to background investigations as determined by the Vice President of Human Resources or designee.

All criminal background investigations will be conducted by the Rock Valley College [Human Resources department](#).

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Implemented: March 24, 2009
Revised: April 8, 2014

Deleted: ; October 25, 2022

DRAFT

CRIMINAL BACKGROUND INVESTIGATION

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All criminal background investigations will be conducted by the Rock Valley College Human Resources department.