

Illinois Community College Board

343rd Meeting Agenda and Materials

Work Session

September 19, 2003
9:00 a.m. - 3:00 p.m.

Illinois Community College Board Office
Lincoln Land Community College Campus
Workforce Center Classrooms 2 & 3
2450 Foundation Drive
Springfield, IL



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Agenda
343rd Meeting of the
Illinois Community College Board
Work Session
Illinois Community College Board Office
Lincoln Land Community College Campus
Workforce Center Classrooms 2 & 3
2450 Foundation Drive
Springfield, Illinois

September 19, 2003
9:00 a.m. - 3:00 p.m.

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Illinois Community College Board

**ELECTION OF ILLINOIS COMMUNITY COLLEGE BOARD
VICE CHAIR FOR FISCAL YEAR 2004**

Nominations will be accepted from the Board at its meeting on September 19, 2003.

RECOMMENDED ACTION

(Oral nominations will be received from the Board.)

BACKGROUND

As stated in Statute 110 ILCS 805/2-3 of the Illinois Public Community College Act, "...At a regular meeting by the end of June each year the vice-chairman shall be selected by members of the board for an annual term beginning July 1 next. The vice-chairman shall act as chairman in the absence of the chairman..."

On June 20, 2003, the Board elected Joseph J. Neely as vice chairman to serve for an annual term until June 2004. However, since Joseph J. Neely's term as a member of the Illinois Community College Board has expired, a new vice chairman will need to be elected.

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**ILLINOIS COMMUNITY COLLEGE BOARD
APPOINTMENTS TO THE JOINT EDUCATION COMMITTEE**

By statute, the Joint Education Committee is composed of two members each of the Illinois State Board of Education, Illinois Community College Board, Illinois Board of Higher Education, and the Human Resource Investment Council/Illinois Workforce Investment Board.

RECOMMENDED ACTION

It is recommended that the following motion be adopted:

(Oral appointments will be recommended to the Board)

BACKGROUND: Statute assigns the Joint Education Committee responsibility for “developing policy on matters of mutual concern to elementary, secondary and higher education such as Career and Technical Education, Teacher Preparation and Certificate, Educational Finance, Articulation between Elementary, Secondary and Higher Education and Research and Planning.” Statute requires that it meet “at least quarterly.”

The Joint Education Committee serves as the state’s official P-16 Partnership governing body. The three constituent boards have endorsed the goals and directions the P-16 Partnership should take; and, the Joint Education Committee sets the state-level P-16 agenda and coordinates strategies for its implementation. The Joint Education Committee is the formal mechanism for recommending new or revised P-16 Partnership policies, goals and directions to the individual boards when individual board action is needed. It also serves as the forum for developing consensus among agencies when disagreements arise.

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UNAPPROVED

Minutes of the 342nd Meeting of the
Illinois Community College Board
June 20, 2003
Embassy Suites Chicago Downtown-Lakefront
Chicago, Illinois

Item #1 - Roll Call and Declaration of Quorum

Chairman Duffy called the meeting to order at 9:00 a.m. Roll call was taken with the following members present: James Berkel, Marjorie Cole, Edward Duffy, Joseph Neely, Martha Olsson, Judith Rake, Gwendolyn Rogers, Mark Weber and James Zerkle. Laurna Godwin, Delores Ray, and Edward Welk were absent.

Item #2 - Announcements and Remarks by Edward T. Duffy, Chair

Chairman Duffy introduced James Tyree, Chairman of the City Colleges of Chicago Board of Trustees. Mr. Tyree addressed the Board relative to the search process of the next President/CEO of the Illinois Community College Board process and volunteered his services. Mr. Tyree cited concerns of the City Colleges of Chicago with the Illinois Community College System's new funding formula. Chairman Duffy remarked that the funding formula may require additional changes in the future.

Item #3 - Recognition of Inez A. Galvan for her Service to the Illinois Community College Board

Joe Cipfl read the following Resolution to honor Inez A. Galvan and presented a plaque to Ms. Galvan in recognition of her support to the Illinois Community College System.

We, the members of the Illinois Community College Board, express our abiding gratitude to Inez A. Galvan for her exemplary service to the students, parents, taxpayers, and the entire community college system during her seven years on the Illinois Community College Board.

Ms. Galvan's service extends over a period of unprecedented growth and change in the Illinois Community College System. Her thoughtful voice, her hard work, and dedication to her position as a member of the ICCB have earned her the respect of her fellow Board members and the admiration of those working in the state's community colleges. Ms. Galvan has been an unswerving advocate of students and of the securing of funding necessary for community colleges to properly serve their communities.

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Ms. Galvan has brought a wealth of experience to the Illinois Community College Board. Her membership on the U.S. Hispanic Leadership Conference has been a ready resource for the entire Board and its staff. Through her service to the Board as a member of the ICCB Committee for Substance and Alcohol Abuse, Ms. Galvan has been a guide for and proponent of the students. Ms. Galvan was also a valuable member of the ICCB Adult Education Transition Committee, helping ensure the smooth transfer of Adult Education and Family Literacy administration to the Illinois Community College Board.

We especially appreciate Inez's leadership style. She sets an example for all Board members with the preparation, discipline, and focus she has brought to the Illinois Community College Board. Her support and encouragement of the Board's staff have reinforced the professional respect she has garnered over the course of her term on the ICCB.

The Illinois Community College Board and the entire higher education community have benefitted from Inez's experience, knowledge of the education system, and the advocacy for excellence in educational delivery that every Illinois student deserves.

WE, the members of the Illinois Community College Board, salute Inez A. Galvan for her strength of character, her public spiritedness, and her commitment to the Illinois Community College System and the people of the State of Illinois.

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Awards Presentation

Workforce development awards were presented to **Oakton Community College** for Excellence in Business/College Partnership and to **College of DuPage** and **Lincoln Land Community College** for Excellence in Innovative Workforce Development Programs.

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Item #4 - Election of Illinois Community College Board Vice Chair for Fiscal Year 2004

James Berkel made a motion, which was seconded by James Zerkle, to nominate Joe Neely as ICCB Vice Chair for Fiscal Year 2004. The motion was approved by unanimous voice vote. Mr. Neely accepted the reappointment.

Item #5 - Committee Reports

Item #5.1 - Adult Education Transition Committee

Jim Berkel commended Jennifer Foster, ICCB Senior Director for Adult Education, for her work in the adult education area.

Mr. Berkel reported that during the week of July 28, 2003, the U.S. Department of Education will conduct an audit of the ICCB adult education programs administered by the ICCB. Programs will be visited around the state and interviews will be held with President/CEO Joe Cipfl; Sarah Hawker, Vice President for Workforce Development and Adult Education; Jennifer Foster, Senior Director of Adult Education; and the adult education and fiscal staff. This review is the first federal audit conducted on Illinois Adult Education programs in 15 years.

The adult education and family literacy programs in Illinois have again exceeded federal performance targets under the Workforce Investment Act (WIA). Illinois is now qualified to receive the maximum federal incentive grant award of \$3 million. Illinois and four other states have qualified for this award.

The U.S. Department of Education recently released the federal fiscal year 2003 and state fiscal year 2004 allocation to Illinois for adult education and family literacy programs. Illinois will receive \$23 million for allocation to community colleges, community-based organizations, public schools, Regional Offices of Education and Department of Corrections.

The Adult Education Advisory Council met on April 22 and will meet again on June 25 in Springfield. Mr. Berkel reported on meeting activities which included the adoption of the new oral ESL assessment instrument.

Item #5.1.1 - Adult Education Funding Task Force Status Report

Sarah Hawker reported on the charge of the Adult Education and Family Literacy Funding Task Force. Ms. Hawker thanked ICCB members James Berkel and Judith Rake for serving on the task force. Tri-chairs of the task force are Susan Kidder, Executive Director of Literacy Chicago; Dr. Charles Guengerich, President of Wilbur Wright College; and John Muirhead, Director of Adult Education at Urbana School District #116. Brenda Albright of the Franklin Education Group in Nashville, Tennessee, serves as the facilitator. Recommendations of the task force for a new adult education funding methodology will be presented for Board action in October 2003.

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Chairman Duffy reported that he was recently approached at the State Capitol and the person indicated that they had been an initial opponent to the transfer of the administration of adult education to the Illinois Community College Board. The person stated that their position has now changed and they strongly support the ICCB's administration of adult education programs.

Item #5.2 - Budget and Finance Committee

Martha Olsson reported the committee reviewed the financial statements and fiscal year 2003 office administration expenditures. A review was also made of Consent Agenda Items #8.4 through #8.7 which are presented today for Board action.

Item #6 - Present/CEO Report

Joe Cipfl reported on the final days of the legislative session and commended Board members and Chairman Duffy for their achievements.

Dr. Cipfl briefed the Board on staff actions following the Governor's request for \$22 million in reserve funding from the Illinois Community College System for fiscal year 2003. The ICCB complied with this request; however, the Governor's office has returned all of these funds to the system.

Joe reported on various line items within the ICCB budget for fiscal year 2004 which included the \$7.4 million in "hold harmless" revenues for implementation of the revised community college system funding formula, as well as the adult education performance revenues which were lost in fiscal year 2003 and returned in fiscal year 2004. With the City Colleges of Chicago experiencing a \$16,367,000 loss in state funding, the ICCB supported a supplemental direct appropriation to CCC for fiscal year 2004 in the amount of \$2.9 million in deferred maintenance revenues. It was also agreed that \$4 million of the \$50 million in capital appropriation for temporary facilities be used by the ICCB as an additional capital renewal allocation to more than offset the loss of deferred maintenance funding to any of the college districts. Transferred from the ICCB budget were Advanced Technology dollars to the Department of Central management Services and Current Worker dollars to the Department of Commerce and Economic Opportunity.

Department of Commerce and Economic Opportunity (DCEO) officials met with several community college presidents on Thursday morning, June 19, for a roundtable session to discuss economic development and workforce development. DCEO has placed community colleges at the hub of economic development and workforce development for the State of Illinois. DCEO Director Jack Lavin attended the Presidents Council meeting on June 19 to discuss community colleges. Nearly \$3 million of community college current worker training dollars will be transferred to DCEO, but community colleges will have access to these dollars through competitive grants and possibly additional funding.

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Joe Cipfl thanked ICCB members James Berkel and Judith Rake for their support and involvement with Adult Education funding initiatives.

Two years ago, this Board acted to secure Perkins dollars for Career and Technical Education. During fiscal year 2003, the ICCB subcontracted with the State Board of Education to secure over \$25 million in funding. During the past legislative session, \$11.9 million was appropriated to the ICCB for distribution to the Illinois community colleges rather than through the Illinois State Board of Education.

Joe thanked the Presidents, Trustees, Faculty and Students who have worked so diligently this past year on behalf of the Illinois Community College System. Joe will recommend to the Presidents and Trustees that they consider holding monies in reserve in their budgets this year in the event reductions need to occur during fiscal year 2004.

During the next several months, revisions to the Adult Education Funding Formula will be presented for Board action.

Item #7 - Advisory Organizations

Item #7.1 - Illinois Community College Trustees Association

Gary Davis distributed an ICCTA "Schedule of Events" and reported on highlights of this year's Annual Trustees Convention. ICCB members are welcome to attend.

Dr. Davis urged continued support for trustee education even during times when colleges are experiencing funding shortages.

The Trustees Association has a webpage which will enable interested parties to learn more about the system.

Dr. Davis reported that as the Illinois Student Assistance Commission copes with a funding shortfall this year, community college system representatives have made recommendations to the ISAC on ways to ensure scholarship fairness to the Illinois Community College System.

* * * * *

ICCB Vice Chair Joe Neely commended Dr. Gary Davis for his leadership to the Illinois community college trustees. Mr. Neely credited Dr. Davis for providing the education that led to his membership on the Illinois Community College Board.

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Item #7.2 - Presidents Council

Mike Murphy reported that a number of Council activities will continue throughout the summer. Included is work on the fiscal year 2004 budget. Dr. Murphy also stressed the importance of education to all ages.

Following the June 19 Roundtable meeting with DCEO officials, the Council has formed a committee to make recommendations on economic development/workforce development to DCEO within the next two weeks.

Dr. Murphy introduced Dr. Terry Ludwig, President of Shawnee College, who will replace Dr. Murphy as President of the Council next year. Dr. Murphy commended his colleagues in the community college system for their system support.

Dr. Murphy will retire from the College of DuPage on June 30, 2003.

Item #7.3 - Illinois Community College Faculty Association

Leo Welch announced the Faculty Association is meeting today and tomorrow in Galena, Illinois.

Mr. Welch reported on a legislative seminar he and Mike Monaghan presented last fall at the Teaching/Learning Conference.

The Faculty Association is monitoring legislation which addresses the Reauthorization of the Higher Education Act.

ICCB and its staff was commended on the teacher education/paraprofessional initiative which is on today's agenda.

The Faculty Association has some concerns about the IBHE's recent report as it relates to core curriculum requirements for public high schools in Illinois. The faculty supports higher ranking high school graduation requirements. Another BHE report which raises faculty concern addresses utilization of nontenured faculty and part-time faculty.

Mr. Welch made comments on the Education Testing Service's release of a report which expressed very high regard for higher education in the United States and affordability.

Mr. Welch concurred with Gary Davis on the recommendation of Trustee education and will report back to the Faculty Association.

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Item #7.4 - Student Advisory Council

Mark Weber reported on meetings being conducted between representatives of the Student Advisory Council and the Trustees Association to discuss pros and cons of student housing.

A Second Annual Student Leadership Institute is currently being conducted for students throughout the state.

Mark expressed appreciation for his opportunity to represent the Illinois community college students on the Illinois Community College Board. He commended Joe Cipfl and ICCB staff as well as Nick Kachiroubas for his leadership to SAC.

He encouraged continued system collaboration with members of the Student Advisory Council and stated that students appreciate the opportunity be a part of actions and initiatives.

Item #8 - Consent Agenda

Gwendolyn Rogers made a motion to approve to approve the following items on the Consent Agenda, which was seconded by Judith Rake.

Item #8.1 - Minutes of the May 16, 2003 Meeting/Work Session

The Illinois Community College Board hereby approves the minutes of the May 16, 2003, meeting as recorded.

Item #8.2 - Minutes of the May 15, 2003 Meeting of the ICCB President/CEO Search Committee

The Illinois Community College Board hereby approves the minutes of the May 15, 2003 meeting of the Illinois Community College President/CEO Search Committee as recorded.

Item #8.3 - Review of Executive Session Minutes

The Illinois Community College Board hereby determines that minutes of its executive sessions held on June 14, 2002; September 20, 2002; October 18, 2002; January 17, 2003; and May 15, 2003 are to remain confidential. All prior minutes of executive sessions have been made available for public inspection.

Item #8.4 - Contracts for the Illinois Community College Board Office

The Illinois Community College Board hereby approves the following fiscal year 2004 contractual agreements:

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<u>Vendor</u>	<u>Purpose of Contract</u>	<u>FY 2004 Estimated Annual Cost</u>
Illinois Community College System Foundation - renewal	Rental of Office Space	\$ 248,000
Lincoln Land Community College - renewal	Rental of Office Space	\$ 51,455
Schiff Hardin & Waite	Legal Services	\$ 35,000 *
Dougherty, Bridget - renewal	State Legislative Services	\$ 45,000
Career and Technical Education Regional Technical Assistants	Liaison Services (3 Contracts)	\$ 102,000 **
Sarah Aughenbaugh	Human Resources Contract	\$ 37,000 **
To be named	Funding Formula-Consultant/ Facilitator	\$ 30,000 **

*Billed hourly, annual cost is estimated

**All-inclusive contracts

Item #8.5 - Authorization to Enter into Interagency Contracts/Agreements

The Illinois Community College Board hereby authorizes its President/CEO, in concurrence with the ICCB Chair, to enter into interagency contracts/agreements, as needed for fiscal year 2004.

Item #8.6 - Authorization to Transfer Funds Among Line Items

The Illinois Community College Board hereby authorizes its President/CEO to transfer funds among fiscal year 2004 appropriated operating line items, as needed.

Item #8.7 - Authorization to Set Salary Levels and Salary Ranges

The Illinois Community College Board hereby authorizes its President/CEO, in concurrence with the ICCB Chair, to set fiscal year 2004 staff salary levels and to adjust salary ranges, as necessary.

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Item #8.8 - Illinois Community College Board Fiscal Year 2005 Calendar of Meetings

The Illinois Community College Board hereby adopts the following fiscal year 2005 calendar of meetings.

Fiscal Year 2004

July 16, 2004	(Subject to Call)
September 17	9:00 a.m. - ICCB Office, Lincoln Land Community College, Springfield (Work Session)
October 15	9:00 a.m. - Parkland College, Champaign (Business Session)
December 3	(Subject to Call)
January 21, 2005	9:00 a.m. - ICCB Office, 401 E. Capitol, Springfield (Work Session)
February 18	9:00 a.m. - Southeastern Illinois College, Ullin (Business Session)
May 20	9:00 a.m. - ICCB Office, James R. Thompson Center, Chicago (Work Session)
*June	9:00 a.m. - (Day and Springfield location to be determined) (Business Session)

* June meetings of the Board are held in conjunction with the ICCTA and the Presidents Council

Item #8.9 - Illinois Community College Board Recognition of Community Colleges

The Illinois Community College Board hereby grants a status of "recognition continued" to the following districts:

City Colleges of Chicago
Harold Washington College
Harry S Truman College
Kennedy-King College
Malcolm X College
Olive-Harvey College
Richard J. Daley College
Wilbur Wright College
Illinois Valley Community College
Kishwaukee College

Item #8.10 - New Units of Instruction

The Illinois Community College Board hereby approves the following new units of instruction for the community colleges listed below:

PERMANENT PROGRAM APPROVAL

Illinois Valley Community College

- Human Services A.A.S. degree (65 credit hours)

Joliet Junior College

- Cosmetology Certificate (49 semester credit hours)

Lincoln Land Community College

- Computer Information Systems A.A.S. degree - Networking option (64 semester credit hours)
- Computer Information Systems A.A.S. degree - Programming option (64 semester credit hours)
- Graphic Design Technology A.A.S. degree (62 semester credit hours)

Olney Central College

- Cosmetology Teacher Certificate (35 semester credit hours)

Richland Community College

- Paraprofessional Education/Teacher Assistant Certificate (32 semester credit hours)

Rock Valley College

- Web Information Technology A.A.S. degree (66 semester credit hours)

Item #8.11 - Policy Guidelines for Restricted Grant Expenditures and Reporting

The Illinois Community College Board hereby approves the externally attached policy guidelines for restricted grant expenditures and reporting and authorizes its President/CEO to implement the policy guidelines effective July 1, 2003.

Mark Weber reported SAC support of Agenda Item #8.10; however, students are concerned about a possible shift from full-time faculty to part-time faculty which could have an impact upon their education.

The motion was approved by unanimous voice vote. Student advisory vote. Yes.

Item #9 - Legislative Report

Item #9.1 - State Legislative Report

Tom Ryder provided a detailed report on the Spring 2003 Legislative Session and its actions and impacts upon the Illinois Community College System.

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Item #9.2 - Federal Legislative Report

Tom Ryder reported on activities on the federal level that affect the Illinois Community College System which include allocation of Career and Technical Education dollars, the possible reauthorization of the Adult Education and Family Literacy Act which will expire on September 30, 2004; and the reauthorization of the Workforce Investment Act.

Item #10 - Status Report on International Education Initiatives

Virginia McMillan, Executive Vice President, provided background comments on the Illinois Community College System's international education initiative. She commended James Berkel and Ray Hancock, a Fellow for the Center for Policy Development and former President of John A. Logan College, for their leadership in this initiative. Several presidents in the system were commended for their support as well.

Dr. Hancock is unable to be here today but he addressed the Board via an audio recording. A contract between the ICCB and Dr. Hancock has expired; therefore, Karen Anderson, Director for Career and Technical Education, will assume Dr. Hancock's role.

Dr. Anderson gave a power point presentation to the ICCB on the current international education initiative and its positive impact to the Illinois Community College System.

James Berkel reported on his personal experience with international education and stressed the importance of international education within the Illinois community college system.

Zelma Harris, President of Parkland College, addressed the Board and highlighted international education initiatives currently underway at Parkland College.

Jon Astroth, President of Heartland Community College, addressed the Board on the strong international education initiatives on Heartland's campus.

James Berkel made the following motion, which was seconded by Judith Rake:

The Illinois Community College Board hereby approves the externally attached policy guidelines for restricted grant expenditures and reporting and authorizes its President/CEO to implement the policy guidelines effective July 1, 2003.

The motion was approved by unanimous voice vote. Student advisory vote: Yes.

Item #11 - Status Report on Teacher Education Initiatives

Joe Cipfl reported that in March 2001, the Board encouraged staff to enhance the role of community colleges in teacher preparation. The ICCB has since received \$5 million dollars in federal grants to move this initiative forward. The ICCB is administering a partnership among the ICCB, BHE and the State Board of Education titled *Preparing Tomorrow's Teachers to Use Technology*. The Teacher Quality Enhancement Grant is another grant which is partnered among the three boards and is administered by the IBHE. A third grant, Preparing Tomorrows Teachers to Use Technology, entitled *Enhancing the Role of Community Colleges in Teacher Preparation* is in partnership with the Education Commission of the States. Also, a three-year grant from the University of North Carolina was acquired to infuse special education concepts into Early Childhood programs in community colleges. Funding for a fifth initiative to develop test preparation materials for paraprofessionals was recently acquired through a contract with the ISBE.

Virginia McMillan reported on activities that are taking place in teacher preparation and teacher education. The development of Associate of Arts in Teaching were highlighted. This initiative is working under the auspices of the Education Commission of the States grant and we are using those funds to move the AAT forward. The AAT model has been developed in three areas - math, science and special education. The special education area has been placed on hold due to some issues with court cases and federal cases. Faculty has played a key role in the development of the AAT. On June 25-26 a two-day work session will be held for faculty/administrators to assist in developing a course syllabus template for each of the identified education courses within the proposed degree model. The model will be presented for Board action on October 17, 2003. A committee has been established to examine the implementation of the degree program. Part of the ECS grant funds will support these activities that will look at implementation.

Paraprofessional (Teacher Aide/Teacher Assistant) Preparation is another initiative. The Board adopted the Paraprofessional program on May 16, 2003. The ICCB received a \$500,000 from the State Board of Education to enable community colleges to develop test preparation materials for paraprofessionals and to meet the new federal requirements.

Preparing Tomorrow's Teachers to Use Technology is another successful initiative of the ICCB. Technology is infused into the general education component of teacher education. There have been 111 modules developed.

In October, we plan to present to the Board the AAT model and the results of other initiatives.

Item #12 - Status Report on Career and Technical Education

Joe Cipfl reported that on June 14, 2002, the ICCB and the State Board of Education entered into a Memoranda of Understanding related to the administration of (1) federal and state postsecondary career and technical education funds, beginning in fiscal year 2003, and (2) federal Tech Prep funds,

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beginning in fiscal year 2004. Dr. Cipfl reported on the manner in which funds are required to be distributed. Virginia McMillan acknowledged staff work of Carol Lanning and Karen Anderson in the program area, and Ellen Andres and Don Wilske in the two finance areas for the smooth transition of acquiring these grants.

Next year we will also administer the federal Tech Prep programs. Federal Perkins legislation threatens these programs and staff are monitoring closely.

Item #13 - Information Items

Item #13.1 - Fiscal Year 2003 Financial Statements

Financial Statements are provided to the Board for information.

Item #13.2 - Proposed Illinois Community College Board Rules Concerning Reporting Requirements

These proposed rules are for information.

Item #14 - Other Business

Joe Cipfl read several past personal and professional accomplishments of ICCB Student Member Mark Weber.

On behalf of the ICCB Student Advisory Committee, Nick Kachiroubas made a presentation to Mark Weber for his outstanding representation of community college students during the past year.

Chairman Duffy presented a plaque to Mark Weber for his outstanding services and dedicated commitment as student member of the Illinois Community College Board during fiscal year 2002-03.

Item #15 - Adjournment

Gwendolyn Rogers made a motion, which was seconded by Judith Rake, to adjourn the meeting at 12:00 noon. The motion was approved by unanimous voice vote. Student advisory vote: Yes.

Edward T. Duffy
Chair

Joseph J. Cipfl
President/CEO

Illinois Community College Board

NEW UNITS OF INSTRUCTION

The Illinois Community College Board is requested to approve new units of instruction for the following community colleges:

RECOMMENDED ACTION:

It is recommended that the following motion be adopted:

The Illinois Community College Board hereby approves the following new units of instruction for the community colleges listed below:

PERMANENT PROGRAM APPROVAL

Illinois Valley Community College

- ▶ Forensics Specialist A.A.S. degree (64 semester credit hours)
- ▶ Forensics Specialist Certificate (32 semester credit hours)
- ▶ Therapeutic Massage A.A.S. degree (66 semester credit hours)

Joliet Junior College

- ▶ Process Instrumentation Technology (65 semester credit hours)

Kankakee Community College

- ▶ Construction Craft Laborer Certificate (50 semester credit hours)

Kishwaukee College

- ▶ Emergency Medical Services: EMT-Paramedic A.A.S. degree (68 semester credit hours)
- ▶ EMT-Paramedic Certificate (50 semester credit hours)

McHenry County College

- ▶ Construction Applications Management A.A.S. degree (60 semester credit hours)

Southwestern Illinois College

- ▶ Associate in Engineering Science (A.E.S.) degree (65 semester credit hours)

Spoon River College

- ▶ Medical Coding Certificate (33 semester credit hours)

Waubonsee Community College

- ▶ Paraprofessional Education A.A.S. degree (64 semester credit hours)
- ▶ Paraprofessional Education Certificate (30 semester credit hours)

Wm. Rainey Harper College

- ▶ Paraprofessional Education A.A.S. degree (63 semester credit hours)
- ▶ Paraprofessional Education Certificate (32 semester credit hours)

BACKGROUND

Illinois Valley Community College is seeking approval to offer a 64 semester credit hour Associate in Applied Science (A.A.S.) degree and a 32 semester credit hour certificate titled "Forensics Specialist". These programs will prepare individuals for employment as forensics or crime scene technicians and related personnel with law enforcement agencies. The certificate curriculum consists of 27 credit hours of technical course work in introductory criminal justice, criminal investigation, evidence processing, forensics, forensics documentation and communication, forensic photography, crime scene analysis, trace evidence analysis and criminal law. In addition, five credit hours of work-based learning through a forensics internship are required. The certificate program will prepare students for entry-level employment as crime laboratory assistants and evidence custodians and provide existing law enforcement personnel a means for entering the profession of criminology.

The degree curriculum builds on the certificate to include criminology, human biology, psychology, six hours of criminal justice electives and general education studies. The curriculum is based on skill standards developed by the Federal Bureau of Investigation (FBI) for crime scene and evidence technicians and will prepare students for various certification exams offered through related professional organizations such as the International Association for Identification (IAI). Graduates of the A.A.S. degree program will be prepared for employment as crime scene technicians, forensics lab technicians or criminalists. Course work in degree program has also been designed to allow for easy transfer to baccalaureate institutions offering four-year degree programs in law enforcement or criminal justice.

The college anticipates a combined enrollment of five full-time students and seven part-time students the first year, increasing to 10 full-time and 15 part-time students by the third year. Alternate labor market information provided by the college indicates an increased need for trained forensics and crime scene technicians and also indicates law enforcement agencies statewide are moving towards the use of non-sworn personnel for collecting evidence. The programs will require one existing full-time faculty member and two new part-time faculty the first year. Costs for implementing these programs will be approximately \$11,800 the first year, \$11,000 the second and third years.

Illinois Valley Community College is also seeking approval to offer a 66 semester credit hour Associate in Applied Science degree program in "Therapeutic Massage". The program will prepare students for employment as massage therapists in a variety of settings, including fitness centers, hospitals, sports medicine and rehabilitation clinics, hotels, spas and in private practice. The curriculum consists of 18 semester credit hours of general education requirements, and 42 semester credit hours of career and technical educational coursework in therapeutic massage techniques, human anatomy and physiology, pathology, professional development and ethics, therapeutic massage business, marketing and standards of practice. In addition, the program requires four (4) semester credit hours of therapeutic massage clinical practice and allows two (2) semester credit hours of massage-related electives.

The program is based on guidelines prescribed by the American Massage Therapy Association (AMTA) for programs in therapeutic massage and prepares students for completing the optional

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National Certification Board of Therapeutic Massage and Bodywork (NCBTMB) exam. Licensure for “massage therapists” becomes a requirement in Illinois in 2004, however the Illinois Department of Professional Regulation (the regulatory agency for this occupation) will allow passage of the NCBTMB exam to qualify massage therapists for licensure until 2005. Program accreditation is available through the Commission on Massage Therapy Accreditation (COMTA) and is optional. IVCC plans to seek this accreditation once all necessary state approvals have been granted.

The college anticipates an enrollment of five full-time and 10 part-time students the first year increasing to nine full-time and 12 part-time students by the third year. Labor market information provided by the college indicates a strong interest both statewide and district wide in massage therapy. Local health care providers and allied health services support the college’s efforts in offering the program at the two-year level. The program will require two new part-time, one full-time and four part-time existing faculty the first year. Costs of implementing this program will be approximately \$22,310 the first year, \$7,760 the second year, and \$7,120 the third year. Higher first year costs reflect the purchase of equipment and supportive material for the program.

Joliet Junior College is seeking approval to offer a 65 semester credit hour Associate in Applied Science (A.A.S.) degree program in “Process Instrumentation Technology”. Process instrumentation technology is an occupational field covering a variety of manufacturing industries including chemical processing, petroleum refining, gas production, power generation, and food processing. Graduates of the degree program will be prepared for employment as process or electrical instrumentation services technicians. Individuals employed in process instrumentation technology are responsible for the installation, maintenance, calibration and monitoring of various electronic, mechanical and pneumatic sensing devices and instrumentation that control the processes involved in industrial production.

This curricula was developed with input from numerous area process manufacturing partners through the Process Technology Alliance, and serves as the second half of a Tech Prep (2+2) initiative between Wilco Area Career Center and Joliet Junior College. The degree curriculum consists of 49 credit hours of technical coursework in basic and advanced industrial controls, digital electronics, process control instrumentation, industrial electronics and electrical circuits, pneumatic measurement and control, electronic measurement and control, control loop tuning and troubleshooting, industrial data communications, industrial fluid power and electronic soldering. General education requirements include 16 credit hours of technical math and writing, physics, social science and humanities. Work-based learning, while not required as a separate course, is integrated into technical coursework throughout the degree program.

Labor market information provided by the college supports the need for a training program related to process instrumentation technology. This curriculum also supports the college’s recent addition of programs in Process Operations Technology, and may serve as an educational ladder for students. The college anticipates a combined enrollment of 20 full-time and twelve part-time students the first year increasing to 40 full-time and 24 part-time students by the third year. The program will require three existing full-time faculty, one existing and one new part-time faculty the first year. Costs of

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implementing these programs will be approximately \$39,800 the first year, \$21,100 the second year, and \$9,100 the third year. First and second year costs reflect the purchase of equipment for the program.

Kankakee Community College is seeking approval to offer a 50 semester credit hour “Construction Craft Laborer” certificate program. This program will prepare students for journey-level construction craft laborer positions in commercial, industrial and residential construction. This program was developed in collaboration with the Illinois Laborers’ and Contractors Joint Apprenticeship Training Program (ILCJTP). The curriculum consists of three credit hours of general education requirements and 47 credit hours of career and technical education coursework, including blueprint reading, basic construction surveying, concrete practices and procedures, masonry, asphalt technology and construction, lead base paint abatement, pipelaying, bridge construction, landscape maintenance, hazardous waste handling, craft orientation, industrial safety and a required work-based learning experience in construction.

Labor market information provided by the college supports the interest in and need for a formal education and training program within the college’s district. The college anticipates 8-12 full-time and 5-7 part-time students the first year, increasing to 20-30 full-time and 15-20 part-time students by the third year. The program will require four new part-time faculty the first year. Costs of implementing this program will be approximately \$6,400 the first year, \$11,700 the second year, and \$20,650 the third year.

Kishwaukee College is seeking approval to offer a 50 semester credit hour certificate program and a 68 semester credit hour Associate in Applied Science (A.A.S.) degree program in “Emergency Medical Services-Emergency Medical Technician-Paramedic”. The certificate program will prepare individuals for entry-level employment as emergency medical technician-paramedics (EMT-Ps), while the degree program will build on the certificate to prepare existing EMTs and those new to the profession for employment at the supervisory or management-level in emergency medical services. EMT-Ps are responsible for initial patient assessment and management of care from the pre-hospital to emergency or hospital care environment. These programs were developed in cooperation with Kishwaukee Community Hospital and address the requirements established in the National Standard Curriculum for EMT-Paramedics as outlined by the National Highway Traffic Safety Administration.

The certificate program curriculum consists of 50 credit hours of technical EMT coursework in anatomy and physiology, emergency medical technology-basic (EMT-B) preparation, general patient assessment, pre-hospital care management, pharmacology, trauma and shock assessment, medical conditions and behavioral emergencies, infectious disease, allergic reactions, developmental conditions (including obstetrics and geriatrics), and includes contact hours in clinical practice. The A.A.S. degree curriculum builds on the certificate program to include 18 additional credit hours of general education requirements including medical terminology, psychology, human relations and communications.

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Graduates of these programs will be prepared to sit for the EMT-P licensing exam offered through the Illinois Department of Public Health (IDPH). Licensure is required for entry-level employment in Illinois. Graduates are also eligible for the optional National Registry of Emergency Medical Technicians exam. The college has received preliminary approval for these programs through IDPH. Full approval for program operation is granted once the college has received all appropriate state approvals. The college currently offers EMT-Basic level courses only.

Labor market information provided by the college supports the need for and interest in both a certificate and a degree program in emergency medical services. The college anticipates a combined enrollment of seven full-time and three part-time students the first year, increasing to 10 full-time and four part-time students the third year. The programs will require one new part-time and six existing part-time faculty the first year. Costs of implementing the programs will be approximately \$14,950 the first year, \$17,770 the second year, and \$20,590 the third year.

Kishwaukee College was also recently approved to offer a seven (7) semester credit hour EMT-Basic certificate program by our President/CEO on behalf of the ICCB through the basic certificate program approval process. This program will prepare individuals for entry-level employment as EMT-Bs and completion of the IDPH licensure exam.

McHenry County College is seeking approval to offer a 60 semester credit hour Associate in Applied Science (A.A.S.) degree program in “Construction Applications Management”. This program will prepare individuals for entry-level employment in building construction inspection and construction management. The curriculum consists of 39 credit hours of technical coursework in introductory building construction, survey layout and measurement, blueprint reading, technical drafting, building codes and enforcement, mechanical and electrical code, management, and business relations. General education requirements include 15 credit hours of English composition and speech, social science, applied math, and humanities. In addition, six credit hours of work-based learning in construction inspection is also required. A unique feature of this program is its format under the college’s Academy of High Performance, which allows general education and technical coursework to be integrated and classes scheduled in a more flexible format. Labor market information provided by the college supports the interest in and need for qualified construction inspectors and contract managers within the college’s district and surrounding areas. The college anticipates an enrollment of 25 part-time students the first year, increasing to 75 students by the third year. The program will require two new part-time and one existing part-time instructor the first year. Costs of implementing this program will be approximately \$23,400 the first year, \$24,425 the second year, and \$24,950 the third year.

McHenry County College was also recently approved to offer a related 29 semester credit hour “Construction Applications and Codes” certificate program through the basic certificate approval process. This program may serve as an educational ladder for students into the A.A.S. degree program.

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Southwestern Illinois College is seeking approval to offer a 65 semester credit hour Associate in Engineering Science (A.E.S.) degree for students planning to obtain a baccalaureate major or enter the workforce with a basic level of competence and the possibility of seeking a baccalaureate degree at a later date. The A.E.S. degree is more closely aligned with lower division coursework at universities than the Associate in Science degree that was commonly used by engineering students in the past. The proposal satisfies ICCB rules for A.E.S. programs and meets the IAI Engineering panel's recommendations. To gain admittance to this program, students must meet the IAI Engineering panel's recommendations and the general admission standards for all transfer degrees.

Facilities, including laboratories and equipment at Southwestern Illinois College will provide students with excellent learning experiences. Faculty are well-qualified. At this time, no additional faculty or facilities are anticipated since courses have been taught as part of the Associate in Science program.

Spoon River College is seeking approval to offer a 33 semester credit hour certificate program in "Medical Coding". This program will prepare individuals for entry-level employment in medical coding with local physician's offices, insurance companies, and group health practices. The curriculum was developed using standards outlined by the American Health Information Management Association (AHIMA) for medical coders and prepares graduates for completing the Certified Coding Specialist (CCS) or the Certified Coding Specialist-Physician based (CCS-P) certification exams. The curriculum consists of coursework in anatomy and physiology, medical terminology, introductory and advanced medical coding, pharmacology, and a required work-based learning experience in medical coding, in addition to general education requirements and eight hours of related allied health electives. The college anticipates an enrollment of 10 full-time and five part-time students the first year, increasing to 14 full-time and five part-time by the third year. Labor market information provided by the college supports the interest in and need for a formal training program in medical coding within the college's district. The program will require five existing full-time and one new part-time faculty person the first year, and will cost approximately \$5000 each year for the first three years.

William Rainey Harper College and **Waubensee Community College** have submitted applications to offer the Associate of Applied Science (A.A.S.) Degree and Certificate programs of the "Paraprofessional Education" Statewide Model Curriculum. The proposals meet the model guidelines endorsed by the Illinois Community College Board on May 16, 2003. The Board indicated in its action at that time that colleges meeting these guidelines would be granted approval without further Board action required. Proposals will be recommended for action at the next available meeting of the Illinois Board of Higher Education.

TEMPORARY PROGRAM APPROVAL

College of DuPage

- ▶ Aviation Maintenance Technology: Powerplant Certificate (46 semester credit hours)

Lincoln Trail College

- ▶ Quality Management Certificate (31 semester credit hours)

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Moraine Valley Community College

- ▶ Massage Therapy Certificate (31 semester credit hours)

Parkland College

- ▶ Construction: Bricklayers Certificate (35 semester credit hours)

BACKGROUND

College of DuPage is seeking temporary approval to offer a 46 semester credit hour “Aviation Maintenance Technology-Powerplant Certificate” program. This certificate program will prepare individuals for employment as aviation powerplant mechanic technicians. The program was developed according to the Federal Aviation Administration (FAA) Federal Aviation Regulations (FARs) Section 147 in collaboration with the Aviation Professional Education Center (APEC). This curriculum consists of over 1,900 contact hours of instruction and includes coursework in aviation airframe and powerplant basics and advanced fundamentals, basic aircraft electronics, aviation materials and processes, aircraft familiarization and safety, and extensive laboratory experience in powerplant maintenance. The training will prepare students for completing the FAA required examination for licensure as an aviation powerplant mechanic technician. This certificate will serve as a starting point for an education ladder into an Aviation Maintenance Technology A.A.S. degree the college and APEC are currently developing, or compliment completion of the college’s existing certificate program in Airframe Maintenance.

The college and APEC have worked closely with local airports, including the DuPage International Airport, and airline service providers, such as American Eagle and American Airlines, to secure the required facilities and equipment necessary to meet FAA certification standards for this program. The college projects an enrollment of 30 full- and part-time students the first year, with approximately 25 students completing the certificate by the end of the third year. Labor market information provided by the college supports the need for aviation mechanics both statewide and within the district. Several airline service providers based in the Chicago-metropolitan area are anticipating large numbers of employee retirements over the next three years. This certificate program is an entry-point for training individuals to fill those open positions left in the aviation maintenance field. In addition, the college received temporary approval to offer a related “Aviation Maintenance Technology-Airframe” Certificate last October. The Airframe Certificate prepares students for their FAA Aviation Maintenance Technician-Airframe licensure.

In the event the college would not seek or attain permanent approval for this program, APEC is prepared to assist any students currently enrolled through the college in completing the program. *Temporary approval is recommended for a period of three years, after which permanent approval will be considered, based on program outcomes.*

Lincoln Trail College, one of the Illinois Eastern Community Colleges, is seeking temporary approval to offer a 31 semester credit hour “Quality Management” certificate program. This program will prepare individuals currently working in a variety of fields with the basic principles and

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technical skills of quality management. The curriculum consists of coursework in principles of management, introductory statistics and business practices, team building, effective quality management principles, customer service management, project management and business computer applications. Based on a review of existing degree and certificate curricula, the college has developed a more “value-added” program for graduates of existing degree and certificate programs from all fields. The college plans to phase out existing programs over the next several semesters. The college anticipates an enrollment of five to ten students per year and expect five completers of the program the first year. *Temporary approval is recommended for a period of three years, after which permanent approval will be considered, based on program outcomes.*

Moraine Valley Community College is requesting temporary approval to offer a 31 semester credit hour certificate program in “Massage Therapy”. The program will prepare students for employment as massage therapists in a variety of settings, including fitness centers, hospitals, sports medicine clinics, hotels and in private practice. The curriculum consists of coursework in therapeutic massage techniques, anatomy and physiology, CPR and first aide, business practices and ethics, and clinical practices. Coursework will prepare students for completion of the National Certification Exam in Therapeutic Massage and Bodywork. The college anticipates an enrollment of 14 students the over the first three years. Labor market information provided by the college indicates a strong interest both statewide and district wide in massage therapy. Temporary approval is being requested in order for the district to continue to evaluate the community needs for the program. *Temporary approval is recommended for a period of three years, after which permanent approval will be considered, based on program outcomes.*

Parkland College is seeking temporary approval to offer a 35 semester credit hour “Construction Bricklayers” certificate program for a period of three years. This program will prepare students for journey-level bricklaying in commercial, industrial and residential construction. The program was developed in collaboration with the International Union of Bricklayers and Allied Craftworkers Local #8 - Champaign and Effingham chapters. The curriculum consists of three credit hours of general education requirements and 32 credit hours of career and technical education coursework. In total, students are required to complete 360 contact hours of class work and 240 contact hours of on-the-job training. The college anticipates 28 full-time students the first year. Temporary approval is being requested to meet the immediate need for skilled bricklayers locally and across the 11 county regional area represented by Union Local #8. *Temporary approval is recommended for a period of three years, after which permanent approval will be considered, based on program outcomes.*

INFORMATION ITEM - BASIC CERTIFICATE APPROVAL

Following is a list of basic certificates that have been approved on behalf of the Illinois Community College Board by the President/CEO since the last Board meeting:

PERMANENT PROGRAM APPROVAL

Joliet Junior College

- ▶ Power Equipment Technology Certificate (19 semester credit hours)

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Kennedy-King College

- ▶ Automotive Parts Specialist Certificate (21 semester credit hours)

Kishwaukee College

- ▶ EMT-Basic Certificate (7 semester credit hours)

McHenry County College

- ▶ Construction Applications & Codes Certificate (29 semester credit hours)

Southeastern Illinois College

- ▶ EMT-Intermediate Certificate (20 semester credit hours)

TEMPORARY PROGRAM APPROVAL

Lincoln Trail College

- ▶ Microsoft Computer Systems Engineer (MCSE) Certificate (27 semester credit hours)

Parkland College

- ▶ Construction: Glaziers Certificate (27 semester credit hours)

Rend Lake College

- ▶ CISCO Networking Professional Certificate (16 semester credit hours)

Illinois Community College Board

**EXTENSION OF
COURSES AND CURRICULA OUT-OF-STATE**

RECOMMENDED ACTION

It is recommended that the following motion be adopted:

The Illinois Community College Board hereby approves the out-of-state extension of Lake Land College courses in accounting, e-commerce, computer information systems, management, network administration, office technology skills, professional sales, marketing, office management, and telecommunications to be offered to students of the Learning Exchange Organisation Hong Kong LTD and its subsidiaries and affiliates in China, Hong Kong, Taiwan, India, Malaysia, and Indonesia.

BACKGROUND. Lake Land College is requesting approval to offer courses in accounting, e-commerce, computer information systems, management, network administration, office technology skills, professional sales, marketing, office management, and telecommunications to students of the Learning Exchange Organisation Hong Kong LTD (LEO) and its subsidiaries and affiliates in China, Hong Kong, Taiwan, India, Malaysia, and Indonesia. The courses will be taught by Lake Land College adjunct faculty through online delivery. These course offerings are part of an agreement between Lake Land College and LEO to jointly offer degree and nondegree coursework to LEO students that will lead to certificates in Accounting, E-Commerce, Computer Information Systems, Management, Network Administration, Office Technology Skills, and Professional Sales or Associate in Science degrees in Accounting, Management, Marketing, Network Administration, Office Management, and Telecommunications to be awarded by Lake Land College. The intended purpose of this initiative is for the two institutions to collaborate to provide students in Asia with the skills and knowledge necessary for coping with economic globalization. A minimum of 12.5 contact hours of support instruction will be required for each credit course offered in addition to the normal required distance learning coursework requirements.

Adjunct faculty members will be hired to teach in this program, using hiring practices that mirror those currently in place at Lake Land College and that will be approved according to the practices and policies of Lake Land College. LEO will identify an on-site administrator for the program and will also provide staff support.

It is anticipated that this initiative will enroll 140 students. The program will be completely funded through the tuition and fees derived from students who participate in the program, and no state or local tax funds will be used to support the program.

Illinois Community College Board

**EXTENSION OF CREDIT COURSES INTO ANOTHER
COMMUNITY COLLEGE DISTRICT**

RECOMMENDED ACTION

It is recommended that the following motion be adopted:

The Illinois Community College Board hereby approves extension of credit courses from Richland Community College to Logan and Lincoln Correctional Centers located in the Heartland Community College District.

BACKGROUND. Richland Community College is requesting approval to offer transfer, career and technical, and developmental courses as needed at Lincoln and Logan Correctional Centers, both of which are located in the Heartland Community College District. MacMurray College offered baccalaureate and career and technical courses at Lincoln and Logan Correctional Centers, but recently discontinued the baccalaureate courses due to funding issues. Heartland Community College has verified by letter that the college does not currently have any intention of offering courses at any of the correctional facilities located in Logan County. Therefore, Richland Community College requests approval to offer courses at the two corrections facilities to fill the void left by the discontinuation of courses from MacMurray College.

Illinois Community College Board

**PROPOSED ILLINOIS COMMUNITY COLLEGE BOARD RULES
CONCERNING REPORTING REQUIREMENTS**
(Initial Approval)

Reporting requirements have changed since this section of the *Administrative Rules of the Illinois Community College Board* was last reviewed by the Board. The proposal is being submitted for initial review by the Board and the System. No new reporting requirements are being proposed. The *Administrative Rules* are being modified to reflect recent changes that have already been implemented to help meet external reporting needs and limit the reporting burden on college officials.

In response to systemwide interest in gathering additional detail about students served through noncredit coursework a noncredit course enrollment individual student record submission (N1) was created. Previously, only summary information had been gathered about noncredit students. While the N1 data system was maturing the summary submission of noncredit student activities continued to be gathered. Beginning in fiscal year 2002 and continuing into the future reporting on noncredit student activities will rely exclusively on the N1 individual noncredit student records. Hence, the summary submission of noncredit student activities will be eliminated and replaced in the *Administrative Rules* by the noncredit course enrollment submission (N1).

The Underrepresented Groups Report has been redesigned to focus on major topics and requests more outcomes information than in the past. Focus topics for the report that are being used on an annual rotating basis include Academic Achievement, Campus Climate and Recruitment and Preparation. The Underrepresented Groups reporting deadline was extended from September 1 to December 1 to allow college officials additional time to complete their reports.

The Annual Student Identification (ID) file was added to allow for additional external administrative database matching. Administrative data matching, which only takes place when the proper safeguards are in place, allows the system to more fully report student outcomes information to state and federal officials. By adding items upon which systemwide data can be administratively matched the overall surveying and reporting burden on college officials can be reduced.

The annual report on summer graduate data for the Integrated Postsecondary Educational Data System (IPEDS) Graduation Rate Survey (GRS) was implemented to meet federal reporting requirements. A technical amendment to the GRS reporting requirements extended the time frame to August 31 in the third year for a student to be counted as a graduate within the three-year time frame -- previously the date was June 30 of the third year which corresponds with the fiscal year. Since the Annual Enrollment and Completion (A1) submission reporting period ends on June 30 an additional data collection effort has become necessary to capture summer graduates from the latest fiscal year. This submission allows college officials to report additional student successes to federal officials.

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Several years ago, the Uniform Financial Reporting System (UFRS) was developed to provide the colleges and ICCB with better and more detailed information on the system's revenues and expenditures. To help ensure the accuracy of the UFRS and to signify that the data are finalized for entry into the computerized report system, the ICCB has requested that the college's submit an audit/UFRS reconciliation form which serves to notify the ICCB that the data are ready for public use. While the submission of this form has been due on October 15 for several years, it had not been incorporated into the list of administrative reporting rules.

Certain facility data reporting requirements are being updated to reflect the ICCB's continued emphasis on converting data submissions to electronic format wherever possible. In addition, increasing emphasis is being placed on the use and analysis of facility data submitted to the ICCB by the colleges.

The proposed changes are needed to clarify the reporting requirements for colleges. The following proposed rule modifications were presented to the Board and the system in the June 20, 2003 agenda for review and comment. No opposition to the proposed changes was received; however, Capital Development Board staff requested that references to its *Design and Construction Manual* and the Illinois Building Commission's *Directory for Illinois Building Related Requirements* be added to the proposed changes and those suggestions have been incorporated. The item is, therefore, presented for the Board's initial approval to be forwarded to the Joint Committee on Administrative Rules.

RECOMMENDED ACTION

It is recommended that the following motion be adopted:

The Illinois Community College Board hereby adopts and initially approves the following amendments to the *Administrative Rules of the Illinois Community College Board* and authorizes its President/CEO to process these amendments in accordance with the Illinois Administrative Procedures Act.

SUBPART B: LOCAL DISTRICT ADMINISTRATION

Section 1501.201 Reporting Requirements

Complete and accurate reports shall be submitted by the district/college to the ICCB in accordance with ICCB requirements and on forms provided by the ICCB, where applicable.

Listed below is the schedule of due dates indicating when items from the community colleges are due at the Illinois Community College Board office.

- January 1 - ~~construction project status reports [see Section 1501.607(a)]~~
- January 31 - certificate of tax levy [see Section 1501.510(I)]
 - **construction project status reports [see Section 1501.607(a)]**
 - fiscal year-to-date unaudited uniform financial reporting system data [see Section 1501.510(h)]
- February 15 - spring semester enrollment survey [see Section 1501.406(a)]
- May 30 - occupational follow-up study data for specified curricula [see Section 1501.406©)]
- July 1 - ~~annual noncredit course enrollment survey [see Section 1501.406(e)]~~
 - Resource Allocation and Management Plan (RAMP/CC) [see Section 1501.510(b)]
 - **application for recognition for specified colleges [see Section 1501.202(d)]**
- July 31 - fiscal year-to-date unaudited uniform financial reporting system data [see Section 1501.510(a)]
- August 1 - program review report [see Section 1501.303(d)]
 - program review listing [see Section 1501.303(d)]
 - annual student enrollment and completion data [see Section 1501.406(a)]
 - square footage and acreage (facility information) [see Section 1501.510©)]
 - special initiatives grants report [see Section 1501.519(d)]
 - **annual report of Student Identification information [see Section 1501.406(g)]**
- September 1 - ~~application for recognition for specified colleges [see Section 1501.202(d)]~~
 - ~~underrepresented groups report [see Section 1501.406(d)]~~

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- unit cost data [see Section 1501.510(d)]
 - budget survey [see Section 1501.510(e)]
 - **facilities data [see Section 1501.510(f) and 1501.607©]**
- October 1
- fall enrollment data [see Section 1501.406(a)]
 - fall enrollment survey [see Section 1501.406(b)]
- October 15
- faculty, staff and salary data [see Section 1501.308(a)]
 - external audit [see Section 1501.503(a)]
 - special initiative grants audit [see Section 1501.503(a)]
 - fiscal year budget [see Section 1501.504]
 - certificate of chargeback [see Section 1501.503(a)]
 - annual fiscal year audited uniform financial reporting system data [see Section 1501.510(f)]
 - **audit/ fiscal year audited uniform financial reporting system data reconciliation statement [see Section 1501.510(f)]**
 - audit/unit cost reconciliation statement [see Sections **1501.503©** and 1501.510(g)]
 - unexpended special initiative grant funds [see Section 1501.519(e)]
- November 1**
- **annual report on summer graduates (for IPEDS GRS) [see Section 1501.406(f)]**
- December 1
- annual financial statements and notice of publication [see Section 1501.506]
 - **underrepresented groups/special populations grant report [see Sections 1501.406(d) and 1501.508(d)]**
- 30 days after the end of each term - ~~course resource data and~~ credit hour claims [see Sections 1501.406(b) and Section 1501.507(a)]
- ~~60 days after the end of the fall term - inventory of facilities [see Section 1501.607©]~~
- 30 days after the end of the fall term - course resource (S6 & S7) data [see Sections **1501.607(b)** ~~1501.406(b) and Section 1501.507(a)~~]

SUBPART D: STUDENTS

Section 1501.406 Reporting Requirements

Each college shall submit the items listed below in a format prescribed by the ICCB and according to the schedules indicated.

- a) Basic characteristics, including sex, date of birth, ethnic classification, and instructional area of enrollment, of each student enrolled in all courses offered for credit during each term within the following schedule:
 - 1) Students enrolled as of the end of regular registration during the fall term shall be reported on or before October 1 of that year.
 - 2) Students enrolled and/or completing a certificate or degree program during the fiscal year shall be reported on or before August 1.
- b) Student headcount and full-time equivalent enrollments as of the end of regular registration for fall and spring/winter term within the following schedule:
 - 1) Fall Term: On or before October 1
 - 2) Winter Quarter: On or before February 15
 - 3) Spring Semester: On or before February 15
- c) Colleges shall conduct a follow-up study of all students who completed specified occupational/career curricula during the previous fiscal year and shall report the results of this study on or before May 30 of that year in a format prescribed by the ICCB. Curricula to be included in the study will be specified in the ICCB Occupational Follow-up Study Manual.
- d) An annual report on underrepresented groups submitted on or before ~~September 1~~ **December 1**.
- e) An annual ~~report on noncredit course enrollment activities submitted~~ **data submission (N1)** on or before July **15**.
- f) **An annual report on summer graduates (for the Integrated Postsecondary Educational Data System Graduation Rate Survey) submitted on or before November 1.**
- g) **An annual report of Student Identification information submitted on or before September 1.**

SUBPART E: FINANCE

Section 1501.501 Definition of Terms

Annual Financial Statement. The "annual financial statement," which is required to be published by a district, consists of two parts:

- an annual financial report, which includes a statement of revenues and expenditures along with other basic financial data; and
- an annual program report, which provides a narrative description of programs offered, goals of the district, and student and staff data.

Attendance at Midterm. A student is "in attendance at midterm" in a course if the student is currently enrolled in and actively pursuing completion of the course.

Auditor. An auditor is a person who enrolls in a class without intent to obtain academic credit and whose status as an auditor is declared by the student, approved by college officials, and identified on college records prior to the end-of-registration date of the college for that particular term.

Capital Renewal Grants. Capital renewal grants are State grants allocated proportionally to each community college district based on the latest fall on-campus nonresidential gross square feet of facilities as reported to the ICCB. Such grants are to be utilized for miscellaneous capital improvements such as rehabilitation, remodeling, improvement, and repair; architect/engineer services; supplies, fixed equipment, and materials; and all other expenses required to complete the work.

Lincoln's Challenge Scholarship Grants. The Lincoln's Challenge Program is administered by the Illinois Department of Military Affairs. Upon successful completion of that program, students qualify for a scholarship to a community college. The Lincoln's Challenge Scholarship Grant is a special appropriation received by the ICCB from the Governor and the General Assembly. These scholarships provide an opportunity for graduates of Lincoln's Challenge to transition easily into higher education by enrolling in one of the ~~39~~ 40 public community college districts in which the student resides. The scholarship grants can be used to cover the cost of education that includes tuition, books, fees, and required educational supplies.

Residency - Applicability-Verification of Status. As part of verification that its credit hours are eligible to receive ICCB grants, each community college district shall **submit its** ~~adopt a process~~ for verifying the residency status of its students ~~and shall file a description of this process with~~ **to** the ICCB **each year with its certification of credit hours in accordance with 110 ILCS 805/2-16.02 as part of the annual external audit** ~~by July 1, 1990~~. The process shall include the methods for verifying residency as defined in the general provisions, special State provisions, and district provisions of this subsection. Each district shall file descriptions of any revisions to its process with the ICCB prior to their implementation.

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Residency - General Provisions. The following provisions apply both to State and district residency definitions:

To be classified as a resident of the State of Illinois or of the community college district, each student shall have occupied a dwelling within the State or district for at least 30 days immediately prior to the date established by the district for classes to begin.

The district shall maintain documentation verifying State or district residency of students.

Students occupying a dwelling in the State or district who fail to meet the 30-day residency requirement may not become residents simply by attending classes at a community college for 30 days or more.

Students who move from outside the State or district and who obtain residence in the state or district for reasons other than attending the community college shall be exempt from the 30-day requirement if they demonstrate through documentation a verifiable interest in establishing permanent residency.

Residency - District Provisions. Students shall not be classified as residents of the district where attending even though they may have met the general 30-day residency provision if they are:

federal job corps workers stationed in the district;

inmates of state or federal correctional/rehabilitation institutions located in the district;

full-time students attending a postsecondary educational institution in the district who have not demonstrated through documentation a verifiable interest in establishing permanent residency; and

students attending under the provisions of a chargeback or contractual agreement with another community college.

Residency - Special State Provisions. Students shall be classified as residents of the State without meeting the general 30-day residency provision if they are:

federal job corps workers stationed in Illinois;

members of the armed services stationed in Illinois;

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inmates of State correctional/rehabilitation institutions located in Illinois; or
employed full time in Illinois.

Special Initiatives Grants. Special initiatives grants provide funds for conducting special initiatives activities.

Special Initiatives Activities. Special initiatives activities are defined each year in a request for proposal process. All colleges will have the opportunity to apply for funds to conduct such approved special initiatives activities. Special initiatives activities are based upon criteria as specified in terms outlined in a grant agreement between the college and the ICCB.

Section 1501.503 Audits

a) External Audits.

- 1) ~~Two~~ **Three** copies of the annual external audit shall be submitted to the ICCB on or before October 15, following the close of the fiscal year. If the audit cannot be completed by this date, the district may submit a request for extension of time to the President/CEO before October 1, following the close of the fiscal year. This request shall be accompanied by an explanation of the circumstances which cause the report to be delayed along with an estimated date for submission.
- 2) Each audit report shall contain financial statements composed of the funds established in Section 1501.511, a comment on internal control, a comment on basis of accounting, uniform financial statements prepared using the modified accrual basis of accounting, a certificate of chargeback verification and a state grant compliance section which shall include a schedule of enrollment data, a verification of enrollment data, a description of the process for verifying residency status, a schedule of the district equalized assessed valuation, schedules for the restricted/special initiative grants distributed by the ICCB and received by the district in the manner and format established by the ICCB, and a schedule of federal financial assistance and related reports as prescribed by the federal Office of Management and Budget.

Each ICCB restricted or special initiatives grant shall verify that grant funds received by the district were expended in the manner designated by the ICCB. The ICCB shall designate allowable expenditures for each of the restricted or special initiatives grants to include, but not be limited to, salary and benefits, contractual services, materials, instructional and office equipment, staff development, and travel. The external audit shall include an auditor's report

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on compliance with State requirements, along with a balance sheet and a statement of revenues and expenditures based upon an understanding of the (1) purpose of the grant, (2) allowable expenditures, (3) expenditure limitations, (4) grant administrative standards, and (5) transfer of funds, if applicable.

- b) Confirmation of ICCB Grants. For the purposes of confirming district records, each district shall **provide a copy of the ICCB allocation of grants to its** request that its external auditor ~~request from the ICCB a report of grants received by the district during the fiscal year.~~ Each district shall notify its independent external auditing firm of this **information and** requirement and will instruct that firm to make ~~the any~~ requests **for confirmation directly to the ICCB,** using the format prescribed by the Board.
- c) Upon completion of the external audit, the district shall reconcile its audited expenditures to previously submitted unit cost data. The reconciliation shall be submitted on forms provided by the ICCB.
- d) **Upon completion of the external audit, the district shall reconcile its audited expenditures to the fiscal year audited uniform financial reporting system data. The reconciliation shall be submitted on forms provided by the ICCB.**

Section 1501.510 Reporting Requirements

Each college shall submit the items listed below in a format prescribed by the ICCB and according to the schedules indicated:

- a) Fiscal year-to date unaudited uniform financial reporting system data by July 31 for the period July 1 - June 30 of the previous fiscal year.
- b) Resource allocation and management planning (RAMP) data by July 1 of each year.
- c) **Construction in progress** Square footage and acreage ~~(facility information)~~ by are due August 1 of each fiscal year.
- d) Unit cost data **in a format prescribed by the ICCB** for the previous fiscal year by September 1 following the end of that fiscal year.
- e) A survey of local budget and tax extensions and collections by September 1 of each year.

- ef) **F3, F6, B3, and R3 facilities data submission to report existing space in use for educational purposes at the end of the fiscal year (June 30) by September 1 following the end of the fiscal year.**
- fg) Annual fiscal year audited uniform financial reporting system data **and an audit/ fiscal year audited uniform financial reporting system data reconciliation statement** by October 15 following the end of the previous fiscal year.
- gh) ~~An~~ Audit/Unit Cost Reconciliation Statement(s) by October 15 of each year.
- hi) Fiscal year-to-date unaudited uniform financial reporting system data by January 31 for the period July 1 - December 31.
- ij) Certificate of Tax Levy by January 31 of each year.

SUBPART F: CAPITAL PROJECTS

Section 1501.602 Approval of Capital Projects

- a) Notwithstanding any provision to the contrary [see subsection b and Section 1501.604(b)], requests for approval of capital projects shall be submitted to the ICCB on the forms prescribed by the ICCB.
- b) A project requiring the expenditure of state or local funds for purchase, construction, remodeling, or rehabilitation of physical facilities at a primary or secondary site shall have prior ICCB approval, except the following:
 - 1) locally funded projects that meet the definition of a maintenance project as defined in ICCB Rule 1501.601, or
 - 2) locally funded projects that result in no change in room use, or
 - 3) locally funded projects for which the total estimated cost is less than \$250,000.
- c) **An updated** District Site and Construction Master Plan shall be filed with the ICCB by July 1 of the year in which the district undergoes its recognition evaluation ~~January 1, 1991~~. The purpose of the plan is to apprise the ICCB of possible primary site new construction and secondary site acquisition/construction plans for the next ~~five~~ three years throughout the district. The plan should be updated, as needed, to ensure that any project submitted for approval has been reflected in the district plan on file with the ICCB at least two months prior to submission of the project. Any primary site new construction or secondary site acquisition/construction projects must be reflected in the

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plan in order to receive consideration for approval. The plan, at a minimum, shall consist of a map of the district showing the location of all facilities owned by the district or leased for a period exceeding five years and a narrative describing the district's:

- 1) Current permanent facilities where additions are planned.
 - 2) General plans for future site acquisition or acquisition/construction of permanent facilities either on the primary site or secondary sites. The location may be identified in terms of the general geographic area within the district.
 - 3) Proposed schedule for acquiring additional sites, constructing additions to existing facilities, or acquiring/constructing new permanent facilities.
 - 4) The intended use of all proposed site acquisitions and facility acquisition/ construction.
- d) The authority to approve locally funded projects is delegated to the President/CEO of the ICCB, who shall in turn report such actions to the ICCB.

Section 1501.603 State-Funded Capital Projects

- f) Construction Standards. The following standards shall be applied in the design and construction of facilities. : Where capital projects involve the Capital Development Board (CDB), then the CDB *Design and Construction Manual* shall be applied in the design and construction of facilities.
- 1) Building Efficiency. Campus wide building efficiency should be at least 70 percent. However, individual buildings may be below this level if they are high-rise (four or more floors), include a large number of small classrooms and/or labs, or if a large portion of the building is designed for custodial or mechanical purposes to serve the entire campus.
 - 2) Facilities Codes. All construction, remodeling, and rehabilitation of facilities shall be in compliance with the most current version of the following standards:
 - A) Uniform Building Code (~~International Conference of Building Officials, Whittier, California, 1988~~) or BOCA Basic/National Building Code, ~~1987 Edition~~ (Building Officials and Code Administrators International, Inc., Country Club Hills, Illinois).
 - B) BOCA Basic/National Mechanical Code, ~~1987 Edition~~ (Building Officials and Code Administrators International, Inc., Country Club Hills, Illinois).

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- C) National Electrical Code (National Fire Protection Association, Quincy, Massachusetts, 1988).
 - D) Illinois Plumbing Code (77 Ill. Adm. Code 890).
 - E) Illinois Accessibility Code (71 Ill. Adm. Code 400).
 - F) Fire Prevention and Safety (41 Ill. Adm. Code 100).
 - G) National Fire Protection Association 101 Life Safety Code (National Fire Protection Association, Quincy, Massachusetts, 1988).
 - H) ASHRAE 90-80 Energy Conservation in New Building Design (American Society of Heating, Refrigeration, Air Conditioning Engineers, Atlanta, Georgia, 1980).
 - I) Any local building codes that may be more restrictive than the code listed above.
- 3) Illinois Building Related Requirements. To assist the architect in determining which codes might be applicable to a project, the Illinois Building Commission has assembled a *Directory of Illinois Building Related Requirements* that lists all the statutory requirements relative to State construction. It also includes a table of primary codes/standards/specifications for State of Illinois building requirements. This directory is available from the Illinois Building Commission website (www.ibe.state.il.us) or by calling (217) 557-7500.

Section 1501.607 Reporting Requirements

Each college shall submit the items listed below in a format prescribed by the ICCB and according to the schedules indicated;

- a) Progress reports (as of December 31) of all construction projects by January 31 of each year.
- b) Course resource data (**S6 and S7 data**) showing the facilities used by each course offered for credit during the fall term within thirty (30) days after the end of the term. **Facility identifiers, building identifiers, and room identifiers reported in the course resource data should match identifiers that will be reported in the F3, F6, B3, and R3 records at the end of the current fiscal year.**
- c) An inventory of its facilities and an update of this inventory annually **by September 1 immediately following the end of the fiscal year** as of the fall term within sixty (60) days after the end of the fall term. **Such facilities data (F3, F6, B3, and R3 records) shall be submitted in the format designated by the ICCB and shall represent existing facilities in service at June 30 of the fiscal year just ended.**

Illinois Community College Board

**PROPOSED AMENDMENTS TO
ILLINOIS COMMUNITY COLLEGE BOARD RULES
CONCERNING FOUNDATION MATCHING GRANTS AND
LINCOLN'S CHALLENGE SCHOLARSHIP GRANTS**

(Final Approval)

Lincoln's Challenge Scholarship Grants. The Lincoln's Challenge Scholarship Program helps students who have dropped out of high school to improve their likelihood of success by providing financial support for them to attend an Illinois community college after graduation from the Lincoln's Challenge program operated by the Illinois National Guard since July 1993. This program offers 16-18 year old young men and women the social and employment skills necessary to be contributing members of society and moves many of them to complete the GED. The Illinois Community College Board is a partner with the Lincoln's Challenge program through an annual appropriation that provides scholarships to its graduates. These scholarships provide an opportunity for graduates of Lincoln's Challenge to transition easily into higher education by attending one of the 48 public community colleges in the state.

The proposed changes are needed to: (1) identify the requirements that students must meet for scholarship eligibility and (2) more clearly define the roles and responsibilities of the colleges to receive reimbursements. These rule changes were presented to address a shortfall in funding for this program and to facilitate decisions regarding student scholarships.

The proposed rules modifications were presented to the Board and the system in June 2002 for review and comment and again in September 2002 for initial approval. No opposition has been received. The item is, therefore, presented for the Board's final approval to be forwarded to the Joint Committee on Administrative Rules.

Foundation Matching Grants. Legislation was passed in the spring of 1999 that allows community college foundations to request a state matching grant of \$2 for every \$3 received in local funds if appropriated funds become available. Emergency rules were filed with the Secretary of State's office in September 2001 and no comments were received regarding those rules. The Emergency rules now have lapsed and the Illinois Administrative Code requires the ICCB to proceed to make them permanent.

The Illinois Community College Board received an appropriation to disburse challenge grants to Illinois Community College Foundations during fiscal year 2002. However, the appropriation was subsequently reduced to zero in the November 2001 appropriation reductions. No funds are currently available and no funds included in the Governor's proposed FY 2003 Illinois Community College System appropriation request. However, the ICCB must have rules in place, should funds become available, before applications may be received and funds distributed.

The proposed rules modifications were presented to the Board and the system for initial approval in June 2002. The item is, therefore, presented for the Board final approval to be forwarded to the Joint Committee on Administrative Rules.

RECOMMENDED ACTION

The Illinois Community College Board hereby adopts and approves the following amendments to the *Administrative Rules of the Illinois Community College Board* and authorizes its President/CEO to process these amendments in accordance with the Illinois Administrative Procedures Act.

SUBPART E: FINANCE

Section 1501.501 Definition of Terms

Annual Financial Statement. The "annual financial statement," which is required to be published by a district, consists of two parts:

an annual financial report, which includes a statement of revenues and expenditures along with other basic financial data; and

an annual program report, which provides a narrative description of programs offered, goals of the district, and student and staff data.

Attendance at Midterm. A student is "in attendance at midterm" in a course if the student is currently enrolled in and actively pursuing completion of the course.

Auditor. An auditor is a person who enrolls in a class without intent to obtain academic credit and whose status as an auditor is declared by the student, approved by college officials, and identified on college records prior to the end-of-registration date of the college for that particular term.

Capital Renewal Grants. Capital renewal grants are State grants allocated proportionally to each community college district based on the latest fall on-campus nonresidential gross square feet of facilities as reported to the ICCB. Such grants are to be utilized for miscellaneous capital improvements such as rehabilitation, remodeling, improvement, and repair; architect/engineer services; supplies, fixed equipment, and materials; and all other expenses required to complete the work.

Lincoln's Challenge Scholarship Grants. The Lincoln's Challenge Program is administered by the Illinois Department of Military Affairs. Upon successful completion of that program, students qualify for a scholarship to a community college. The Lincoln's Challenge Scholarship Grant is a special appropriation received by the ICCB from the Governor and the General Assembly. These scholarships provide an opportunity for graduates of Lincoln's Challenge to transition easily into higher education by enrolling in one of the ~~48~~ 40 public community colleges in the State districts in which the student resides. The scholarship grants can be used to cover the cost of education which ~~that~~ includes tuition, books, fees and required educational supplies.

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Residency- Applicability-Verification of Status. As part of verification that its credit hours are eligible to receive ICCB grants, each community college district shall adopt a process for verifying the residency status of its students and shall file a description of this process with the ICCB by July 1, 1990. The process shall include the methods for verifying residency as defined in the general provisions, special State provisions, and district provisions of this subsection. Each district shall file descriptions of any revisions to its process with the ICCB prior to their implementation.

Residency - General Provisions. The following provisions apply both to State and district residency definitions:

To be classified as a resident of the State of Illinois or of the community college district, each student shall have occupied a dwelling within the State or district for at least 30 days immediately prior to the date established by the district for classes to begin.

The district shall maintain documentation verifying State or district residency of students. Students occupying a dwelling in the State or district who fail to meet the 30-day residency requirement may not become residents simply by attending classes at a community college for 30 days or more.

Students who move from outside the State or district and who obtain residence in the state or district for reasons other than attending the community college shall be exempt from the 30-day requirement if they demonstrate through documentation a verifiable interest in establishing permanent residency.

Residency - District Provisions. Students shall not be classified as residents of the district where attending even though they may have met the general 30-day residency provision if they are:

federal job corps workers stationed in the district;

inmates of state or federal correctional/rehabilitation institutions located in the district;

full-time students attending a postsecondary educational institution in the district who have not demonstrated through documentation a verifiable interest in establishing permanent residency;
and

students attending under the provisions of a chargeback or contractual agreement with another community college.

Residency - Special State Provisions. Students shall be classified as residents of the State without meeting the general 30-day residency provision if they are:

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federal job corps workers stationed in Illinois;

members of the armed services stationed in Illinois;

inmates of State correctional/rehabilitation institutions located in Illinois; or
employed full time in Illinois.

Special Initiatives Grants. Special initiatives grants provide funds for conducting special initiatives activities.

Special Initiatives Activities. Special initiatives activities are defined each year in a request for proposal process. All colleges will have the opportunity to apply for funds to conduct such approved special initiatives activities. Special initiatives activities are based upon criteria as specified in terms outlined in a grant agreement between the college and the ICCB.

Section 1501.520 Lincoln's Challenge Scholarship Grants

- a) Lincoln's Challenge Scholarship Grants shall be vouchered to community colleges.
- b) Students can qualify for their first Lincoln's Challenge Scholarship Grant if they meet the following criteria:
 - 1) Complete the Lincoln's Challenge program;
 - 2) Complete the GED;
 - 3) Enroll at one of the ~~48~~ 49 Illinois public community colleges in a certificate or degree program the next semester following graduation (for example, the June Lincoln's Challenge graduates would have to enroll in college by the fall semester) within one year after graduation from the Lincoln's Challenge Program;
 - 4) Carry an academic load of at least six credit hours in each fall and spring semester. Scholarships for the summer semester will not be awarded term except the summer term; and
 - 5) Present the "notification of award" letter signed by the President/CEO of the Illinois Community College Board to the community college at the time of registration.
- c) The scholarship amount will be awarded up to ~~is limited to~~ \$1,000 per student per semester; ~~with the exception of the summer semester which is limited to \$500 per student.~~
- d) The scholarship ~~grants can be used shall be applied only to cover~~ the cost of education, which includes tuition, books, fees, and required educational supplies.
- e) The grant will only reimburse the college at the in-district tuition rate.
- f) In order to receive the reimbursement, colleges must submit vouchers during the semester the student is enrolled or payment cannot be guaranteed. The following information must be submitted to the ICCB for each student:
 - 1) Name;
 - 2) Social Security Number;

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- 3) Program of study;
 - 4) Course schedule (including credit hours);
 - 5) Costs Bill with costs broken out by tuition, fees, books, and required educational supplies; and
 - 6) ICCB initial or renewal approval letters. If a renewal, GPA and course completion from the previous semester are required -if continuing student.
- g) In order to remain qualified for a Lincoln's Challenge Scholarship Grant Grants, each student must:
- 1) Submit GPA, course completion, and the a letter of application to the Illinois Community College Board requesting continuation of the scholarship for the next semester. The letter must be postmarked by August 1 for application to the fall term; and January 1 for application to the spring term, and June 1 for application to the summer term;
 - 2) Comply with academic standards as defined by college policy. Exceptions to this subsection (g)(2), such as extenuating circumstances, shall be documented by ICCB staff and college contacts. The first semester minimum grade point average may be waived as a determining factor of academic standards achievement if the student's academic advisor concludes that extenuating circumstances existed; and
 - 3) Submit documentation showing successful completion of a minimum of 6 credit hours in the last semester and a GPA of 2.0 or higher acceptable academic status and the number of credit hours completed during the last term of enrollment at the college.
- h) Students may can be awarded scholarship funds for the fall and spring semesters of two three successive years or a maximum of 64 credit hours (or more if completing an associate in applied science degree requiring additional credit hours), to be used toward the completion of a degree or certificate program.
- I) The number of scholarships awarded each year is contingent upon the amount of funds appropriated. The scholarships cannot be guaranteed to students even if all criteria are met. The distribution of available funds between new and renewed scholarships will be determined by the Illinois Community College Board to maximize use of the funds.

1501.523 Foundation Matching Grants

- a) An eligible community college foundation, as referred to in this Section, is defined as a 501©)(3) entity formed to benefit a community college district, students, and taxpayers of a community college district as provided for in the Public Community College Act and meets the criteria to receive an award as provided for in this Section. A foundation shall establish its eligibility by submitting a copy of its articles of incorporation (the first year of application only), a copy of its most recent signed federal 990 tax return, and a copy of the foundation's most recently completed external audit with the other components of an application.

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- b) Requests for foundation matching grant awards (referred to in this Section as challenge grants) must be submitted in a format prescribed by the ICCB no later than December 1 of each year.
 - c) Each community college foundation shall have the opportunity to apply for a \$25,000 challenge grant. The award amount shall be prorated to a reduced amount if sufficient funds are not available in the State's Academic Improvement Trust Fund to provide an initial grant of \$25,000 to those eligible foundations that submit an application no later than December 1.
 - d) In order to be eligible to receive a challenge grant, the community college foundation board must establish, as part of the application process, that the foundation board has:
 - 1) established an academic improvement trust fund as a depository for private contributions and awarded challenge grants;
 - 2) \$3 of local match available (contributions received after July 1, 1999, for the purpose of matching the State challenge grants) for each \$2 of State funds; and
 - 3) raised a minimum of \$10,000 from private sources and the contributions must be in excess of the total average annual cash contributions made to the community college foundation in the three fiscal years before July 1, 1999 (fiscal years 1997, 1998, 1999).
 - e) Any unmatched excess funds remaining in the State's Academic Improvement Trust Fund, on April 1 of the fiscal year in which an appropriation is received, for community college foundations after the award of the initial \$25,000 challenge grants will be available for matching by any community college foundation. No community college foundation will receive more than \$100,000 in challenge grants in any one State fiscal year.
 - f) The community college foundation board is responsible for determining the use of the proceeds of the challenge grants and such uses may include:
 - 1) scientific equipment;
 - 2) professional development and training for faculty; and
 - 3) student scholarships and other activities appropriate to improving the quality of education at the community college.
- The community college foundation may not use the proceeds of the challenge grant for a capital campaign or program.
- g) Each community college foundation receiving grant funds shall file a report with the ICCB in a format prescribed by the ICCB detailing how the funds were utilized within 60 days after the foundation's fiscal year end and submit a copy of the external audit of the fiscal year just ended as soon as it is completed.

Illinois Community College Board

**CERTIFICATION OF ELIGIBILITY FOR SPECIAL TAX LEVY
(CHAPTER 122, PARAGRAPH 3-14.3)**

Section 3-14.3 of the Public Community College Act allows districts eligible for equalization grants in fiscal year 2003 or fiscal year 2004 to levy up to or at the combined statewide average tax rate for educational and operations and maintenance purposes if they currently are levying less than that amount. The ICCB is required to certify the eligibility of districts to levy by November 1 of each year.

RECOMMENDED ACTION

It is recommended that the following motion be adopted:

The Illinois Community College Board hereby certifies that the following community college districts were (1) eligible to receive equalization grants either in fiscal year 2003 or fiscal year 2004 and (2) had combined educational and operations and maintenance purposes tax rates less than 25.54 cents per \$100 of equalized assessed valuation and are, therefore, eligible to levy at a combined educational and operations and maintenance purposes rate up to and including 25.54 cents per \$100 of equalization assessed valuation in accordance with the provisions of Section 3-14.3 of the Public Community College Act:

Black Hawk College
City Colleges of Chicago
Highland Community College
Illinois Central College
Illinois Eastern Community College
Illinois Valley Community College
Kankakee Community College
Kaskaskia College
Lake Land College
Lewis and Clark Community College
Moraine Valley Community College
Prairie State College
Rend Lake College
Richland Community College
Carl Sandburg College
South Suburban College
Southwestern Illinois College
Spoon River College
John Wood Community College

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BACKGROUND. Pursuant to Section 3-14.3 of the Public Community College Act, the following table identifies the eligible districts and the additional levy authority they have, should they choose to exercise it, along with an estimate of how much additional tax revenues will be available because of this additional levy authority.

District	Current Combined Maximum Authorized Operating Tax Rates	Additional Tax Rate Authority	Estimated Additional Tax Revenue
Black Hawk	19.00¢	6.54¢	\$ 1,724,617
City Colleges of Chicago	22.50¢	3.04¢	\$ 12,746,680
Highland	25.00¢	.54¢	\$ 69,797
Illinois Central	25.00¢	.54¢	\$ 240,739
Illinois Eastern	25.00¢	.54¢	\$ 54,284
Illinois Valley	17.00¢	8.54¢	\$ 1,930,583
Kankakee	18.00¢	7.54¢	\$ 1,214,051
Kaskaskia	25.00¢	.54¢	\$ 48,948
Lake Land	18.00¢	7.54¢	\$ 1,433,005
Lewis and Clark	25.00¢	.54¢	\$ 121,460
Moraine Valley	22.50¢	3.04¢	\$ 2,145,957
Prairie State	23.54¢	2.00¢	\$ 508,441
Rend Lake	25.00¢	.54¢	\$ 30,319
Richland	25.31¢	.23¢	\$ 37,459
Sandburg	22.00¢	3.54¢	\$ 445,414
South Suburban	17.50¢	8.04¢	\$ 2,214,601
Southwestern	16.00¢	9.54¢	\$ 3,821,890
Spoon River	25.00¢	.54¢	\$ 33,004
John Wood	22.50¢	3.04¢	\$ 282,516
			\$ 29,103,762

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The additional levy authority is subject to “backdoor” referendum. Within ten days after the adoption of a resolution expressing the district’s intent to levy all or a portion of the additional taxes, the district is required to publish notice of its intent. A petition signed by 10 percent or more of the registered voters in the district will cause the proposed increase to be placed on the ballot at the next regularly scheduled election. A 30-day period is allowed for such a petition to be received.

This special tax levy authority does not circumvent tax cap legislation. All tax cap legislation is still applicable to those districts that fall under it. The following districts that are eligible for the special tax levy are also subject to tax cap legislation:

City Colleges of Chicago
Moraine Valley Community College
Prairie State College
South Suburban College

Illinois Community College Board

**STATEMENT OF COMMITMENT TO
ECONOMIC AND WORKFORCE DEVELOPMENT
BY THE ILLINOIS COMMUNITY COLLEGES**

RECOMMENDED ACTION

It is recommended that the following motion be adopted:

The Illinois Community College Board hereby accepts from the Executive Committee of the Illinois Council of Public Community College Presidents and approves the *Statement of Economic and Workforce Development by Illinois Community Colleges* and will transmit this Statement to the Department of Commerce and Economic Opportunity.

BACKGROUND. Early in his administration, Governor Rod Blagojevich restructured related workforce and economic development programs under the Illinois Department of Commerce and Economic Opportunity (DCEO). The Illinois Community College Board's Current Worker Training Grant Program was one of the programs moved to the new DCEO.

Conversations regarding the role of community colleges in the state's expanded view of the close relationship of economic and workforce development, including the distribution of the Current Worker Training Grant funds and other grant programs used by community colleges to serve area businesses, were held. Initial conversations included Joe Cipfl, ICCB President and CEO; Sarah Hawker, Vice President for Workforce Development and Adult Education; Jack Lavin, Director of the DCEO; Dennis Sienko, DCEO Deputy Director for Economic Opportunity; and Therese McMahon, DCEO Deputy Director for Workforce Development. These conversations revealed strong support for community colleges as key infrastructure components of the economic and workforce development efforts of the Blagojevich administration.

On June 19, 2003, Dennis Sienko held a meeting with community college presidents to discuss the new policy relationship being created by the DCEO between workforce development and economic development, and to assess community colleges willingness to become full and flexible partners in this endeavor. The attached *Statement of Commitment to Economic and Workforce Development* resulted from that meeting.

Presidents Terry Ludwig of Shawnee Community College and Bob Mees of John A. Logan College worked with ICCB staff to craft this statement that lays out the commitment of colleges and the ICCB to the principles of cooperation and partnership with the DCEO and with each other to take on an expanded role in the state's economic development efforts. This Statement was reviewed and adopted by the Executive Committee of the Illinois Council of Public Community College Presidents and is submitted to the Board for approval and official transmittal to the Department of Commerce and Economic Opportunity.

**A STATEMENT OF
COMMITMENT TO ECONOMIC AND WORKFORCE DEVELOPMENT
BY ILLINOIS COMMUNITY COLLEGES**

July 22, 2003

Commitment. The Illinois Community College System stands ready and willing to be a major contributor and partner with the Department of Commerce and Economic Opportunity (DCEO) to join together economic development and workforce development. This new vision will connect the strengths and resources of both areas to lead the recovery and future growth of the state's economy.

Illinois community colleges are committed to working with the DCEO to create a statewide economic and workforce development system by:

- Collaborating with the DCEO to meet economic and workforce development needs of the entire state, including small-, medium-, and large-sized businesses in urban, suburban, and rural areas.
- Focusing on customer service and client satisfaction for education and training throughout the entire Illinois Community College System.
- Leveraging statewide resources to create opportunities to address local, regional, and statewide economic and workforce development needs by sharing strategies and maximizing limited resources.
- Developing strategic public and private partnerships at the local, regional, and state levels that include groups such as the DCEO, local workforce investment boards (LWIB), chambers of commerce, regional economic development associations, organized labor, and other state agencies with the goal of developing a pool of highly skilled workers.
- Delivering education and training to business and industry through creative and flexible approaches while continuously evaluating the effectiveness of these approaches.

Operations. The partnership among DCEO, ICCB, and Illinois community colleges will enable Illinois to respond rapidly, flexibly, creatively, and cost-effectively to provide workforce development programs and training services in Illinois. Forming regions throughout the state will facilitate decisive, seamless responses by community colleges to the need for educational and training products and programs:

1. Coordination of these activities will occur among the DCEO, ICCB, and community colleges to develop new businesses in Illinois, to retain existing businesses, and to create a highly skilled workforce. The competitiveness of Illinois on state, national, and international levels will be enhanced by this joint venture.

STATEMENT OF COMMITMENT

Page Two

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2. In partnership, the DCEO, ICCB, Illinois community colleges, and data producing entities will identify priority industries critical to the future economic growth of Illinois. Community colleges will continuously explore creative ways to design and implement appropriate short-term training to meet the immediate needs of these critical industries and long-term, in-depth training and education to meet their future needs.
3. Regions formed in the state will build capacity to provide quick and effective responses, assist in identifying resources, and ensure future development of needed programs and services.

Conclusion. The *Promise for Illinois*, the Illinois Community College System's Strategic Plan, states that addressing workforce development needs with flexible, responsive, and progressive programs is of the highest priority. The Illinois Community College System has a unique opportunity to collaborate with the Illinois Department of Commerce and Economic Development to build a comprehensive and responsive economic and workforce development partnership at the state, regional, and local levels.

The ICCB and the Illinois community colleges, working with the Department of Commerce and Economic Opportunity, will engage in a strong and vital role in support of the state's economic and workforce development agenda. Capitalizing on the strengths, personnel, and protocols of the Illinois Community College System, this Statement of Commitment defines the principles underlying that partnership and its implementation. Upon review and recommendation by the Illinois Council of Community College Presidents and the Illinois Community College Trustees Association, the Illinois Community College Board will consider this Statement of Commitment for adoption and transmittal to the Illinois Department of Commerce and Economic Development.

Illinois Community College Board

**ILLINOIS COMMUNITY COLLEGE BOARD ADVISORY COMMITTEE
MEMBER APPOINTMENTS**

Each year, the President/CEO as authorized by the Illinois Community College Board appoints representatives to its advisory committees. Memberships are either at-large appointments selected by the Illinois Community College Board staff, appointments recommended by various community college organizations, or ex officio members who represent committees of various relevant organizations. The latter appointments change as the groups' committee leadership positions change. All other new appointments are for three-year terms beginning July 1, 2003 and ending June 30, 2006, except for those vacancies created by resignations during the year.

The advisory committees perform a critical service to the Illinois Community College Board in that they provide input from a local perspective on issues that affect the entire system. Currently, the Board has four advisory committees. The Finance Advisory Committee, under the leadership of Don Wilske, Chief Financial Officer, provides input on system budget development and policy issues dealing with system finance. The MIS/Research Advisory Committee, working with Scott Parke, Senior Director for Policy Studies, reviews all issues pertaining to research and data collection activities of the Board. The Program Advisory Committee, staffed by Carol Lanning, Senior Director for Program Planning and Accountability, assists staff with developing proposed policy regarding curricula and accountability matters. The Student Advisory Committee is the fourth committee whose members are selected by their respective colleges.

Attached for your information is the list of committee members on the Finance, MIS/Research, and Program Advisory Committees for fiscal year 2004.

INFORMATION ONLY

**ILLINOIS COMMUNITY COLLEGE BOARD
ADVISORY COMMITTEE MEMBERS
2003-2004**

Finance Advisory Committee

1. **Ron Ally**, Vice President for Administrative Services, McHenry County College - At Large (2006)
2. Bruce Conners - Vice President of Educational Services, Kaskaskia College (Chief Academic Officers) (2004)
3. Gary Davis - Executive Director, Illinois Community College Trustees Association (ICCTA) - Ex Officio
4. Abe Eshkenazi - Vice Chancellor, Finance, City Colleges of Chicago (2004)
5. **Greg Florian**, Vice President Finance & Administration, Richland Community College- Chair, Illinois Community College Chief Financial Officers (ICCCFO) - Ex Officio
6. **Victoria Jensen**, - Dean, Academic Support Services, Highland Community College - Illinois Council of Community College Administrators (ICCCA) (2004)
7. **Ellen Lindeen**- Faculty, Waubensee Community College - Illinois Community College Faculty Association (ICCFA) (2004)
8. Brad McCormick - Dean, Business Affairs -Southeastern Illinois College - At Large (2005)
9. Rick Radeke - Executive Vice President, Finance and Operations, Waubensee Community College - At Large (2004)
10. Thomas Schmidt - President, Carl Sandburg College - Chair, Presidents Council Finance Committee - Ex Officio
11. **Michael Shirley**, President, Elgin Community College - Vice Chair, Presidents Council Finance Committee - Ex Officio
12. Roger Tuttle - Trustee, Heartland Community College - Illinois Community College Trustees Association (ICCTA) (2004)
13. **TBA** - Student - Student Advisory Committee Member - Ex Officio

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MIS/Research Advisory Committee

1. Pamela Allmendinger - Manager, MIS/Research, Black Hawk College - At Large (2004)
Clay Baitman - Vice President for Instruction, Southwestern Illinois College - Chief Academic Officers (CAO) (2006)
2. Laura Crane - Interim Director, Institutional Research, William Rainey Harper College - At Large (2004)
3. Mary Lou De'Allegro - Dean, Institutional Effectiveness, Joliet Junior College - At Large (2005)
4. Lon Feuerhelm - Production & Operations Manager, Southwestern Illinois College - At Large (2005)
5. **Antonio Gutierrez-Marquez** - Associate Vice Chancellor for Planning & Research, City Colleges of Chicago - At Large (2006)
6. Michael Monaghan - Director, Government Relations, Illinois Community College Trustees Association (ICCTA) - (2005)
7. **Fran Oros** - Faculty, Shawnee Community College - Illinois Community College Faculty Association (ICCFA) (2006)
8. Padriac Shinville - Division Chair, Alternative Learning/Education Programs, Heartland Community College, - At Large (2004)
9. **Aimee Wood** - MIS Coordinator, Illinois Central College - Illinois Council of Community College Administrators (ICCCA) - At Large (2006)
10. **TBA** - President - Presidents Council (2006)
11. **TBA** - At Large (2006)
12. **TBA** - Illinois Community College Chief Financial Officers (ICCCFO) (2006)
13. **TBA** - Student - Student Advisory Committee Member - Ex Officio

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Program Advisory Committee

1. **Jose Aybar** - Executive Director, Academic Programs, City Colleges of Chicago - At Large (2006)
2. **Larry Fischer** - Vice President for Instruction, John Wood Community College - Chief Academic Officers/Illinois Council of Community College Administrators (CAO/ICCCA) - Ex Officio (representing the Chair of CAO)
3. Earl Godt - Faculty, Spoon River College, Illinois Community College Faculty Association (ICCFA) (2005)
4. **Jane Johnson** - Vice President, Student & Academic Services, Richland Community College - At Large (2006)
5. Matt Landrus - Faculty, Lake Land College, Illinois Community College Faculty Association (ICCFA) (2005)
6. **Carl Oblinger** - Trustee, Lincoln Land Community College - Illinois Community College Trustees Association (ICCTA) (2006)
7. Kathy Pampe - Associate Dean, Education to Careers, Illinois Eastern Community Colleges - At Large (2004)
8. Mary Reaves - Vice President, Student Life & Multicultural Affairs, Prairie State College - At Large (2004)
9. **Alan Steigelman** - Vice President for Finance & Business Services, John Wood Community College - Illinois Community College Chief Financial Officers (ICCCFO) (2006)
10. **Jerry Weber** - President, Kankakee Community College - Chair, Presidents Council Curriculum and Transfer Committee - Ex Officio
11. **TBA** - Student - Student Advisory Committee member - Ex Officio