

Approved

Minutes of the 393<sup>rd</sup> Meeting of the  
Illinois Community College Board  
Bloomington-Normal Marriott  
201 Broadway Street,  
Normal, IL

June 3, 2011

### **RECOMMENDED ACTION**

It is recommended that the following motion be adopted:

The Illinois Community College Board hereby approves the Board minutes of the June 3, 2011, meeting as recorded.

#### **Item #1 – Roll Call and Declaration of Quorum**

Chair Alongi called the Board meeting to order at 9:02 a.m. and Allison Ray called roll, with the following members present: Guy Alongi, Suzanne Morris, Randy Barnette, James Dumas, Thomas Pulver, Jake Rendleman, and Austin Ashby, Student member. The following Board members were absent: Victor Henderson and Rudolph Papa. Ms. Ray declared the Board had a quorum.

#### **Item #2 – Announcements and remarks by Guy H. Alongi, Chair**

Chair Alongi announced that later during the Board meeting, Victor Henderson will participate in the meeting via conference call.

At this time, Chair Alongi announced that due to recent events in his personal life and a desire to spend more time traveling with his wife. Chair Alongi has informed the Governor's Office that he intends to step-down as chairman. It is Chair Alongi's intention to remain on the Board until his term expires in 2015. The Governor has asked Chair Alongi to remain chair until a suitable replacement is found and he will serve at the pleasure of the Governor until a new chair is appointed.

Chair Alongi has enjoyed being chair and working with everyone. There are some things that he is proud of, including building a relationship with the trustees association and the majority of the colleges have bought into the faculty association. Chair Alongi will support the new chair and hopes that the Board will support the new initiatives, as long as it is in the best interest of the community college system.

#### **Item #3 – Board Member Comments**

Austin Ashby thanked Chair Alongi for his service.

James Dumas thanked Chair Alongi for his service as well.

Thomas Pulver stated it was a pleasure having Chair Alongi as a leader and is disappointed that he will not continue. Mr. Pulver appreciates that Chair Alongi will remain dedicated to the system.

Jake Rendleman appreciates Chair Alongi's service and remembers some of the pressures placed upon the Board by the previous administration and yet, the Board was able to prevail with his leadership. Mr. Rendleman noted that his appointment is up this month and hopefully he will know soon if he will be reappointed to represent the trustees. Mr. Rendleman has indicated to the Governor that he would like to serve again, but it is up to the Governor.

Randy Barnette noted it has been a pleasure serving with Chair Alongi so far and knowing Chair Alongi before he was on the Board. Chair Alongi has been probably the second longest serving chair of the Board through some very challenging times and he has handled himself quite well. Mr. Barnette wished Chair Alongi well and looks forward to working with him when he is sitting on this side.

Suzanne Morris stated that in some ways this was a surprise and in some ways it is not. It has been a pleasure and Chair Alongi's leadership is appreciated. The Board has been through some very challenging times and Chair Alongi always reached out if there was conflict and the Board was always the first to move forward.

#### **Item #4 – President/CEO Report**

Geoff Obrzut thanked Chair Alongi for the friendship and the dedication that he has brought to the job.

Mr. Obrzut thanked Dr. Jerry Weber, President of Presidents' Council and David Harby, President of the Illinois Community College Trustees Association (ICCTA) for their past leadership and welcomed Dr. Gayle Saunders, incoming President of Presidents' Council and Jim Ayers, incoming President of ICCTA.

Mr. Obrzut announced that Board member Judy Rake recently retired and moved out-of-state which required her to step down from the Board. Mr. Obrzut plans on honoring Ms. Rake at either the September or November Board meetings. Also thanked for service was Austin Ashby, Student member. Mr. Ashby's term has expired and Mr. Obrzut wished him well and looks forward to hearing about his career.

The summer edition of the ICCB magazine will come out soon and the ICCB is always looking for articles from the colleges.

Mr. Obrzut recently congratulated Lieutenant Governor Sheila Simon for visiting 16 of the 48 community colleges throughout the state and spoke to the Presidents' Council about creating a map or similar item for Lieutenant Governor Simon to track the colleges she has visited.

Mr. Obrzut thanked Dr. Scott Parke, Senior Director for Research and Policy Studies and Brian Durham, Senior Director for Academic Affairs and Career and Technical Education and ICCB staff for the hard work to complete the Complete College America application.

Thanks were also extended to Scott Lensink, President of Lakeland Community College for his participation in the ABE to Credentials initiative, including recently traveling with the design team to Seattle, WA.

#### **Item #5 – Acknowledgements**

Suzanne Morris presented Austin Ashby, ICCB Student member; David Harby, President of Illinois Community College Trustees Association; and Dr. Jerry Weber, President of Presidents' Council certificates of recognition for their service over the past year.

**Item #6 – Illinois State Board of Education Update**

State Superintendent Dr. Christopher Koch thanked Chair Alongi for his leadership with the Board and noted that the Illinois State Board of Education (ISBE) could not do its work without a partnership with ICCB.

Dr. Koch echoed Chair Alongi's comments on the financial struggle the state is facing. We are not going to be able to cut ourselves out of it; recently the ISBE budget was reduced by \$170 million. The items being cut are things that matter and it is a long list.

Dr. Koch announced the ISBE chair, Jesse Ruiz, recently announced he is leaving and there will be some changes at the agency and Board in the future.

Dr. Koch briefly spoke about the Common Core Standards and noted they are going very well. It is very historic and is here to stay. It will also change how course assessments are administered and help define college-ready.

The Longitudinal Data System development is very important infrastructure work for the state of Illinois and grant agreements are in place. Thanks were given to ICCB staff for all of their work on those agreements.

The Race to the Top venture was not successful, but the work done for the process has been useful in setting a framework for reform. ISBE was contacted by several organizations for a new learning performance management system. The system makes a lot of sense for Illinois and will share in it as pilot state with Colorado, New York, Massachusetts, and North Carolina.

New rules have passed in the areas of principal and teacher preparation. One area affected by this was the Basic Skills Test score was raised. This has impacted community college and higher education teacher training programs, but ISBE did this in part to ensure that teachers had mastery in concepts that students are expected to have. Testimony has been received from many institutions indicating teacher candidates in the teacher prep programs could not do basic computation skills, even basic fractions and ISBE really needed to change that. In the past, teaching recruitment was from the bottom of the bottom half of college attendees and now recruiting is being done from the top third. There is going to be an adjustment period and it is a standing agenda item on the teacher certification board and it will continue to be studied carefully.

Dr. Koch spoke briefly about intervening in some of the lowest performing schools. 471 schools have been identified, many are high schools, and the local boards have been offered agreements to either sign or be replaced, or the ISBE will not recognize the school district. These actions have recently taken place in north Chicago and East St. Louis. Those districts are now under the authority of ISBE and the agency has all authority over hiring, including selection of the superintendent.

Discussion took place between Dr. Koch and Chair Alongi regarding the recent reforms and their impact upon remediation.

**Item #7 – ACT High School to College Success Report**

Brian Durham, Senior Director for Academic Affairs and Career and Technical Education noted that the High School to College Success Report is just one example of how the education agencies are closer now than in past years. Mr. Durham noted that the High School to College Success Report was a result of the passage of Senate Joint Resolution 59 in 2007, which directed the education agencies to revise the current High School Feedback Report to make it more transparent and cut across all sectors of education. The resulting report includes four years worth of work from all of the education agencies and numerous stakeholders ranging from secondary education through higher education and the Illinois Business Association. ICCB staff that worked on the report includes individuals from the areas of Academic Affairs and Institutional Support. Mr. Durham thanked Dr. Scott Parke, Senior Director for Research and Policy Studies, for the tremendous amount of help he has given ACT in working with community college data. Mr. Durham introduced April Hanson, Director of Post-secondary Services for the Chicago area office/Midwest Region for ACT and George Schlott, Senior Consultant for Elementary and Secondary Services in Illinois for ACT.

Ms. Hanson stated they were excited to give the briefing on this four-year “labor of love” among the three education agencies and ACT. Ms. Hanson briefed the Board on who is included in the report, the purpose of the report, some examples of the included data, and some of the guided questions that are starting points for future conversations from this report.

Ms. Hanson detailed during the presentation several items, including:

- 1) Students the report covers - Illinois high school graduates from 2006, 2007, and 2008 who immediately attended a two-year community college or four-year public college in Illinois. The report does not include students that attended private high-schools or colleges, out-of-state residents, and no transfer, adult, or non-traditional students.
- 2) Difference from the High School Feedback Report – This report will be released to every community college, four-year institution, state agency, and the general public in Illinois.
- 3) Core purpose – To facilitate discussions between secondary and postsecondary leaders and stakeholders in Illinois to help close achievement and curriculum gaps in order to make students more successful in the transition from secondary to postsecondary education.
- 4) What it provides – This report will be ongoing with the hope of forming curriculum and providing data to help with policy decisions.

Currently, the report has been distributed to the Illinois State Board of Education (ISBE), next week to the Illinois Board of Higher Education (IBHE) and then the report will be released to individual institutions. All institutions will have about three weeks to review and process the information and there will be a statewide summit held on June 24 in Springfield. At that summit, all constituents will receive a walk-through of the data and be broken into groups to help with data interpretation and draw conclusions to help react to the data. The day of the summit, the information will be made public by being posted or linked to or from various agency websites.

**Item #8 – Nomination of Vice Chair**

Chair Alongi opened the floor for nominations for the position of Vice Chair of the Illinois Community College Board.

Randy Barnette nominated Suzanne Morris for the position of Vice Chair of the Illinois Community College Board.

Tom Pulver made a motion, which was seconded by Jake Rendleman, to close nominations.

The motion was approved via voice vote.

Chair Alongi declared Ms. Morris was approved via acclamation.

**Item #9 – Formation of a Special Committee**

Allison Ray provided the Board with a brief history of the approval to form a special committee at the Board meeting held January 28, 2011. Ms. Ray noted that other than the approved motion indicating the scope of the committee, no other decisions have been made in relation to when the committee shall meet or who shall serve on the committee.

Discussion took place amongst Board members and ICCB staff and it was determined that the Special Committee shall be referred to the External Affairs Committee to make a formal recommendation to the Board Chair at the September Board meeting.

**Item #10 – New Units of Instruction**

Suzanne Morris made a motion, which was seconded by James Dumas, to approve the following motion:

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

**PERMANENT PROGRAM APPROVAL**

**Danville Area Community College**

- Echocardiography Advanced Certificate (39 credit hours)

**College of DuPage**

- Homeland Security A.A.S. degree (64 credit hours)

**Frontier Community College**

- Fire Science A.A.S. degree (66.5 credit hours)
- Fire Service Specialist Certificate (52.5 credit hours)
- Fire Administrator Certificate (42.5 credit hours)
- Fire Suppression Specialist Certificate (30.5 credit hours)

**Illinois Central College**

- Multi-Skilled Maintenance Technology A.A.S. (70 credit hours)
- Paraprofessional Educator Certificate (38 credit hours)

**Joliet Junior College**

- Auto Body Repair A.A.S. degree (64 credit hours)
- Auto Body Repair Advanced Certificate (43 credit hours)

Kankakee Community College

- Millwright Certificate (47 credit hours)

Lewis & Clark Community College

- Restoration Ecology A.A.S. degree (64 credit hours)
- Restoration Ecology Certificate (45 credit hours)

Lincoln Trail College

- Emergency Management Systems Certificate (40 credit hours)

McHenry County College

- Culinary Management A.A.S. degree (71 credit hours)

Triton College

- Digital Photography A.A.S. degree (64 credit hours)

Wabash Valley College

- Paralegal A.A.S. degree (70 credit hours)

**TEMPORARY PROGRAM APPROVAL**

Parkland College

- Heating, Ventilation, and Air Conditioning (HVAC) A.A.S. degree (61 credit hours)
- Theatre Arts: Entertainment Technology A.A.S. degree (62 credit hours)

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

Suzanne Morris made a motion, which was seconded by James Dumas to approve the following motion:

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

John A. Logan College

- Construction Trades Technology A.A.S. degree (67 credit hours)
- Construction Trades Technology Certificate (39 credit hours)

The motion was approved via unanimous voice vote. Jake Rendleman abstained from voting. Student advisory vote: Yes.

**Item #11 – Illinois Community College Board Recognition of Community Colleges**

Jake Rendleman made a motion, which was seconded by Austin Ashby, to approve the following motion:

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

Lewis and Clark Community College  
Richland Community College  
Southeastern Illinois College

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

**Item #12 – Consent Agenda**

Thomas Pulver made a motion, which was seconded by Randy Barnette, to approve the following items:

**Item #12.1 – Minutes of the March 18, 2011 Board Meeting**

The Illinois Community College Board hereby approves the Board minutes of the March 18, 2011, meeting as recorded.

**Item #12.2 – Minutes of the March 18, 2011 Executive Session**

The Illinois Community College Board hereby approves the Executive Session minutes of the March 18, 2011, Executive Session as recorded.

**Item #12.3 – Calendar Year 2012 Board Meeting Dates and Locations**

The Illinois Community College Board hereby approves the Calendar Year 2012 Board Meeting Dates and Locations listed below:

**CALENDAR YEAR 2012 MEETING DATES and LOCATIONS**

January 27

11:00 a.m. – Harry L. Crisp II Community College Center, Springfield

March 23

9:00 a.m. – Richland Community College, Decatur

June\*

9:00 a.m. – Springfield, Exact Location TBA

July

Subject to Call

September 21

9:00 a.m. – Moraine Valley Community College, Palos Hills

November 2

11:00 a.m. – Harry L. Crisp II Community College Center, Springfield

December

Subject to Call

\*June Board meeting is held in conjunction with the ICCTA and Presidents' Council meetings.

**Item #12.4 – Authorizations to enter into Interagency Contracts and/or Agreements**

Agenda Item #12.1  
September 16, 2011

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 2012.

**Item #12.5 – Authorizations to Transfer Funds among Line Items**

The Illinois Community College Board hereby authorizes its President/CEO to transfer funds among fiscal year 2012 appropriated operating line items, as needed.

**Item #12.6 – Authorization to enter into Contracts**

The Illinois Community College Board approves the following fiscal year 2011 contractual agreements:

Funding Source	Contractor	Amount	Contract Period	Description
All funds /allocated	IL Community College System Foundation	\$482,935	7/1/11 - 6/30/12	Rental of Office Space
GRF	Southwestern Illinois College	\$485,000	7/1/11 - 6/30/12	East St. Louis Comm College Center
GRF	Southern IL Collegiate Common Market (SICCM)	\$1,104,100	7/1/11 - 6/30/12	East St. Louis Comm College Center
GRF	Sorling, Northrup, Hanna, Cullen & Cochran Ltd.	\$190/hr	7/1/2011 - 6/30/12	Legal
CTE	Terry Clark	\$37,500	7/1/11 - 6/30/12	CTE regional support
CTE	Ferreri Educational Services	\$46,875	7/1/11 - 6/30/12	CTE regional support
CTE	Susan Petrilli	\$30,000	7/1/11 - 6/30/12	CTE regional support
CTE	Daniel Segebarth	\$31,875	7/1/11 - 6/30/12	CTE regional support
DCEO SG	Policy Planning Partners (Judith Kossy)	\$25,500	7/1/11 - 9/30/11	Shifting Gears: plan/facilitate meetings; co-lead policy committee; 25 days
Joyce Foundation	U of I - OCCRL	\$20,000	7/1/11 - 12/31/11	Shifting Gears: project management support for all aspects
DCEO WIA	Western Illinois University	\$25,083	9/1/10 - 6/30/11	Career & Academic Readiness System: develop/implement/support
GED	American Council on Education	\$255,000	7/1/11 - 6/30/12	GED testing in Illinois - includes fees and materials
GED	Turn-Key Solutions International, Inc.	\$92,500	7/1/11 - 6/30/12	GED scoring: data submission to feds
GED	Sangamon Co Regional Office of Education	\$731,266	7/1/11 - 6/30/12	Administration for Cook Co GED
Multiple	WIU-Center for Application of Information Technologies	\$76,500	7/1/11 - 6/30/12	Career & Academic Readiness System Hosting and Math expansion
Multiple	U of I - OCCRL	\$30,000	7/1/11 - 9/30/11	ABE to Credentials Policy Audits



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

**Item #13 – Information Items**

**Item #13.1 – Fiscal Year 2011 Financial Statements**

The Fiscal Year 2011 Financial Statements were provided to the Board for review.

**Item #14 – Committee Reports**

**Item #14.1 – Adult Education and Institutional Support**

James Dumas reported that Illinois was selected to receive an ABE to Credentials grant from the Gates Foundation and ICCB has invited 20 colleges to apply for grants of up to \$20,000 each for the design of the program. These grants will assist the transfer of adult education students to postsecondary education. Eight of the 20 colleges will be selected by June 21 to receive the grants, with the strong hope that Illinois will receive the implementation funds of \$1.6 million for those eight colleges.

The ICCB has announced the Adult Education open competitive process for Adult Education providers for Fiscal Year 2013. The process will begin on July 1, 2012. Requests for proposals will be released in January 2012. This change is due to increased performance requirements set forth by the federal government.

Jennifer Foster, ICCB Senior Director for Adult Education and Family Literacy and State Director of Adult Education, attended a meeting this week of the National Council of State Directors of Adult Education in Washington, D.C. On Monday, Ms. Foster addressed the members of Congress about the work in Illinois on behalf of Adult Education students and how WIA authorization and continued funding are important for this work to continue. Ms. Foster also presented student testimonials that were developed as a part of the Illinois Shifting Gears Initiative. While in Washington, D.C., Ms. Foster met with staff from the offices Illinois Senators Mark Kirk and Dick Durbin about Illinois adult education and funding issues.

For the past several months, there have been numerous discussions regarding the protection of ICCB data with the Illinois Higher Education Consortium (IHEC). ICCB staff is still receiving pressure to sign the contract by June 14. There are some real concerns on behalf of the ICCB, including: 1) to gain additional representation for community colleges as a part of the consortium, 2) to create a separate consortium that specifically addresses community colleges, and 3) to create a separate agreement that will ensure the data continue to be protected.

The ICCB's ninth annual Working Connections Conference was held May 23-27 in Springfield. The conference provided information technology faculty and staff with opportunities to upgrade their skills and learn about new technology applications for the classroom. There were 85 participants from community colleges, universities and state agencies from throughout Illinois and other states.

Chair Alongi asked if the IHEC agreement is not signed by June 14, what the repercussions are.

Dr. Anderson replied that she assumes they will continue to have discussions with ICCB in how to get us involved in the IHEC.

Chair Alongi stated that until pressure is received from other directions, make sure the ball is in our court before signing anything.

Dr. Anderson noted that ICCB met with the governance committee of the Presidents' Council, and it was agreed to meet some of the concerns in a letter to the leaders of IHEC. The letter will endorse the position that ICCB wants a resolution to sign and the Adult Education and Institutional Support Board committee agreed to support the letter as well.

Chairman Alongi stated that until the Board and ICCB staff are comfortable, do not sign anything, and the remainder of the Board agreed with that statement.

#### **Item #14.2 – Academic Affairs and Workforce Development**

Tom Pulver reported that the Illinois Articulation (IAI) Senate Bill 59 is currently on hold until the fall veto session. The ICCB did not take a position on the bill at the last Board meeting and it is still being explored. Out of the three tiers of majors, Tier 1 was completed in January and will all transfer with agreements, Tier 2 is almost complete and Tier 3 will begin meeting over the summer. The committee recommends that the Board remain neutral at this point and wants to collect more information on the specific issues. Hopefully, this information is received by the next Board meeting and a position may be taken at that point in time.

The committee received an update on the college readiness workshops conducted throughout the state. They were well received throughout the system.

The Illinois Board of Higher Education (IBHE) submitted the Complete College America proposal on May 17. It focused upon the implementation of performance funding and redesign of remediation. The awarding of the grant will be announced by July 13.

#### **Item #14.3 – Fiscal and Personnel**

Ellen Andres, Chief Financial Officer provided an update on the Fiscal Year 2012 budget for the Illinois Community College System. The system is level-funded, but generated credit hours are up 10 percent. The system was successful in passing legislation to freeze the funding formula for base-operating grants. This means all colleges received the same amount for Fiscal Year 2012 as was received in Fiscal Year 2011.

There are no new capital funds, so the only projects for the system are the projects left from previous fiscal years. However, in order to spend capital funds to complete these projects, the State must reappropriate the funds the projects. The Senate passed the reappropriations bill with some additional provisions. The House rejected the new provisions which included the reappropriations and the Senate did not readdress the bill. This eliminated all capital reappropriations from the budget. The Governor's Office and Senate Democrats believe that all capital expenditures must stop on June 30. The House Democrats and Republicans believe they can be

spent. At this time, it is unclear what will happen if the Senate doesn't come back and recede from their amendment. If it is determined the funds cannot be spent, over 2,000 road projects and over 150 other capital projects will be stopped. There are a handful of ongoing community college capital projects, and Ms. Andres will keep the system up to date on the situation.

Jake Rendleman asked Ms. Andres if the colleges received their Veterans' grants.

Ms. Andres replied that the colleges have not and if by chance they have, it was a very small amount. The grants have been vouchered and are awaiting release.

Ms. Andres also noted that although the General Assembly passed a balanced budget for Fiscal Year 2012, nothing was passed addressing the \$4-6 billion in outstanding Fiscal Year 2011 payments. Last year, the Fiscal Year 2010 outstanding payments were paid mostly December, through borrowing. The legislature is scheduled to return in October, and these things will most likely be addressed at that time if they aren't before then.

Chair Alongi asked Ms. Andres where the colleges were at on base-operating and equalization grant payments.

Ms. Andres reported that base-operating payments are up to date and about 60 percent of the colleges are waiting on equalization grant payments. Adult education providers and career and technical education have received about 50 percent of their payments.

Mr. Pulver commented that the staff at ICCB have done some excellent work and have not received a lot of reward for doing the work. Over the last couple of years the Board has not compensated the non-union employees. While the Board does not have money for salary increases, after discussion with the Board members, Mr. Pulver stated that the Board will provide a one-time stipend for non-union staff from funds left over from not filling vacancies.

Mr. Pulver made a motion, which was seconded by Randy Barnette, to provide a one-time stipend of \$500 to the 14 non-union members of the Illinois Community College Board staff.

A roll call vote was taken with the following results:

Guy Alongi:	Yea	Rudolph Papa:	Absent
Suzanne Morris:	Yea	Thomas Pulver:	Yea
Randy Barnette:	Yea	Jake Rendleman:	Yea
James Dumas:	Yea	Austin Ashby:	Yea
Victor Henderson:	Absent		

The motion was approved.

At this time, Ms. Andres provided a brief review of the needed changes to the ICCB Employee Guidebook due to the transition of Union and non-Union employees that are being transferred into the State University Civil Service System (SUCSS). Also added to the guidebook are provisions regarding the Revolving Door Policy and the addition of a Flexible Spending Account option for transportation expenses. The

final items modified in the guidebook are the change of accrual of vacation days to reflect the transfer of position titles to the SUCSS and the bereavement policy was modified to recognize civil unions. None of these items preclude the Union to make changes, because the current Collective Bargaining Agreement (CBA) supersedes the Employee Guidebook.

Tom Pulver made a motion, which was seconded by James Dumas, to approve the following motion:

The Illinois Community College Board hereby authorizes its President/CEO to make changes to the following sections of the Employee Guidebook to be in compliance with requirements of the State Universities Civil Service System, new State laws, and additions to State benefits. The Sections to be amended are:

- Section II. 9. Outside Employment
- Section III 1. Employment Classifications
- Section III 5. Overtime
- Section IV 5. Flexible Spending Accounts
- Section IV 9. Holidays
- Section IV 10. Vacation
- Section IV 13. Bereavement Leave

## II. 9. OUTSIDE EMPLOYMENT

Outside employment, which interferes with an employee's productivity or which results in a conflict of interest, is prohibited. An employee must notify his/her immediate supervisor if any outside employment is obtained.

Employees should carefully consider the demands of any additional work activity. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, refusal to work overtime or refusal to work different shifts.

Performing services for compensation for any ICCB constituent during non-working time that are normally performed by ICCB personnel during working hours is strictly prohibited.

Employees are not to conduct any outside business during paid working time.

### **Revolving Door Prohibition**

Illinois' "Revolving Door" statute (5 ILCS 430/5-45) prohibits certain state employees or former state employees (or his or her spouse/civil union partner or immediate family member) from accepting employment or compensation from a non-state employer if the state employee, in the past year, made regulatory/licensing decisions or awarded contracts affecting the non-state employer. The law also requires certain state employees to notify the Office of Executive Inspector General (OEIG) when offered employment or compensation from a non-state employer so that the OEIG can determine if accepting the employment or compensation would be prohibited by law. The OEIG has 10 days to make a determination and if the employee is not notified within 10 days, the employment is considered not in violation of the prohibition. Employees subject to the prohibition are notified by the Board.

### III. 1. EMPLOYMENT CLASSIFICATION

ICCB categorizes all employees with respect to position. Summary definitions are:

- FLSA Exempt/State Universities Civil Service System Exempt Full Time Employee
  - Salaried employee that is exempt from the State Universities Civil Service System Statutes and the minimum wage and overtime provisions of the Fair Labor Standards Act
  - Works at least 37.5 hours per week.
  - ~~Employees are~~ Eligible for all standard Agency benefits
  
- FLSA Exempt/State Universities Civil Service System Full Time Employee
  - Salaried employee that falls under the statutes and rules outlines in the State Universities Civil Service System, but is exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act
  - Works at least 37.5 hours per week.
  - Eligible for all standard Agency benefits
  
- FSLA/State Universities Civil Service System Full Time Employee Nonexempt Full Time Employee (Civil Service)
  - Employee falls under the statutes and rules outlined in the State Universities Civil Service System, and includes any salaried or hourly employee who is not exempt from the minimum wage or overtime provisions of the Fair Labor Standards Act
  - Works at least 37.5 hours per week.
  - ~~Employees are~~ Eligible for all standard Agency benefits.
  
- FLSA Exempt/State Universities Civil Service System Exempt Part-Time Employee
  - Salaried employee that is exempt from the State Universities Civil Service System and the minimum wage and overtime provisions of the Fair Labor Standards Act
  - Works less than 37.5 hours per week.
  - Not eligible for all standard Agency benefits, some benefits may be prorated.
  
- FLSA Exempt/State Universities Civil Service System Part Time Employee
  - Salaried employee that falls under the statutes and rules outlines in the State Universities Civil Service System, but is exempt from the minimum wage and overtime provisions of the Fair Labor Standards Act
  - Works less than 37.5 hours per week.
  - Not Eligible for all standard Agency benefits, some benefits may be prorated
  
- FSLA/State Universities Civil Service System Part Time Employee
  - Employee falls under the statutes and rules outlined in the State Universities Civil Service System, and includes any salaried or hourly employee who is not exempt from the minimum wage or overtime provisions of the Fair Labor Standards Act
  - Works less 37.5 hours per week.
  - Not Eligible for all standard Agency benefits. Some benefits may be prorated

- ~~Exempt Part Time Employee~~ Salaried employees that are exempt from the State Universities Civil Service System Statutes, minimum wage and overtime provisions of the Fair Labor Standards Act and work less than 37.5 hours per week. Employees' benefits will be pro-rated.
- ~~Nonexempt Part Time Employee (Civil Service)~~ These employees fall under the statutes and rules outlined in the State Universities Civil Service System and include any salaried or hourly employee who is not exempt from the minimum wage or overtime provisions of the Fair Labor Standards Act and works less than 37.5 hours per week. Employees' benefits will be pro-rated.

•Temporary Employee - Any employee scheduled to fill a temporary job assignment that has a predetermined beginning and ending date, and whose duration will not exceed six (6) months. Temporary employees are not eligible for standard Agency benefits.

### III. 5. OVERTIME

Employees are expected to work overtime when the need arises and must have prior approval from their supervisor. ~~Nonexempt (civil service)~~ Employees subject to the Fair Labor Standard Act (FLSA) will be paid time and one-half (1 ½ ) for work time that exceeds 37.5 hours during a scheduled workweek or can elect to receive compensatory time at the rate of time and one-half (1 ½). Accrued compensatory time will be included on monthly time sheets. FLSA exempt employees are not eligible for overtime pay or compensatory time.

Nonexempt (civil service) Employees may not accrue more than five (5) days of compensatory time during any one fiscal year. Any accumulated compensatory time must be used during the fiscal year in which it was earned. Any accumulated compensatory time not used prior to the end of a fiscal period will be paid out to the employee at their most current rate.

Sick leave, vacations, personal days and floating holidays are not considered time worked for the calculation of overtime pay.



#### **IV. 5. FLEXIBLE SPENDING ACCOUNTS**

There are three two types of flexible spending accounts (FSA) that are available to eligible employees.

The Medical Care Assistance Plan (MCAP) uses tax-free dollars to pay eligible, medically necessary expenses incurred by the plan participant, spouse and dependent(s) during the plan year.

The Dependent Care Assistance Plan (DCAP) uses tax-free dollars to pay eligible child and/or adult day care expenses during the plan year.

The Commuter Savings Program (CSP) uses tax-free dollars to pay out-of-pocket, work-related commuting and/or parking expenses.

Temporary, intermittent or contractual employees, retirees, annuitants, and survivors are not eligible for participating in the program.

For complete information regarding flexible spending accounts, consult the Human Resources Department.

#### IV. 9. HOLIDAYS

ICCB observes nine official holidays for which full time (37.5 hours per week) employees will receive their usual compensation. Part-time employees holiday time will be prorated. The nine and one half official holidays are:

New Year's Day	January 1
Martin Luther King's Birthday	Third Monday in January
Presidents' Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Thanksgiving	Fourth Thursday in November
Friday after Thanksgiving	
<u>Christmas Eve (half day)</u>	<u>December 24</u>
Christmas Day	December 25

Three floating holidays are available for each employee at the beginning of each fiscal year (July 1) and can be used at the discretion of the employee with prior approval from his/her supervisor; however, they must be used by the end of the fiscal year (June 30). New employees' floating holidays will be prorated based on their start date. Employees transferring from other State of Illinois agencies, boards, universities, or commissions will not receive floating holidays if they did with their previous employer. They may transfer in a maximum of three floating holidays from their previous employer. Part time employees will receive three prorated floating holidays.

When an official holiday falls on Saturday, the preceding Friday will be treated as the observed holiday. When an official holiday falls on Sunday, the following Monday will be treated as the observed holiday. When Christmas falls on Tuesday through Friday, employees will be excused with full pay for one-half day on December 24. Part-time employees' Christmas Eve holiday time will be prorated.

#### IV. 10. VACATION

Vacation time is accrued incrementally during the calendar year per pay period and cannot be used before it is accrued.

Vacation compensation policy is applicable to all full-time employees who work a minimum of thirty-seven and one-half (37.5) hours per week. Vacation benefits will be pro-rated for part time employees.

**Civil Service Employees' Vacation Schedule:**

<u>Years of Service</u>	<u>Annual Vacation Time</u>
0 - 3	12 days
3 - 6	15 days
6 - 9	18 days
9 - 14	21 days
14 +	25 days

**Exempt Employees Vacation Schedule:**

<u>Years of Service</u>	<u>Annual Vacation Time</u>
0 - 5	22 days
4-6	23 days
5 7-10	25 days
10+	28 days

"Years of Service" is calculated based on employees' anniversary date with the state; therefore, employees begin to accrue vacation at the appropriate "Years of Service" level on that date at ICCB. If the employee has a break in service with the State, only those years of actual state service count towards "Years of Service" for calculating vacation accrual.

All vacation requests are subject to approval by the employee's immediate supervisor to ensure adequate coverage for the department. Except in emergency situations, vacation request must be approved by the employee's supervisor prior to the employee taking the requested day of vacation.

An employee may accumulate, or "roll-over", vacation at the end of ICCB's fiscal year (June 30<sup>th</sup>). The amount that may be "rolled over" shall not exceed twice the amount of annual vacation the employee receives as of the date the vacation is "rolled-over." Employees may not "cash out" vacation on June 30. Therefore, any vacation that exceeds the maximum "rollover amount" will be lost.

Employees who are terminated, resign, or retire may use accumulated vacation time prior to the last day of employment with supervisor approval. Employees may not use accumulated sick time in order to extend their final date of employment. Any remaining accumulated vacation days will be paid during the

pay period following the one in which the official separation occurs. Current compensation will be used to calculate payout.

A maximum of ten (10) days of unused and unpaid vacation may be transferred to the ICCB from another reciprocal state agency/department.

#### **IV. 13. BEREAVEMENT LEAVE**

An employee may be granted a leave of up to three work days with pay, as approved by the employee's immediate supervisor, for the death of immediate family members which includes: parent or stepparent, sister or stepsister, brother or stepbrother, spouse or civil union partner, child or stepchild, grandfather, grandmother, grandchild, mother-in law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law. Leave of one day with pay shall be granted to attend the funeral of a relative outside of the employee's immediate family.

**Item #14.3 – Fiscal and Personnel**

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

**Item #14.4 – External Affairs**

Jake Rendleman reported Steve Morse, Associate Vice President of External Affairs participates in weekly conference calls with the Governor's Office Legislative Affairs staff, Illinois Board of Higher Education (IBHE), Illinois State Board of Education (ISBE), and the Illinois Student Assistance Commission (ISAC). Topics covered include education legislative activity and recent requests from ICCB include the Governor's approval of the Fiscal Year 2012 budget appropriation for community colleges (House Bill 3700) and the language in the Budget Implementation Bill (BIMP or Senate Bill 335).

Mr. Morse provided a brief review of those bills directly impacting the Board (although none have been signed yet) including the requirement of all active Board members to take electronic training on the Open Meetings Act, the importance of HB 3700 and SB 335, and the capital funding issue.

The committee also discussed the Request for Proposals for the contract lobbyist for the Illinois Community College Board and Mr. Morse will further explore this issue and report to the committee for the September Board meeting.

**Item #15 – Advisory Organizations**

**Item #15.1 – Student Advisory Committee**

Austin Ashby reported that about 40 students are currently attending the Student Leadership Institute at the hotel today and over the remainder of the weekend.

Mr. Ashby expressed his gratitude to the Board for welcoming him to the Board and taking him under its wing. Mr. Ashby considers himself privileged and honored to have met and now know all of the Board members.

At this time, Mr. Ashby introduced the new Student Board member, Edgar Maldonado. Mr. Maldonado is a student at College of Lake County (CLC). Mr. Maldonado noted he is excited to take over as the Student Board member and looks forward to working with all of the Board members. Mr. Maldonado also served as the student trustee for CLC and looks forward to continuing that service.

**Item #15.2 – Illinois Community College Faculty Association**

Tom Pulver reported that the ICCFA will meet this afternoon and tomorrow morning to discuss the October Teaching and Learning Conference. Most of the colleges have paid their ICCFA dues and Mr. Pulver noted that the faculty are very appreciative of Chair Alongi's support.

Dr. Jerry Weber, President of College of Lake County and Presidents' Council asked for list of the colleges that have not paid ICCFA dues and he will talk to those college presidents.

**Item #15.3 – Presidents’ Council**

Dr. Jerry Weber announced that College of Lake County (CLC) is very excited to be the home of the new ICCB Student Board member. Dr. Weber worked with Edgar Maldonado on the CLC board and he will do a great job.

Dr. Weber provided a brief summary on the recently concluded legislative session and noted that this summer legislative institutes will be held. These events will bring together college presidents and their external and public relations staff to coordinate and work together on legislative issues. Dr. Weber thanked the ICCB for their involvement on the funding formula as ICCB provided the initial analysis and the presidents are looking forward to working on this with ICCB.

Dr. Weber also thanked the Illinois Community College Trustees Association (ICCTA), especially Dave Harby, President and Bill Kelley (legislation) for working closely with the Presidents’ Council and sharing the same legislative agenda.

Recent issues concerning the presidents include the pension reform issue, performance-based funding, and the 6 percent exemption rule. Dr. Weber also discussed Senate Bill 59 – the bill concerning the Illinois Articulation Initiative. The universities and community college leaders recently met and agreed to hold the bill until the fall veto session.

Dr. Weber spoke briefly concerning the changes made to the Presidents’ Council meetings and committees. Two new special committees will explore performance-based funding and the Illinois Student Assistance Commission (ISAC) Monetary Award Program (MAP). Other matters of concern include the Illinois Longitudinal Data System (ILDS).

The Illinois Green Economy Network (IGEN) has hopefully found a revenue stream outside of the General Revenue Fund (GRF). IGEN has also negotiated with the Illinois Department of Commerce and Economic Opportunity (DCEO) the first sector-based approach to energy efficiency. If successful, the project could last 3 years, with the initial funding being between \$3-4 million for community colleges.

The last item of concern that Dr. Weber discussed was the possibility of adding a community college president as a member of the ICCB. The presidents discussed the matter and voted to seek legislation that would place a president on the ICCB. The presidents feel it would be the perfect complement to the faculty and trustees’ positions.

**Item #15.4 – Illinois Community College System Foundation**

There was no report provided at this time.

**Item #15.5 – Illinois Community College Trustees Association**

There was no report provided at this time.

**Item #15.6 – Adult Education and Family Literacy Advisory Council**

Peggy Heinrich provided the below update for the Fiscal Year 2011 recommendations for the Council:

**Assessment Committee Recommendations**

1. Have representation from the Adult Education field on the Developmental Education Advisory committee to determine adult education content/curriculum adjustments.
2. Keep all current assessments being used including BEST Literacy, BEST Plus, TABE and CASAS are used to assess English as a Second Language (ESL) classes.
3. Pilot the use of CASAS with Adult Basic Education (ABE) and Adult Secondary Education (ASE) programs to determine reliability for exit criteria.
4. Pilot the Career Readiness Certificate (CRC) offered through WorkKeys in adult education Bridge programs, I-BEST model programs as well as other adult education programs of ABE, ASE & ESL to determine its connection to stackable certificates.
5. Explore state-wide license options for KeyTrain curriculum.
6. Determine Grade Level Equivalencies of WorkKeys for all four certificates offered.
7. Incorporate the national CRC into the curriculum of adult education.
8. Recommend next year's Assessment Committee continue post-secondary education alignment assignment, e.g. reviewing crosswalks between college entrance exams and adult education assessments, with consideration given to the results of the PARCC Assessment.

**Curriculum and Instruction Committee**

1. Create a committee to align the ABE/GED Content Standards with the common core standards, taking into consideration the Career Cluster's Knowledge Skill Statements, using a recommended process.
2. Maintain Evidence-Based Reading Instruction (EBRI) as a voluntary initiative while providing encouragement to programs to begin implementation.
3. Deliver six-day STAR training to providers regionally.
4. Create a recognized EBRI credential which can be awarded to individuals who complete the six-day STAR training.
5. Develop an avenue for individuals to earn graduate credit upon completion of specific training relative to EBRI.
6. Provide start-up funds (grants) to programs to help implement EBRI. Allow implementation to begin as a pilot then expand over a period of time. Funds would be utilized in training program teams (i.e., administrators, instructors, classroom aides, testing staff), salary for EBRI coordinator, purchase of grade-leveled materials, etc.
7. Expand the partnership with the Secretary of State's Literacy Program to include the use of adult volunteer literacy tutors in assisting with administering EBRI assessments.



8. Develop a data collection function in DAISI, which will identify students receiving EBRI and monitor educational functioning level gains.
9. Provide additional certified trainers state wide to deliver the six-day STAR training and support Illinois adult education program staff and teachers.

#### **Research, Data and Accountability Committee**

1. The ICCB should develop an ROI (Return on Investment) Model and Tipping Point Study for adult education in Illinois.
2. The ROI Model should allow users to select key factors they wish to include in reporting, such as impact on wage earnings, community economy, public assistance, educational attainment, prison recidivism rates, and family literacy rates/child achievement.
3. The Tipping Point Study should illustrate what it takes to move from Point A to Point B, such as the GED scores needed to avoid developmental classes, impact of bridge programming on postsecondary entrance and success, and college credits needed to improve employment options.
4. Both models should be interactive, live-portals with visual representations and monetary correlations, with a printable and “ready-to-send” report to be shared with legislators, funders, and other stakeholders.
5. If Illinois P-20 Council progresses with student ID/Tracking, make sure Adult Education is included.

In addition to the above recommendations, Ms. Heinrich noted that recommendations were made for the service center network that provides professional development for providers. The Council will reconvene in the fall, with most members returning for another year.

#### **Item #15.7 – Latino Advisory Committee**

Peggy Heinrich reported the Latino Advisory Committee meeting was held April 8 at Truman College. Truman College provided a presentation on transitions at the college and City Colleges of Chicago presented information about an incentive program to help motivate students. The incentive program features dual-enrollment and creates a culture of attending college for first generation Latino students. Other topics of focus included the City Colleges Reinvention initiative and the Committee heard from a panel of six students enrolled in a transitional bilingual learning community, which is one of many learning communities. The Illinois Coalition of Immigrant and Refugee Rights (ICIRR) spoke to the Committee and asked for support of the Illinois Dream Act legislation, which has subsequently passed through the General Assembly.

The Committee continues to meet to develop action steps for its recommendations including support of the Illinois Dream Act and encouraging Governor Quinn to appoint a Latino to the ICCB Board. Other action steps include providing assistance to colleges and making their websites more Latino friendly, providing Return on

Investment (ROI) data to colleges and development of an annual report on Latino student performance by the ICCB.

**Item #17 – Other Business**

There was no other business at this time.

**Item #18 – Public Comment**

There was no public comment at this time.

**Item #16 – Executive Session**

Tom Pulver made a motion, which was seconded by James Dumas, to approve the following motion:

To enter Executive Session for the purpose of discussing personnel matters and contract negotiations between the Illinois Community College Board and Local 6348 IFT/AFT, AFL/CIO which qualify as acceptable exceptions under Section 2(c) of the Open Meetings Act to hold a closed session.

A roll call vote was taken with the following results:

Guy Alongi:	Yea	Rudolph Papa:	Absent
Suzanne Morris:	Yea	Thomas Pulver:	Yea
Randy Barnette:	Yea	Jake Rendleman:	Yea
James Dumas:	Yea	Austin Ashby:	Yea
Victor Henderson:	Absent		

The motion was approved.

The Board entered Executive Session at 11:05 a.m.

Tom Pulver made a motion, which was seconded by Austin Ashby, to reconvene into Public Session at 11:13 p.m.

The motion was approved via voice vote.

Austin Ashby made a motion, which was seconded by Suzanne Morris, to approve the following motion:

Allow the participation of Board member Victor Henderson in accordance to Section 7 of the Open Meetings Act.

Randy Barnette asked if this will be the only thing considered in this motion.

Chair Alongi stated yes, just to allow Mr. Henderson to participate, yes.

A roll call vote was taken with the following results:

Guy Alongi:	Yea
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Suzanne Morris:	Yea	Rudolph Papa:	Absent
Randy Barnette:	Yea	Thomas Pulver:	Yea
James Dumas:	Yea	Jake Rendleman:	Yea
Victor Henderson:	Absent	Austin Ashby:	Yea

The motion was approved.

At this time, at the request of Chair Alongi, Victor Henderson stated his name, his location as 131 South Dearborn Street, Chicago and his reason for not attending today's Board meeting in person was due to a work conflict requiring the appearance of Mr. Henderson before Judge Zagel who is currently presiding over the trial of former Governor Rod Blagojevich.

Chair Alongi requested that all further matters requiring a vote to be conducted via roll call vote.

Tom Pulver made a motion, which was seconded by Austin Ashby, to approve the following motion:

To enter Executive Session for the purpose of discussing personnel matters and contract negotiations between the Illinois Community College Board and Local 6348 IFT/AFT, AFL/CIO which qualify as acceptable exceptions under Section 2(c) of the Open Meetings Act to hold a closed session.

A roll call vote was taken with the following results:

Guy Alongi:	Yea	Rudolph Papa:	Absent
Suzanne Morris:	Yea	Thomas Pulver:	Yea
Randy Barnette:	Yea	Jake Rendleman:	Yea
James Dumas:	Yea	Austin Ashby:	Yea
Victor Henderson:	Yea		

The motion was approved.

The Board entered Executive Session at 11:17 a.m.

Austin Ashby made a motion, which was seconded by Tom Pulver, to reconvene into Public Session at 11:59 p.m.

A roll call vote was taken with the following results:

Guy Alongi:	Yea	Rudolph Papa:	Absent
Suzanne Morris:	Yea	Thomas Pulver:	Yea
Randy Barnette:	Yea	Jake Rendleman:	Yea
James Dumas:	Yea	Austin Ashby:	Yea
Victor Henderson:	Yea		


The motion was approved.

### **Item #19 – Adjournment**

Agenda Item #12.1  
September 16, 2011

Tom Pulver made a motion, which was seconded by Jake Rendleman, to adjourn the Board meeting at 12:02 p.m.

The motion was approved via voice vote. None opposed. Student member vote: Yea.

  
\_\_\_\_\_  
Guy Alongi  
Chair

  
\_\_\_\_\_  
Geoffrey Orzur  
President and Chief Executive Officer