

Item #13.1
September 15, 2017

APPROVED

Minutes of the 425th
Meeting of the
Illinois Community College Board
Bloomington-Normal Marriott
Redbird A & B
201 Broadway Street
Normal, IL

June 2, 2017

RECOMMENDED ACTION

It is recommended that the following motion be adopted:

The Illinois Community College Board hereby approves the Board minutes of the June 2, 2017 meeting as recorded.

Item #1 – Roll Call and Declaration of Quorum

Chairman Lopez called the Board meeting to order at 9:00 a.m. and asked Ann Knoedler to call roll. The following Board members were present: Dustin Heuerman, Suzanne Morris, Ann Kalayil, John Bambenek, Doug Mraz, Terry Bruce, Teresa Garate, Jake Rendleman, Guy Alongi and student Board member Ugne Narbutaite. Board member Nick Kachiroubas was absent. A quorum was declared.

Item #2 – Announcements and Remarks by Dr. Laz Lopez, Board Chair

Chair Lopez thanked the IL Community College Trustees Association for hosting the convention this week. He then welcomed new Board member John Bambenek to the ICCB and acknowledged former Board member Cheryl Hyman who recently resigned from the Board.

Chair Lopez concluded his report by acknowledging the fact that there is still no state budget. This makes it very hard for employees and businesses to do their jobs. Unfortunately, there will be serious repercussions in the coming months if the state continues down this path.

Item #3 - Board Member Comments

On behalf of the Board, Sue Morris welcomed new Board member John Bambenek to the Board. Ms. Morris then stated she would be unable to attend the December 1st Board meeting in Springfield and asked ICCB staff to poll the other members to make sure there will be a quorum.

Item #4 - Election of Vice Chair

Jake Rendleman made a motion to nominate and re-elect Terry Bruce for the position of Vice Chair of the Illinois Community College Board, which was seconded by Ann Kalayil.

A roll call vote was taken with the following results:

Guy Alongi	Yea		
John Bambenek	Yea	Ann Kalayil	Yea
Terry Bruce	Abstain	Doug Mraz	Yea
Teresa Garate	Yea	Sue Morris	Yea
Dustin Heuerman	Yea	Jake Rendleman	Yea

Ugne Narbutaite Yea

Laz Lopez Yea

The motion was approved. Terry Bruce abstained.

Item #5 - Executive Director Report

Dr. Karen Hunter Anderson started by welcoming new Board member, John Bambenek. ICCB is looking forward to the input and perspective Mr. Bambenek will contribute as we continue to work toward better alignment with the four year universities.

The ICCB agency's virtual computer system has gone down and is unable to be fixed due to the lack of budget.

Congrats to Deputy Director Jennifer Foster for receiving the Chicago Citywide Literacy Coalition Literacy Leader Award! She was given this award for her role in the development of the strategic plan, "creating pathways for adult learners."

Mike Monaghan sends his regrets for not being able to attend the ICCB meeting and wants to make sure that any ICCB staff or Board members are welcome to participate in the training sessions this afternoon.

Dr. Anderson recently spoke at two graduation ceremonies this year: Highland Community College and Lewis & Clark Community College. These events serve as reminders of why staff work as hard as they do.

Dr. Anderson then gave a presentation on the progress of the current Board goals that was made in the last two years.

Goal one -- smooth the transition for traditional and non-traditional students into and through postsecondary education:

Significant accomplishments:

- Made progress on corequisite remediation
- Developed a statewide agreement on apprenticeship programs
- Expanding dual credit offerings
- A high school equivalency certificate based on a career pathway model

Continued work:

- Implementation of transition courses
- Assist high school faculty to obtain credentials to teach dual credit courses
 - All of these early college credits help the students reduce debt and enter the workforce earlier and better prepared.
 - Thanks to dual credit from Lewis & Clark Community College, Anne Snyders walked in her college commencement before she graduated from Jersey Community High School.
 - Lewis & Clark offers dual credit for students at 18 area high schools, generating 398,145 credit hours and saving students \$38m since 1999.

Goal two: Continue to enhance data and accountability mechanisms to monitor student progress and performance, promote continuous improvement and advance a culture of evidence:

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Significant accomplishments:

- Reduced reporting burden locally:
 - eliminated 25% of the data submissions for fy17
 - eliminated 10% of data elements for remaining required submissions
- Improved transparency and efficiency:
 - to play a leadership role in ILDS
 - providing access through website to more reports and community college data
 - increasing professional development on data for system

Continued work:

- Much of what hasn't been accomplished regarding data issues has to do with not having a budget

Goal three: Develop a robust career pathway system based upon the ICCB workforce strategic plan:

Significant accomplishments:

- After today, ICCB will have completed the development of the workforce education strategic plan

Continued work:

- Continued alignment of adult education with WIOA and career pathways

These current goals and their progress will be evaluated again and changed during the August Board retreat.

Item #6 - Acknowledgements

Item #6.1 - Ms. Linda Liddell, President, Illinois Community College Trustees Association

Dr. Anderson noted that Ms. Linda Liddell was not present at this time. She is the outgoing President of the Illinois Community College Trustees Association, and Dr. Anderson expressed appreciation for Ms. Liddell's efforts this past year.

Item #6.2 - Dr. Tom Ramage, President, Illinois Council of Community College Presidents

Dr. Anderson presented Dr. Tom Ramage, outgoing President, Illinois Council of Community College Presidents, with a certificate of recognition for his service to the Board and system.

Item #6.3 - Ms. Ugne Narbutaite, Student, Illinois Community College Board Member

Dr. Anderson presented Ms. Ugne Narbutaite, outgoing Illinois Community College Board Student Member, with a certificate of recognition for her service to the Board and system.

Item #6.4 - Ms. Cheryl Hyman, Former Illinois Community College Board Member

Dr. Anderson noted that Ms. Cheryl Hyman was not present at this time. However, Dr. Anderson expressed appreciation for Ms. Hyman's efforts during her term as a former Board member, who recently resigned from the Board.

Item #6.5 - Mr. Dan Deasy, President, Adult Education and Family Literacy

Dr. Anderson noted that Mr. Dan Deasy was not present at this time. He is the outgoing President of the Adult Education and Family Literacy Council, and Dr. Anderson expressed appreciation for Mr. Deasy's efforts this past year.

Item #6.6 - Retirement of Ed Smith after 30 years as an ICCB employee

Dr. Anderson presented Mr. Ed Smith, retiring ICCB staff member, with a certificate of recognition for his 30 years of service to the ICCB and system.

Item #7 - Committee Reports

Item #7.1 - Academic, Workforce, and Student Support

Dr. Dustin Heuerman stated the committee met on Thursday, June 1st with the following people present: Dr. Dustin Heuerman, Jake Rendleman, Suzanne Morris, Dr. Teresa Garate and Ugne Narbutaite (student member), Dr. Brian Durham, Jennifer Foster, and Jeff Newell.

Dr. Brian Durham provided the committee with an update to the postsecondary and college expectations framework and college and career pathway endorsements under the Postsecondary and Workforce Readiness Act. He also briefly covered new units of instruction coming to the full Board for approval. Committee member Morris expressed interest in seeing salary potential for graduates of the new programs. Chair Heuerman expressed that though some of the programs have more than 60 credit hours (or 30 hours for certificates), that the more important aspect is that colleges are working with their Advisory Boards to draft appropriate curriculum that will lead to employment of students.

Jennifer Foster provided an update on the Workforce Strategic Plan which is coming to the full Board for approval during the June 2 Board meeting. She also spoke to the fact that due to new federal guidelines for grants, Adult Education funding is a more competitive process this year. They have teams currently reviewing 81 applications from community colleges and other community organizations for Adult Education funding.

Jeff Newell briefly covered some initiatives Student Services is doing to help support students.

The meeting adjourned at 5:58pm

Item #7.1a - Adoption of Postsecondary and Career Education Framework

The Illinois Community College Board is mandated by the Postsecondary and Workforce Readiness Act (P.A. 99-674, eff. 7-29-2016) to adopt and publicize the Postsecondary and Career Expectations (PaCE) Framework by July 1, 2017. The PaCE framework will address the following categories:

- Career exploration and development
- Postsecondary institution exploration, preparation, and selection
- Financial aid and financial literacy

IBHE, ISBE, and ISAC are all adopting this framework as well.

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Jake Rendleman made a motion, which was seconded by Suzanne Morris, to approve the following motion:

The Illinois Community College Board hereby adopts the Postsecondary and Career Expectations Framework.

A roll call vote was taken with the following results:

Guy Alongi	Yea	Ann Kalayil	Yea
John Bambenek	Yea	Doug Mraz	Yea
Terry Bruce	Yea	Suzanne Morris	Yea
Teresa Garate	Yea	Jake Rendleman	Yea
Dustin Heurman	Yea	Ugne Narbutaite	Yea
		Laz Lopez	Yea

The motion was approved.

Item #7.2 - Finance, Operations, and External Affairs

Ellen Andres stated that currently the state has been without a budget for 702 days. The last full budget was passed in FY15 that included a \$6.6 million dollar cut; FY16 had a 265 million dollar cut; and FY17 suffered a 169 million dollar cut. In terms of the ICCB operations budget, a half year budget was received in FY17. On June 30th, the agency will lose all its spending authority. On July 1, because the state is so far behind in payments, the Enterprise Car Rental company will no longer rent vehicles to state employees unless paid up front by the driver. The federal funds are still being distributed; however, if the state does not match those funds, the agency will have to return all the federal funds that were received.

Matt Berry stated the House will meet every Wednesday and will hold hearings around the State. The Senate passed a budget package but not all of it passed the House. The amended Bachelor's Degree in Nursing (BSN) bill, which named specific community colleges and the student enrollment cap, did not pass out of committee. However, the original BSN bill is still active and will hopefully be revisited next spring. The non-profit colleges are seeking legislation that will allow them to provide a high school diploma to adults. The community colleges are also interested.

Item #8 - Advisory Organizations

Item #8.1 – Illinois Community College Trustees Association

Mr. Mike Monaghan was unable to attend the meeting. There was no report given.

Item #8.2 – Illinois Community College Faculty Association

Mr. David Seiler began by saying the Association is funded by the community colleges. Since there hasn't been a budget, the community colleges have not been able to pay. Currently, there have only been about 5 or 6 colleges that have been able to pay their dues. With the college's dues and a conference fee, the Association hosts their annual conference. The Association continues to work with the ICCCA on the annual Teaching and Learning Conference to be held on November 16-17.

Item #8.3 - Illinois Council of Community College Presidents

Dr. Tom Ramage stated the Council is very disappointed with the BSN legislation's failure to pass. The original legislation is passed; however, one general assembly member changed her vote to a no without any explanation when presented with the amended BSN legislation. The Universities stated that no amendment to the bill would satisfy them. The private colleges and universities also were not in favor.

Their retreat will be held in July with the budget crisis, BSN legislation, and Return to Work legislation as the major topics. So far there have been three community college presidents retiring this year from Shawnee Community College, Rock Valley College, and College of Lake County. Starting July 1, the new President will be Dr. John Avendano, President of Kankakee Community College, Vice President, Dr. Lori Sundberg, President of Carl Sandburg College, and Secretary, Dr. Jonah Rice, President of Southeastern IL College.

Item #8.4 - Student Advisory Council

Ugne Narbutaite stated that SAC held their Advocacy Day on April 5 in Springfield with the BSN legislation as their main focus. This weekend is the Student Leadership Institute which is an introduction for the student leaders. There is a total of 35 students in attendance. Ms. Narbutaite then introduced the ICCB new student Board member Brenden McGlinn from Elgin Community College, beginning July 1.

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The Board took a break at 10:42 and returned at 10:53 a.m.

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Item #9 - Adoption of Workforce Education Strategic Plan

Through the development of a Workforce Education Strategic Plan (WESP), the community college system will continue to provide quality services to ensure the needs of the local community; workforce, business and employers community; as well as the students are met. The Illinois Community College Board (ICCB) began the development of the WESP in the Spring of 2015 and held eleven regional meetings in the state's ten Economic Development Regions (EDRs). In January 2017, a taskforce was convened to complete the work on the WESP.

In April 2017, the taskforce developed recommendations under each of the following WESP strategic directions to be submitted to the ICCB for approval.

- Strategic Direction 1: Increase Early Career –Related Education and Exposure
- Strategic Direction 2: Address Essential and Occupational Skill Gaps
- Strategic Direction 3: Align Education and Training Programs
- Strategic Direction 4: Strengthen Connection Among Public Partners and Engagement and Alignment with Business

The overall intent of the community college system-wide WESP is to develop strategies that will:

- Ensure the system remains a leader in addressing workforce education and training needs;
- Strengthen and build upon the existing foundation for future workforce initiatives in the state; and

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- Expand and enhance Illinois' ability to better meet the needs of businesses while simultaneously developing educational opportunities to support students' success as they prepare to enter the workforce.

Doug Mraz made a motion, which was seconded by John Bambenek, to approve the following motion:

The Illinois Community College Board hereby approves the recommendations put forth by the Workforce Education Strategic Planning (WESP) Taskforce and authorizes the Illinois Community College Board staff to enact the recommendations as submitted.

A roll call vote was taken with the following results:

Guy Alongi	Yea	Ann Kalayil	Yea
John Bambenek	Yea	Doug Mraz	Yea
Terry Bruce	Yea	Suzanne Morris	Yea
Teresa Garate	Yea	Jake Rendleman	Yea
Dustin Heurman	Yea	Ugne Narbutaite	Yea
		Laz Lopez	Yea

The motion was approved.

Item #10 – Approval of Final College Board Memorandum of Understanding

Dr. Brian Durham reported the Illinois State Board of Education recently adopted the College Board's SAT assessment instrument as the high school accountability exam in Illinois. The previous instrument, the ACT, discontinued the COMPASS exam, which was commonly used as a placement test for Illinois community colleges. With these changes, an opportunity to revisit the structure and method of community college placement has emerged in the system. The Draft Memorandum of Understanding (MOU) with the College Board to begin examining current SAT benchmarks and to potentially recommend cut scores for placement into credit bearing courses at Illinois Community Colleges in English and mathematics is an important step in this process. The MOU would authorize the beginning of a study that will use actual grades and SAT scores of students across only the State of Illinois and connect those measures with community college data. The MOU was extended to 2020. At the conclusion of the study, College Board will provide the results of the analyses to the Illinois Community College Board. Until the study is complete, the College Board recommends the continued use of the current benchmarks, adjusted to reflect the most appropriate cut scores based on the Illinois Community College Board placement policy and on Illinois data.

The Illinois Community College Board is requested to affirm its support for the final Memorandum of Understanding

Dustin Heurman made a motion, which was seconded by Ann Kalayil, to approve the following motion:

The Illinois Community College Board hereby affirms its support for the final MOU with the College Board.

A roll call vote was taken with the following results:

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Guy Alongi	Yea	Ann Kalayil	Yea
John Bambenek	Yea	Doug Mraz	Yea
Terry Bruce	Yea	Suzanne Morris	Yea
Teresa Garate	Yea	Jake Rendleman	Yea
Dustin Heurman	Yea	Ugne Narbutaite	Yea
		Laz Lopez	Yea

The motion was approved.

Item #11 - New Units of Instruction

Item #11.1 - Permanent Program Approval: College of Lake County, Harold Washington College, Heartland Community College, IL Valley Community College, Prairie State College, Kaskaskia College, Southwestern IL College, Spoon River College John Wood Community College

Guy Alongi made a motion, which was seconded by Dustin Heurman, 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

College of Lake County

- Supply Chain Management A.A.S. degree (60 credit hours)
- Advanced Supply Chain Management Certificate (30 credit hours)

Harold Washington College

- Digital Marketing & Social Media Certificate (36 credit hours)

Heartland Community College

- Industrial Technology A.A.S. degree (60 credit hours)
- Industrial Technology Certificate (30 credit hours)

Illinois Valley Community College

- Agricultural Business Management A.A.S. degree (60 credit hours)

Prairie State College

- Surgical Technology A.A.S. degree (66 credit hours)

Kaskaskia College

- Cyber Defense A.A.S. degree (66 credit hours)
- Database Software Development A.A.S. degree (66 credit hours)
- Information Security Analysis A.A.S. degree (65 credit hours)

Southwestern Illinois College

- Baking and Pastry A.A.S. degree (65 credit hours)

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Spoon River College

- Logistics and Operations Management A.A.S. degree (61 credit hours)

John Wood Community College

- Diesel Technology Certificate (35 credit hours)

A roll call vote was taken with the following results:

Guy Alongi	Yea	Ann Kalayil	Yea
John Bambenek	Yea	Doug Mraz	Yea
Terry Bruce	Yea	Suzanne Morris	Yea
Teresa Garate	Yea	Jake Rendleman	Yea
Dustin Heurman	Yea	Ugne Narbutaite	Yea
		Laz Lopez	Yea

The motion was approved.

Item 11.2 - Temporary Program Approval: Morton College

This temporary program approval will be for 3 years to make sure the need for this program is sustainable of time.

Dustin Heurman made a motion, which was seconded by John Bambenek, to approve the following motion:

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

TEMPORARY PROGRAM APPROVAL

Morton College

- Pharmacy Technician Certificate (30 credit hours)

A roll call vote was taken with the following results:

Guy Alongi	Yea	Ann Kalayil	Yea
John Bambenek	Yea	Doug Mraz	Yea
Terry Bruce	Yea	Suzanne Morris	Yea
Teresa Garate	Yea	Jake Rendleman	Yea
Dustin Heurman	Yea	Ugne Narbutaite	Yea
		Laz Lopez	Yea

The motion was approved.

Item #12 - Illinois Community College Board Recognition of Illinois Community Colleges

Item #12.1 - Rend Lake College, Danville Area Community College, Black Hawk College

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Teresa Garate made a motion, which was seconded by Jake Rendleman, to approve the following motion:

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

Kaskaskia College
Rock Valley College
Triton College
Waubonsee Community College

A roll call vote was taken with the following results:

Guy Alongi	Yea	Ann Kalayil	Yea
John Bambenek	Yea	Doug Mraz	Yea
Terry Bruce	Yea	Suzanne Morris	Yea
Teresa Garate	Yea	Jake Rendleman	Yea
Dustin Heurman	Yea	Ugne Narbutaite	Yea
		Laz Lopez	Yea

The motion was approved.

Item #12.2 – College of DuPage

Terry Bruce made a motion, which was seconded by Sue Morris, to approve the following motion:

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

College of DuPage

A roll call vote was taken with the following results:

Guy Alongi	Yea	Ann Kalayil	Yea
John Bambenek	Yea	Doug Mraz	Yea
Terry Bruce	Yea	Suzanne Morris	Yea
Teresa Garate	Yea	Jake Rendleman	Yea
Dustin Heurman	Yea	Ugne Narbutaite	Abstain
		Laz Lopez	Yea

The motion was approved. Ugne Narbutaite abstained.

Item #12.3 – Lake Land College

Jake Rendleman made a motion, which was seconded by Ann Kalayil, to approve the following motion:

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

Lake Land College

A roll call vote was taken with the following results:

Guy Alongi	Yea	Ann Kalayil	Yea
John Bambenek	Yea	Doug Mraz	Yea
Terry Bruce	Yea	Suzanne Morris	Yea
Teresa Garate	Yea	Jake Rendleman	Yea
Dustin Heurman	Abstain	Ugne Narbutaite	Yea
		Laz Lopez	Yea

The motion was approved. Dustin Heurman abstained.

Item #13 - Approval of Trustee Training Providers

Item #13.1 - Approval of Pre-Approved Providers

The Association of Community College Trustees (ACCT) is a non-profit educational organization of governing boards, representing more than 6,500 elected and appointed trustees who govern over 1,200 community, technical, and junior colleges in the United States and beyond. ACCT educates community and technical college trustees through annual conferences focused on leadership development and advocacy, as well as through publications and online and face-to-face institutes and seminars.

Terry Bruce made a motion, which was seconded by Dustin Heurman, to approve the following motion:

The Illinois Community College Board hereby approves the following pre-approved trustee training provider:

Association of Community College Trustees (ACCT)

A roll call vote was taken with the following results:

Guy Alongi	Yea	Ann Kalayil	Yea
John Bambenek	Yea	Doug Mraz	Yea
Terry Bruce	Yea	Suzanne Morris	Yea
Teresa Garate	Yea	Jake Rendleman	Abstain
Dustin Heurman	Yea	Ugne Narbutaite	Yea
		Laz Lopez	Yea

The motion was approved. Jake Rendleman abstained.

Item #14 - Adoption of Minutes

Terry Bruce made a motion, which was seconded by Jake Rendleman, to approve the following motions:

Item #14.1 - Minutes of the March 17, 2017 Board Meeting

The Illinois Community College Board hereby approves the Board minutes of the March 17, 2017 meeting as recorded with the following one amendment:

Amendment:

Item #2.1 – Attendance by Means other than Physical Presence

Suzanne Morris made a motion, which was seconded by Doug Mraz, to allow Board member ~~Doug Mraz~~ **Guy Alongi** to participate in today's Board meeting via conference call.

Item #14.2 - Minutes of the March 17, 2017 Executive Session

The Illinois Community College Board hereby approves the Executive Session minutes of the March 17, 2017 meeting as recorded.

Item #14.3 - Minutes of the April 6, 2017 Emergency Board Meeting

The Illinois Community College Board hereby approves the Board minutes of the April 6, 2017 emergency meeting as recorded.

The motion was approved via unanimous voice vote.

Item #15 - Consent Agenda

With the removal of item #15.6 - Intergovernmental Agreement Between Lake Land College and Black Hawk College to offer services at the Kewanee Life Skills Re-Entry Center, Terry Bruce made a motion, which was seconded by John Bambenek, to approve the following motions:

Item #15.1 - Calendar Year 2018 Board Meeting Dates and Locations

The Illinois Community College Board hereby approves the Calendar Year 2018 Board Meeting Dates and Locations listed below:

Calendar Year 2018 Board Meeting Dates and Locations

January 19

9:00 a.m. – Harry L. Crisp II Community College Center, Springfield

March 16

9:00 a.m. – Joliet Junior College, Joliet

June 1*

9:00 a.m. – TBD

July

Subject to Call

August

Board Retreat – TBD

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September 21

9:00 a.m. – Lewis and Clark Community College, Godfrey

November 30

9:00 a.m. – Harry L. Crisp II Community College Center, Springfield

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

Item #15.2 - Authorizations to Enter into Interagency Contracts and/or Agreements

The Illinois Community College Board hereby authorizes its Executive Director, in concurrence with the ICCB Chair, to enter into interagency contracts/agreements, as needed for fiscal year 2018.

Item #15.3 - Authorization to Transfer Funds Among Line Items

The Illinois Community College Board hereby authorizes its Executive Director to transfer funds among fiscal year 2018 appropriated operating line items, as needed.

Item #15.4 - Authorizations to Enter into Contracts for Office Operations

The Illinois Community College Board approves the following Fiscal Year 2018 contractual agreements:

Funding Source	Contractor	Estimated Amount*	Contract Period	Description
All funds /allocated	IL Community College System Foundation	\$547,361	7/1/17 - 6/30/18	Rental of Office Space
GRF	Sorling, Northrup, Hanna, Cullen & Cochran Ltd.	\$190/hr	7/1/2017 - 6/30/18	Legal, as needed (not used in FY17)
GRF	Alternative Schools Network	\$2,815,800	7/1/2017 - 6/30/18	Sole source provider: Re-Enrollment Appropriation
GED/GRF	General Educational Development –GED® Testing Services, Test Assessing Secondary Completion-CTB McGraw Hill Education, and High School Equivalency Test (HiSet)- Educational Testing Services	\$400,000	7/1/17 - 6/30/18	Sole Source Providers: High School Equivalency Testing Companies
GED/GRF	Turn-Key Solutions International, Inc.	\$160,000	7/1/17 - 6/30/18	Sole Source Provider: High School Equivalency Testing data submission to feds

Item #15.5 - Amendments to the Illinois Community College Board Administrative Rules

The Illinois Community College Board hereby approves the following amendments to the

Funding Source	Contractor	Estimated Amount	Contract Period	Description
GRF/general funds	Southern IL University-Edwardsville	\$350,000	7/1/17-6/30/18	Services at the Higher Education Center in East St. Louis
GRF/general funds	Southwestern IL College	\$600,000	7/1/17-6/30/18	Services at the Higher Education Center in East St. Louis
CTE/GRF	Capital Area Career Center	\$347,000	7/1/17-6/30/18	Specific Legislation to contractor: CTE Nursing Program
CTE/GRF	Career Center of Southern Illinois	\$153,000	7/1/17-6/30/18	Specific Legislation to contractor: CTE Nursing Program
CTE/multi	ISU-IL Center for Specialized Support	\$525,000	7/1/17 - 6/30/18	Program monitoring and staff development, civil rights
CTE	U of I	\$400,000	7/1/17 - 6/30/18	Administration of Carl Perkins federal grant program.
Multiple: federal and state	WIU-Center for Application of Information Technologies	\$675,000	7/1/17 - 6/30/18	Career & Academic Readiness System Hosting of Adult Education data system and I-Pathways and curriculum expansion
Adult Ed	WIU-Central Illinois Adult Education Service Center	\$390,000	7/1/17 - 6/30/18	Staff Development, as required by federal grant
Adult Ed	WIU-Curriculum Publishers Clearinghouse	\$100,00	7/1/17 - 6/30/18	Adult Education instructional materials
Adult Ed	Adult Learning Resource Center	\$689,600	7/1/17 - 6/30/18	Staff Development, as required by federal grant
Adult Ed/+ other grants	SIU-E Southern IL Professional Development Center	\$739,600	7/1/17 - 6/30/18	Accelerating Opportunity and Adult Education-professional development

Administrative Rules of the Illinois Community College Board and authorizes its Executive Director to process the amendment in accordance with the Illinois Administrative Procedures Act:

TITLE 23: EDUCATION AND CULTURAL RESOURCES
SUBTITLE A: EDUCATION
CHAPTER VII: ILLINOIS COMMUNITY COLLEGE BOARD

PART 1501
ADMINISTRATION OF THE ILLINOIS PUBLIC COMMUNITY COLLEGE ACT
SUBPART A: ILLINOIS COMMUNITY COLLEGE BOARD ADMINISTRATION

Section

1501.101	Definition of Terms and Incorporations by Reference
1501.102	Advisory Groups
1501.104	Manuals
1501.105	Advisory Opinions
1501.106	Executive Director
1501.109	Appearance at ICCB Meetings
1501.110	Appeal Procedure
1501.113	Administration of Detachments and Subsequent Annexations
1501.114	Recognition

SUBPART B: LOCAL DISTRICT ADMINISTRATION

Section

1501.201	Reporting Requirements
1501.202	Certification of Organization
1501.203	Delineation of Responsibilities
1501.204	Maintenance of Documents or Information

SUBPART C: PROGRAMS

Section

1501.301	Definition of Terms
1501.302	Units of Instruction, Research, and Public Service
1501.303	Program Requirements
1501.304	Statewide and Regional Planning
1501.305	College, Branch, Campus, and Extension Centers
1501.307	Cooperative Agreements and Contracts
1501.308	Reporting Requirements
1501.309	Course Classification and Applicability

SUBPART D: STUDENTS

Section

1501.401	Definition of Terms
1501.402	Admission of Students
1501.403	Student Services
1501.404	Academic Records
1501.405	Student Evaluation
1501.406	Reporting Requirements

SUBPART E: FINANCE

Section

1501.501	Definition of Terms
1501.502	Financial Planning
1501.503	Audits
1501.504	Budgets
1501.505	Student Tuition
1501.506	Published Financial Statements
1501.507	Credit Hour Claims
1501.510	Reporting Requirements
1501.511	Chart of Accounts
1501.516	Capital Renewal Grants
1501.518	Uncollectible Debts
1501.519	Special Initiatives Grants
1501.520	Lincoln's Challenge Scholarship Grants
1501.521	Technology Enhancement Grants
1501.523	Foundation Matching Grants

SUBPART F: CAPITAL PROJECTS

Section

1501.601	Definition of Terms
1501.602	Approval of Capital Projects
1501.603	State-Funded Capital Projects
1501.604	Locally Funded Capital Projects
1501.605	Project Changes
1501.607	Reporting Requirements
1501.608	Approval of Projects in Section 3-20.3.01 of the Act from 110 ILCS 805/3-20.3.01
1501.609	Completion of Projects under Section 3-20.3.01 of the Act from 110 ILCS/3-20.3.01
1501.610	Demolition of Facilities

SUBPART G: STATE COMMUNITY COLLEGE

Section

1501.701	Definition of Terms
1501.702	Applicability
1501.703	Recognition
1501.704	Programs
1501.705	Finance
1501.706	Personnel
1501.707	Facilities

SUBPART H: PERSONNEL

Section

1501.801	Definition of Terms
1501.802	Sabbatical Leaves

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AUTHORITY: Implementing and authorized by Articles II and III and Section 6-5.3 of the Public Community College Act [110 ILCS 805/Arts. II and III and 6-5.3].

SOURCE: Adopted at 6 Ill. Reg. 14262, effective November 3, 1982; codified at 7 Ill. Reg. 2332; amended at 7 Ill. Reg. 16118, effective November 22, 1983; Sections 1501.103, 1501.107 and 1501.108 recodified to 2 Ill. Adm. Code 5175 at 8 Ill. Reg. 6032; amended at 8 Ill. Reg. 14262, effective July 25, 1984; amended at 8 Ill. Reg. 19383, effective September 28, 1984; emergency amendment at 8 Ill. Reg. 22603, effective November 7, 1984, for a maximum of 150 days; emergency amendment at 8 Ill. Reg. 24299, effective December 5, 1984, for a maximum of 150 days; amended at 9 Ill. Reg. 3691, effective March 13, 1985; amended at 9 Ill. Reg. 9470, effective June 11, 1985; amended at 9 Ill. Reg. 16813, effective October 21, 1985; amended at 10 Ill. Reg. 3612, effective January 31, 1986; amended at 10 Ill. Reg. 14658, effective August 22, 1986; amended at 11 Ill. Reg. 7606, effective April 8, 1987; amended at 11 Ill. Reg. 18150, effective October 27, 1987; amended at 12 Ill. Reg. 6660, effective March 25, 1988; amended at 12 Ill. Reg. 15973, effective September 23, 1988; amended at 12 Ill. Reg. 16699, effective September 23, 1988; amended at 12 Ill. Reg. 19691, effective November 15, 1988; amended at 13 Ill. Reg. 1182, effective January 13, 1989; amended at 13 Ill. Reg. 14904, effective September 12, 1989; emergency amendment at 14 Ill. Reg. 299, effective November 9, 1989, for a maximum of 150 days; emergency amendment expired on April 9, 1990; amended at 14 Ill. Reg. 4126, effective March 1, 1990; amended at 14 Ill. Reg. 10762, effective June 25, 1990; amended at 14 Ill. Reg. 11771, effective July 9, 1990; amended at 14 Ill. Reg. 13997, effective August 20, 1990; expedited correction at 18 Ill. Reg. 3027, effective August 20, 1990; amended at 15 Ill. Reg. 10929, effective July 11, 1991; amended at 16 Ill. Reg. 12445, effective July 24, 1992; amended at 16 Ill. Reg. 17621, effective November 6, 1992; amended at 17 Ill. Reg. 1853, effective February 2, 1993; amended at 18 Ill. Reg. 4635, effective March 9, 1994; amended at 18 Ill. Reg. 8906, effective June 1, 1994; amended at 19 Ill. Reg. 2299, effective February 14, 1995; amended at 19 Ill. Reg. 2816, effective February 21, 1995; amended at 19 Ill. Reg. 7515, effective May 26, 1995; amended at 21 Ill. Reg. 5891, effective April 22, 1997; amended at 22 Ill. Reg. 2087, effective January 12, 1998; amended at 22 Ill. Reg. 17472, effective July 10, 1998; amended at 24 Ill. Reg. 249, effective December 21, 1999; amended at 24 Ill. Reg. 17522, effective November 20, 2000; amended at 25 Ill. Reg. 7161, effective May 18, 2001; emergency amendment at 25 Ill. Reg. 12863, effective September 28, 2001, for a maximum of 150 days; emergency expired February 24, 2002; amended at 26 Ill. Reg. 646, effective January 7, 2002; amended at 27 Ill. Reg. 17204, effective October 31, 2003; amended at 28 Ill. Reg. 14092, effective October 18, 2004; amended at 29 Ill. Reg. 6239, effective April 25, 2005; amended at 30 Ill. Reg. 2755, effective February 21, 2006; amended at 32 Ill. Reg. 16396, effective September 23, 2008 ; amended at 40 Ill. Reg. 14054, effective September 29, 2016; amended at 41 Ill. Reg. _____, effective _____.

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 15 • annual financial statements and notice of publication (see Section 501.506)

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- January 31
- certificate of tax levy (see Section 1501.510(jf))
 - construction project status reports (see Section 1501.607(a))
 - ~~iscal year to date unaudited uniform financial reporting system data see Section 1501.510(i))~~
- February 1
- annual African American Employment Plan Survey (see Section 1501.308(b))
 - annual Hispanic/Latino Employment Plan Survey (see Section 1501.308(b))
 - annual Asian Employment Plan Survey (see Section 1501.308(b))
 - annual Bilingual Needs and Bilingual Pay Survey (see Section 1501.308(b))
- February 15
- spring semester (2nd term) enrollment survey (see Section 1501.406(ab))
- March 1
- annual Underrepresented Groups Report (see Section 1501.406(c))
- May 30
- ~~occupational follow up study data for specified curricula (FS) (see Section 1501.406(e))~~
- June 15
- annual faculty, staff salary and benefits data (see Section 1501.308(a))
- July 1
- Resource Allocation and Management Plan (RAMP/CC) (see Section 1501.510(ba))
 - ~~application for recognition for specified colleges (see Section 1501.202(d))~~
- July 15
- report of out-of-state extensions (see Section 1501.307(h)(4))
 - annual noncredit course enrollment (see Section 1501.406(d))
- 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(eb))
 - ~~special initiatives grants report (see Section 1501.519(d))~~
 - ~~annual report of Student Identification information (see Section 1501.406(g))~~
- September 1
- ~~unit cost data (see Section 1501.510(d))~~
 - budget and tax survey (see Section 1501.510(ed))
 - program review report (see Section 1501.303(d)(6))
 - program review listing (see Section 1501.303(d)(6))
 - facilities ~~date~~ data (see Section 1501.510(fe) and 1501.607(c))
 - annual Student Identification data submission (see Section 1501.406(f))
 - annual report of student course information submission (see Section 1501.406(g))
- October 1
- fall semester enrollment data (see Section 1501.406(a))

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- fall [semester](#) enrollment survey (see Section 1501.406(b))
 - ~~fall enrollment data (see Section 1501.406(a))~~
- 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(g))~~
 - ~~audit/fiscal year audited uniform financial reporting system data reconciliation statement (see Section 1501.510(g))~~
 - ~~audit/unit cost reconciliation statement (see Sections 1501.503(e) and 1501.510(h))~~
 - ~~unexpended special initiative grant funds (see Section 1501.519(e))~~
- November 1
- ~~annual report on summer graduates (for IPEDS GRS)~~ [summer graduate reporting \(for the Integrated Postsecondary Education Data System Graduation Rate Survey\)](#) (see Section 1501.406(~~f~~e))
- December 1
- ~~annual financial statements and notice of publication (see Section 1501.506))~~
 - ~~underrepresented groups report (see Section 1501.406(d) moved to March 1~~
- December 31
- [external audit \(see Section 1501.503\(a\)\)](#)
 - [annual instructional cost report \(see Section 1501.510\(c\)\)](#)
 - [unexpended special initiative grant funds \(see Section 1501.519\(d\)\)](#)

30 days after the end of each term - credit hour claims (see Sections 1501.~~606~~[406](#)(b) and Section 1501.507(a))

SUBPART C: PROGRAMS

Section 1501.303 Program Requirements

- a) Comprehensive Program. The programs of ~~each a~~ college shall be comprehensive and shall include: pre-baccalaureate, occupational, and general studies curricula, and public service programs.
- b) Degrees and Certificates. A college shall award associate degrees and certificates in accordance with units of instruction approved by the ICCB. This authority is not extended to administrative units of the college.
- c) Honorary Degrees. Honorary degrees awarded by a board shall be limited to the associate degree.
- d) Review and Evaluation of Programs.

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- 1) ~~Each~~ A college shall have a systematic, ~~college-wide~~ collegewide program review process for evaluating all of its instructional, student services, and academic support programs at least once within a five-year cycle.
- 2) The minimum review criteria for program review shall be program need, program cost, and program quality, as defined by each college.
- 3) The review of academic disciplines, general education, adult education, and all other cross-disciplinary programs shall be scheduled according to the published ICCB schedule. A college shall follow the published schedule set by the ICCB that shows when each program will be reviewed during a five-year cycle. If a college seeks an exception to the published schedule, the college must receive written approval from the ICCB. ~~Each college shall develop a schedule that shows when each program will be reviewed during each a five year cycle. Occupational programs shall be scheduled in the year following their inclusion in the ICCB follow up study unless the college obtains an exception in writing from the ICCB. The review of general education shall be scheduled annually, but may focus each year on areas specified by the Illinois Board of Higher Education and ICCB.~~
- 4) The ICCB may request the college to include special reviews of programs that have been identified as a result of State-level analyses, legislative resolutions, or Illinois Board of Higher Education policy studies by notifying the college of this request ~~prior to~~ before January 1 of the year the special review is to be conducted.
- 5) ~~Each~~ A college shall keep on file for ICCB recognition purposes a copy of its current program review process, its five-year schedule for program review, and complete reports of program reviews conducted during the past five years.
- 6) ~~Each~~ A college shall submit to the ICCB by ~~August~~ September 1 each year a summary report of its previous year's program review results in a format designated by the ICCB and a copy of its current five-year schedule of program reviews. If an institution cannot meet this deadline, a written request for an extension shall be submitted to ICCB for approval.

e) Academic Calendar

- 1) A college shall operate on an academic calendar that provides at least two academic terms consisting of at least 15 weeks (at least 75 days of instruction each), three academic terms consisting of at least 10 weeks (at least 50 days of instruction each) or a different combination of academic terms consisting of at least 30 weeks (at least 150 days of instruction).

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- 2) The days of instruction prescribed in subsection (e)(1) shall include all days when there is a full schedule of classes and support services but will exclude holidays, Saturdays, Sundays, and days scheduled exclusively for registration, orientation, ~~college-wide~~ collegewide placement or assessment testing, faculty workshops, and final examinations.
- 3) Colleges may include terms during the summer or any other time during the year, in addition to the ones identified in subsection (e)(1).
- 4) Courses/classes may be scheduled between academic terms, spanning academic terms, for a shorter time frame than the academic term, or for a longer time frame than the academic term, if the schedule provides sufficient duration and contact hours to meet the requirements in Sections 1501.309(b) and 1501.507(b)(10).
- 5) If an emergency such as a fire, flood, or strike makes it necessary for the college to shorten one of its academic terms, the college may request the ~~President/CEO~~ Executive Director to approve a shorter term. In such cases, the length of the term may be shortened, but only to the extent that enables all courses to meet the contact hours specified in Section 1501.309(b).
- 6) If a college entered into a contract with its faculty regarding the length of the academic calendar in compliance with subsection (e)(1) ~~prior to~~ before the effective date of this revision, it may continue to operate under ~~the provisions of~~ that contract until that contract is renegotiated or expires.
- 6)7) Colleges must have a plan in place to address modifications to the academic terms in the event of an emergency. This plan must be approved by the Board of Trustees.
- f) Preparation of Professional Staff. Professional staff shall be educated and prepared in accordance with generally accepted standards and practices for teaching, supervising, counseling and administering the curriculum or supporting system to which they are assigned. Such preparation may include collegiate study and professional experience. Graduate work through the master's degree in the assigned field or area of responsibility is expected, except in those areas in which the work experience and related training is the principal learning medium.
- g) Library. ~~Each~~ A college shall maintain a library or learning resource center with a collection of reference works and other learning resources to meet the specific needs of its curricula and students. This collection shall be kept up to date through a planned program of acquisition and deletion.
- h) Supplies and Equipment. Classrooms, laboratories, and shops shall be provided with equipment and supplies that are adequate for effective teaching and learning.
- i) General Education. Organized curricula leading to an associate degree shall include general education courses designed to contribute to the liberal education of each student.

- j) Apprenticeships. A college that participates in apprenticeships coordinated by the ~~Bureau~~ Office of Apprenticeship ~~Training~~, U.S. Department of Labor and/or other programs related to business, industrial, or trade groups or organizations shall meet applicable federal, State, and local governmental rules, regulations, and guidelines.

Section 1501.308 Reporting Requirements

~~Each~~ A college shall submit the following specified items in a format prescribed by the ICCB and according to the schedules indicated:

- a) Annual salary data and basic characteristics, including but not limited to sex, date of birth, ethnic classification, highest degree earned, tenure status, and employment or teaching areas, of the faculty and staff employed by the college as of October 1 shall be submitted on or before October 15 of each year. Fiscal year data shall be submitted on or before June 15.
- b) An annual African American Employment Plan Survey; Hispanic/Latino Employment Plan Survey; Asian Employment Plan Survey; and Bilingual Needs and Bilingual Pay Survey submitted on or before February 1. (see 5 ILCS 410).

SUBPART D: STUDENTS

Section 1501.406 Reporting Requirements

~~Each~~ A 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) 2) 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 ~~December~~ March 1.
 - e) An annual noncredit course enrollment~~community education and community service~~ data submission (N1) on or before July 15.
 - f) Summer graduate reporting ~~An annual report on summer graduates~~ (for the Integrated Postsecondary Education Data System Graduation Rate Survey) submitted on or before November 1.
- ~~g) An annual report of Student Identification~~ data submission ~~information submitted~~ on or before September 1.
- ~~h) An annual course submission on or before September 1.~~

SUBPART E: FINANCE

Section 1501.503 Audits

- a) External Audits.
 - 1) ~~Two copies~~ A copy of the annual external audit shall be submitted electronically to the ICCB on or before ~~October 15~~ December 31, 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 Executive Director ~~President/CEO~~ before ~~October 1~~ November 15, following the close of the fiscal year. This request shall be ~~accompanied by~~ with an explanation of the circumstances which cause the report to be delayed, along with an estimated date for submission.
 - 2) ~~Each~~ An 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~~ that includes a schedule of enrollment data, a ~~verification~~ proof 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.
 - 3) 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 on compliance with State requirements ~~(available upon request)~~, along with a balance sheet and a statement of revenues and expenditures based upon an understanding of the purpose of the grant, allowable expenditures, expenditure limitations, grant administrative standards, and transfer of funds, if applicable.

- b) Confirmation of ICCB Grants. ~~For the purposes of confirming~~ To confirm district records, ~~each a~~ district shall provide a copy of the ICCB allocation of grants to its external auditor. ~~Each district shall notify its independent external~~ External auditing firms ~~of this information and instruct that firm to make any requests for~~ can confirmation allocations using the Operating Budget and Technical Appendix located on the ~~directly to the~~ ICCB website.
- e) ~~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 1501.504 Budgets

~~One (1)~~ An electronic copy of the official district budget shall be filed with the ICCB by October 15 of each year in the format prescribed by the ICCB. An electronic copy ~~Copies~~ of amended budgets shall also be filed with the ICCB within thirty (30) days after their adoption. Colleges may develop a budget format for internal use ~~which that~~ reflects their own individual organizational structures.

Section 1501.506 Published Financial Statements

The Annual Financial Statement shall be published in at least one (1) newspaper having general circulation within the district. If no such newspaper exists, then publications shall be made in two (2) or more newspapers which together cover the district. This statement shall be published ~~no not~~ later than ~~November 15~~ December 31, following the close of the fiscal year. ~~One (1)~~ A copy shall be filed with the ICCB on or before ~~December 1~~ January 15, following the close of the fiscal year.

Section 1501.510 Reporting Requirements

~~Each A~~ 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.~~
- a) Resource ~~allocation~~ Allocation and ~~management~~ Management planning Plan (RAMP) data by July 1 of each year.

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- b) Construction in progress and acreage by August 1 of each fiscal year.
- c) [Annual Instruction Cost Report](#) ~~Unit cost data~~ in a format prescribed by the ICCB for the previous fiscal year by ~~September 1~~ [December 31](#) following the end of that fiscal year.
- d) A survey of local budget and tax extensions and collections by September 1 of each year.
- e) 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.
- ~~f) Annual fiscal year audited uniform financial reporting system data and an audit/fiscal year audited uniform financial reporting system date reconciliation statement by October 15 following the end of the previous fiscal year.~~
- ~~g) Audit/Unit Cost Reconciliation Statements by October 15 of each year.~~
- ~~h) Fiscal year to date unaudited uniform financial reporting system data by January 31 for the period July 1– December 31.~~
- ~~i) f) Certificate of Tax Levy by January 31 of each year.~~

Section 1501.511 Chart of Accounts

- a) Community College Funds. The funds listed below or a subset of these funds shall be used for publicly reporting community college financial transactions. The local ~~Board of Trustees~~ [board of trustees](#) may determine the distribution of unrestricted revenues among the operating funds, ~~i.e., that is~~ the Education Fund; the Operations, Building and Maintenance Fund; and the Public Building Commission Operation and Maintenance Fund.
 - 1) Operating Funds
 - A) Education Fund. Local property taxes for educational purposes shall be recorded as revenue in this fund.
 - B) Operations, Building and Maintenance Fund. Local property taxes for operations, building, and maintenance purposes shall be recorded as revenue in this fund.
 - C) Public Building Commission Operation and Maintenance Fund. Local property taxes for the operation and maintenance of college buildings leased from the Public Building Commission shall be recorded in this fund. Each agreement to operate and maintain property must be accounted for using a separate set of self-balancing accounts.

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- 2) Restricted Purposes Fund. This fund is ~~for the purpose of accounting to account~~ for monies that have external restrictions regarding their use. Each of the restricted sources of revenue in this fund shall be accounted for separately using a group of self-balancing accounts.
- 3) Audit Fund. The audit tax levy shall be recorded in this fund. Monies in this fund shall be used only for the payment of auditing expenses.
- 4) Liability, Protection and Settlement Fund. The tort liability and Medicare insurance/FICA tax levies should be recorded in this fund. The monies in this fund and interest earned on assets shall be used only for the payment of tort liability, unemployment, ~~or~~ worker's compensation insurance and/or claims, or the cost of participation in the federal Medicare/Social Security program.
- 5) Bond and Interest Fund. Revenues in this fund consist of property taxes for principal and interest bond payments. All principal and interest bond payments shall be expended from this fund. The debt service for each bond issue must be accounted for with a group of self-balancing accounts within the fund.
- 6) Public Building Commission Rental Fund. Local property taxes for the payment of lease obligations to the Public Building Commission shall be recorded in this fund. Each lease with the Public Building Commission shall be accounted for using a separate group of self-balancing accounts.
- 7) Operations, Building and Maintenance Fund (Restricted). This fund is used to account for funds which can be used only for site acquisition and construction and equipping of buildings. The monies in this fund shall not be permanently transferred or loaned to any other fund.
- 8) Building Bond Proceeds Fund. Proceeds from construction bonds shall be recorded in this fund. Each bond issue shall be accounted for using a separate group of self-balancing accounts.
- 9) Auxiliary Enterprises Fund. This fund is ~~for the purpose of accounting to account~~ for those services where a fee is being charged students and staff. Only monies that the institution has control of should be included in this fund. Each enterprise service where a fee is being charged should be accounted for using a separate group of self-balancing accounts.
- 10) Working Cash Fund. This fund shall be used to account for the proceeds of working cash bonds.
- 11) Trust and Agency Fund. This fund shall be used to receive and hold monies in which the district serves as a custodian or fiscal agent for another body.
- 12) Investment in Plant Account Group. This group of accounts shall be used to record the cost/value of plant assets.

- 13) Long-term Liabilities Account Group. This group of accounts shall be used to record liabilities that are payable beyond the current fiscal year.
- b) Program and Object Codes. The program and object codes (report structure) used by the ICCB shall be used for publicly reporting community college financial transactions.

Section 1501.516 Capital Renewal Grants

- c) Districts may apply annually to the ICCB for approval of capital renewal grant projects. Requests for ICCB approval of capital renewal grant projects shall be submitted using forms prescribed by the ICCB.
- d) Expenditures of funds from this grant are limited to capital renewal projects that are within the scope of the definition of capital renewal grants contained in Section 1501.501.
- e) Funds received from this grant shall be accounted for in the Operations and Maintenance Fund (Restricted) (see Section 1501.511(a)(7)).
- f) Other sources of funding may be added to capital renewal grant funds to finance larger projects.
- g) Projects shall be designed and constructed to meet all applicable facilities codes as specified in Section 1501.603(fg).

Authority to approve capital renewal grant projects is delegated to the ICCB or its ~~President/CEO~~ [Executive Director](#)

Section 1501.518 Uncollectible Debts

- ~~a) In order to access the State Comptroller for the collection of debts owed a community college, the board of trustees shall maintain documentation of each debtor's debt in a separate file which shall be available for inspection by the ICCB or the Comptroller of the state of Illinois. Only debts in excess of \$150 may be submitted for collection.~~
- ~~b) Each debtor's file shall be maintained for a period of five years and shall include:
 - ~~1) A description of the cause for the debt;~~
 - ~~2) Correspondence concerning attempts to collect the debt locally;~~
 - ~~3) Evidence of an opportunity for a hearing and review of the debt and the final outcome of such hearing and review.~~~~
- ~~c) Claims shall be submitted on forms and in the format prescribed by the ICCB.~~

- ~~d) The board of trustees shall submit a claim to the state of Illinois only after exhausting local options for collection of the debt.~~
- ~~e) The board of trustees shall give the debtor due process in accordance with the Illinois State Collection Act of 1986 (30 ILCS 210). f) Any debtor scheduled to make repayments, who is not yet delinquent or who currently is making periodic payments to reduce a debt, shall not be submitted to the state for collection.~~
- ~~g) The board of trustees shall approve the debt to be submitted for collection.~~
- ~~h) The President/CEO of the ICCB is authorized to accept claims from the boards of trustees for collection. ICCB acceptance of claims is made when claims are submitted to the Comptroller of the state of Illinois. The board of trustees will be notified of acceptance or nonacceptance of the claims by the ICCB.~~

Section 1501.519 Special Initiatives Grants

- ~~a) Special initiatives grants shall be awarded to Illinois public community college districts after a request for proposal application process based upon criteria approved by the ICCB or specified in statute.~~
- b)h) Allowable expenditures for special initiatives grants will be specified in the grant agreement between the college or vendor and the ICCB.
- e)j) Special initiatives grant funds shall be accounted for in a restricted account. ~~set of self-balancing accounts within the fund specified.~~
- d)j) ~~If specified in grant agreement, by August 1 following the end of the fiscal year, t~~The community college district or other vendor shall file a report with the ICCB in a format used by the ICCB or in accordance with the grant agreement, detailing how the funds were ~~utilized~~used.
- e)k) Special initiatives grant funds shall be expended by the date specified in the grant agreement. If the grant agreement allows, goods and services for which funds have been obligated by the contract end date shall be received and paid for not~~no~~ later than 60 days after the grant agreement end date. Unexpended funds shall be returned to the ICCB ~~no later than 90 days after the end of the grant agreement.~~ by on or before December 31 or as specified in the grant agreement.
- f)l) Special initiatives grant funds not used in accordance with the terms specified in the grant agreement regardless of the amount shall be returned to the ICCB within six months after receipt of the external audit report by the ICCB or other identification of improper expenditures subsequently verified by the ICCB.

~~Section 1501.521 technology enhancement grants~~

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- ~~a) Requests for technology enhancement grants shall be submitted in a format prescribed by the iccb.~~
- ~~b) Eligibility for technology enhancement grants shall include the local district board of trustees' approval of the project and certification of the availability of a 25 percent contribution to the total project cost.~~
- ~~c) Funds received from this grant shall be accounted for in the operations, building, and maintenance fund (restricted) [see section 1501.511(a)(7)].~~
- ~~d) Other sources of funding may be added to technology enhancement grant funds to finance larger projects.~~
- ~~e) Grant funds shall only be used in facilities owned by the district.~~
- ~~f) Allowable expenditures of funds, as submitted in the grant application, will be specified in a grant agreement executed with each illinois public community college district eligible to receive the technology enhancement grant funds.~~
- ~~g) Technology enhancement grant funds shall be expended within the grant period as specified in the grant agreement and pursuant to the provisions of the illinois grant funds recovery act (30 ilcs 705).~~
- ~~h) Technology enhancement grant funds not used in accordance with this section regardless of the amount shall be returned to the iccb within six months after receipt of the external audit report by the iccb or other identification of improper expenditures subsequently verified by the iccb.~~
- ~~i) Each community college district receiving grant funds shall file a report with the iccb in a format prescribed by the iccb, or in accordance with the terms of the grant agreement, detailing how the funds were utilized. The due dates of the reports shall be specified in the grant agreement.~~
- ~~j) Authority to approve technology enhancement grant requests is delegated to the iccb president/ceo. His/her decision shall be based upon submission of a complete application and release of funds by the bureau of the budget.~~
- ~~k) Projects shall be designed and constructed to meet all applicable facilities codes as specified in section 1501.603(f).~~

1501.523 foundation matching grants

- ~~a) An eligible community college foundation, as referred to in this Section, is defined as a 501(c)(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~~

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~~recently completed external audit with the other components of an application.~~

~~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.~~

SUBPART F: CAPITAL PROJECTS

Section 1501.601 Definition of Terms

“Alter” ~~means to~~ ~~To~~ remodel or modify a facility, without changing its original purpose or adding to its total dimensions, that would have been constructed differently had existing ~~handicapped~~-accessibility, energy conservation, or environmental protection laws, codes, or standards (as specified in Section 1501.603(~~f~~~~g~~)(2)) been in effect at the time of construction.

~~Building Efficiency~~-. "Building efficiency" ~~is~~ ~~means~~ the ratio of the total net assignable square feet (NASF) of a building, which includes the interior of classrooms, class laboratories, offices, study areas, libraries, special or general use areas, and supporting areas for each of these space types, to the total gross square feet (GSF) of a building, which includes circulation areas, custodial areas, mechanical areas and structural areas plus the NASF as defined above.

“Capital Project Design Phase” ~~The design phase~~ of a capital project ~~includes~~ ~~means~~ development of detailed architectural plans, specifications, and cost estimates.

“Capital Project Needs Assessment” ~~Capital project needs assessment is~~ ~~means~~ the initial conceptualization and justification of the scope of the project.

~~Credits~~-. "Credits" ~~are~~ ~~mean~~ capital project local contribution allowances certified by the ICCB at its Board meeting on September 18, 1987.

“Facility” ~~means any~~ ~~Any~~ physical structure or entity that is necessary for the delivery of the district's programs and related services.

“Hazard” ~~A hazard is~~ ~~means~~ a risk or peril resulting from unsanitary conditions, deficiencies in codes specified in Section 1501.603(~~f~~~~g~~)(2)), conditions increasing the risk of fire, or conditions otherwise endangering human life to a degree greater than normal.

“Licensed Architect or Engineer” ~~means an~~ ~~An~~ architect or engineer licensed by or registered with the Illinois Department of ~~Financial and~~ Professional Regulation.

“Locally Funded” ~~A "locally funded" project is~~ ~~means~~ a capital project funded totally from local district bond issues, local district operating funds, federal grants, foundation or other grants, gifts, student fees, or any non-state- ~~appropriated~~ source.

“Maintenance Project” ~~A maintenance~~ ~~means a~~ project ~~is one which~~ ~~that~~ keeps a facility or asset in efficient operating condition, preserves the condition of the property, or restores property to a sound state after prolonged use.

“Primary Site” ~~means~~ ~~A primary site includes~~ any site constituting a campus as defined in Section 1501.301.

“Repair” ~~means~~ ~~To~~ rehabilitate or return a facility to its original condition after damage or deterioration, without changing its original purpose or adding to its total dimensions, when the

condition of the facility poses a hazard to individuals or threatens the structural integrity of the facility.

~~Scope.~~ "Scope" ~~is a term relating to~~ means the parameters of the project, primarily the physical dimensions of the project and the function of space included therein.

~~"Secondary Site"~~ means. ~~A secondary site is~~ any location where the district maintains a permanent presence, but does not meet the criteria of a primary site.

~~"State-Funded"~~ means. ~~A "state-funded" project is~~ a capital project partially or fully funded with a state appropriation.

~~"Structural Defect/Deficiency Project"~~ means. ~~A "structural defect/deficiency" project is~~ a capital project which has a defect or deficiency directly attributable to inadequate design or construction, or defective construction materials.

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 state-funded 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:~~
- i) ~~locally funded projects that meet the definition of a maintenance project as defined in Section 1501.601, or~~
- j) ~~locally funded projects that result in no change in room use, or~~
- k) ~~locally funded projects for which the total estimated cost is less than \$250,000.~~
- e)b) 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. 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 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 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.

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- 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~~

Section 1501.603 State-Funded Capital Projects

- a) Projects Eligible to Receive State Funds. State funds may be requested for capital projects, both those to be purchased and those to be constructed, as defined herein. The funds shall be requested ~~prior to~~ before construction and may include or consist of architectural and engineering fees associated with the project. Such projects shall consist of:
 - 1) Buildings, Additions, and/or Structures (including fixed equipment). Types of buildings that may be included are:
 - A) Administration and student personnel services facilities;:-
 - B) Central utility facilities;:-
 - C) Classrooms;:-
 - D) Fine and applied arts classrooms and laboratories;:-
 - E) Libraries;:-
 - F) Occupational, technical, and semi-technical laboratories, shops, and classrooms;:-
 - G) Other structures used for the operation and maintenance of the campus;:-
 - H) Physical education instructional facilities;:-
 - I) Science laboratories and related science facilities; and:-
 - J) Student areas appropriate to the needs of a commuter institution, including food services, lounge areas, study areas, storage lockers, child care facilities, and facilities for student activities such as newspaper editing and student government.

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- 2) Land.
 - 3) Movable Equipment.
 - 4) Utilities (those beyond a five foot perimeter of buildings).
 - 5) Remodeling or Rehabilitation of Existing Facilities. Such projects include provision for:
 - A) Access for ~~handicapped~~ students with disabilities.
 - B) Emergency repairs (including construction defects/deficiencies).
 - C) Energy conservation; and.
 - D) Programmatic changes.
 - 6) Site Improvements.
 - A) Clearance.
 - B) Drainage.
 - C) Earth movement.
 - D) Finish grading, seeding, landscaping.
 - E) Other work required to make land usable as a building site.
 - F) Parking; and.
 - G) Streets and walkways.
 - 7) Planning. A building project may be divided into sub-projects with planning funds (architect or engineering fees) requested for one fiscal year and construction funds requested in a subsequent year.
- b) Application Criteria for New Construction Projects at the Primary Site. In order for capital projects for new construction to be considered for state funding, the following requirements shall be met:
- ~~1) The information required under Section 1501.510(a) shall have been submitted.~~
 - ~~2)1) Certification of local board approval of the projects requested shall be provided.~~
 - ~~3)2) Certification shall be provided that funds or credits are available to provide the local share of the projects in accordance with Articles IIIA and V of the Act.~~
 - ~~4)3) Certification shall be provided that a suitable construction site is available. Suitability is determined through a site feasibility study and a Capital~~

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Development Board technical evaluation. The feasibility study shall address, at a minimum, the following:

- A) The location of the site in relation to geography and population of the entire district and in relation to sites of the district's other colleges;
- B) The impact on the surrounding environment, including the effect of increased traffic flow;
- C) Accessibility to the site by existing and planned highways and/or streets;
- D) Cost of development of the site in relation to topography, soil condition, and utilities;
- E) Size of the proposed site in relation to projected student population (as determined by census data) and land cost;
- F) The number, location, and characteristics (types of terrain, geography, roadway access, and suitability of the site for building purposes) of alternative sites considered; and
- G) The location of the site in relation to existing institutions of higher education.

~~5)4)~~ Requests for site acquisition shall include a local board of trustees authorization to purchase the site, a copy of the feasibility study, a local ~~Board of Trustees~~ board of trustees resolution that local funds are available, a copy of the Capital Development Board evaluation, three appraisals of the property, and a written request for ICCB approval in addition to the information requested in the Resource Allocation and Management Plan/Community Colleges (RAMP/CC).

~~6)5)~~ Evidence of need for the space requested shall be provided either on a general enrollment basis as specified in subsection (e)(~~4~~1)(C) of this Section or a specific program need basis as specified in subsection (e)(~~4~~1)(D) of this Section.

~~7)6)~~ The project shall be within the mission of a community college as set forth in Section 1-2(e) of the Act.

c) Application Criteria for Remodeling and Rehabilitation Projects. Projects to remodel and rehabilitate a facility shall require submittal of the following:

- 1) An application on forms prescribed by the ICCB;
- 2) Certification of local board approval of the projects requested;
- 3) Certification that funds or credits are available to provide the local share of the projects in accordance with Articles ~~II~~IA and V of the Act;

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- 4) A summary detailing the effects of the remodeling on space usage (classrooms, laboratories, offices...); ~~and~~
 - 5) A justification statement regarding the need to remodel.
- d) Application Criteria for Secondary Site Projects. Projects for the acquisition/ construction of a new site and/or structure for purposes other than a primary site facility and projects for acquisition of sites and/or structures adjacent to the primary site shall require submittal of the following:
- 1) A resolution by the local board of trustees stating that:
 - A) Local funds or credits are available to provide the local share of the projects in accordance with Articles IIIA and V of the Act; ~~and~~
 - B) The programs offered have been approved by the ICCB and Illinois Board of Higher Education (IBHE) or approval of these stated programs by those boards is pending.
 - 2) Copies of at least two appraisals of the property.
 - 3) ~~Verification~~ Proof that the condition of the facility is not a threat to public safety. This shall include tests of structural integrity, asbestos, toxic materials, underground storage tanks, and other hazardous conditions. (Findings regarding the existence of these hazards shall not ~~preclude~~ prevent the procurement of the site/structure but the knowledge of the hazardous condition and any costs incurred in correcting the condition shall be incorporated into the total cost of procuring the facility.)
 - 4) Identification of the location of the site and its relationship to the main campus, community college facilities in contiguous districts, and other higher education facilities in contiguous districts.
 - 5) Identification of all estimated costs associated with the purchase and any subsequent construction and/or rehabilitation of the site/structure.
- e) Project Priority Criteria. All projects must meet requirements as stated in ~~ILCS 805/5-3~~ and 5-4 of the Act. Capital project priorities will be established within the categories named in subsection (a) of this Section according to the following criteria:
- 1) New Facilities: The acquisition of buildings/additions/structures through construction of new facilities or purchase of existing facilities ~~Includes~~ includes planning, qualifying fixed and moveable equipment as necessary to support the new facility, land acquisition required for the facility, and any site improvements or utility work necessary to support the facility. All requests for new facilities must meet the criteria specified in either subsection (b) of this Section for new

construction at a primary site or subsection (d) of this Section for secondary site projects.

~~Each of t~~The following criteria will be considered in establishing priorities for new facilities:

- A) Type of space to be constructed (in priority order):
- i) Instructional, study, office, and student areas (all weighted equally):
 - Instructional space, including basic classrooms, lecture halls, seminar rooms, and other rooms used primarily for scheduled instruction, both credit and noncredit. These rooms may contain multimedia or telecommunications equipment. Space ~~utilized~~ used as classroom service, ~~i.e., that is~~ projection rooms, telecommunication control booths, closets, etc., are included. (FICM Codes 110-115). Instructional space also includes laboratory facilities, both class and open, used for instructional purposes and service areas that serve as an extension of the activities of the laboratory (FICM Codes 210-255).
 - Study areas, including all library facilities, any rooms or areas used by individuals at their convenience, general learning labs, and any service areas necessary to support the activities of these rooms. (FICM Codes 410-455).
 - Office facilities that provide work areas to support the academic, administrative, and service functions of the colleges. Also includes rooms such as student counseling rooms and testing areas, staff conference rooms, file rooms, and break rooms (FICM Codes 310-355).
 - Student service areas include general use facilities such as child care facilities (FICM Codes 640 and 645), food service facilities (FICM Codes 630 and 635), lounge facilities (FICM Codes 650 and 655), merchandise areas such as bookstores, student supply stores, or ticket outlet services (FICM Codes 660 and 665), and rooms ~~utilized~~ used for recreation and amusement (FICM Codes 670 and 675). Meeting rooms used by the institution or the general public for a variety of nonclass meetings also are included (FICM Codes 680 and 685).
 - ii) Support areas, including central administrative computer and telecommunications rooms, maintenance shops, garages, warehouses, and storage facilities (FICM Codes 710-765).

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- iii) Assembly areas, including theaters, auditoriums, arenas, exhibition rooms, and concert halls used primarily for general presentations or performances. Includes areas that serve as an extension of the activities in that facility (FICM Codes 610-625).
 - iv) Physical education areas used for physical education instructional programs and intercollegiate and recreational activities. Includes areas such as ~~gymnasia~~[gymnasiums](#), athletic courts, swimming pools, and other special use athletic facilities (FICM Codes 520, 523, and 525). (Does not include specific classrooms more appropriately classified under FICM code series 100.)
 - v) Special use facilities not included elsewhere, such as armory, armory services, media production services, clinics, etc. (FICM Codes 510, 515, and 530-590).
- B) Core Campus Considerations. Priorities will be assigned to colleges that do not have adequate core campus components in place. A core campus generally consists of classrooms, laboratories, student services, day care, learning resources/library, business and industry training services, and facilities to support high enrollment programmatic areas.
- C) Space Criteria/Considerations.
- i) Utilization of Existing Space. Priorities will be assigned so that the higher utilization rate generated by weekly instructional hours for credit and noncredit courses offered at permanent locations owned by the college (college holds title, lease purchase, or purchasing contract for deed), the higher the priority that will be assigned. Instructional hours are defined as those enrollments generated by students taking credit and noncredit courses.
 - ii) Space per Student. Requests for space will be assigned priorities so that the less existing permanent space per student available at facilities owned by the college (college holds title, lease purchase, or contract for deed), the higher the priority assigned to the project.
- D) Program Considerations. Consideration will be given to the need for special facilities based on the programs to be housed in the requested facilities. Priorities will be assigned so that the greater the need for special facilities, the higher the priority. Criteria evaluated for need will include (not in priority order) but not be limited to:

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- i) Documented need as evidenced by the college's accountability and productivity reviews;:-
 - ii) Labor market demand for completers of the program (as indicated by current manpower data);:-
 - iii) Unavailability of special facilities needed for the program; and:-
 - iv) Other special needs or measures as described in the program justification statement submitted by the college with the project request.
- 2) Remodeling or Rehabilitation of Existing Facilities. Remodeling or rehabilitation projects will be evaluated on structural considerations and/or programmatic considerations and core campus considerations, if applicable to project. Requests for remodeling or rehabilitation projects must meet the criteria specified in subsection (c) of this Section. The following criteria will establish the order of remodeling/rehabilitation projects:
- A) Structural Considerations (in priority order).
 - i) Those projects which will reduce physical health and safety hazards to the student body and staff (e.g., structural defects/deficiencies, ~~handicapped~~ accessibility modifications);:-
 - ii) Overall condition of space and/or other structural integrity considerations;:-
 - iii) Those projects that will result in financial and/or natural resource savings (e.g., energy conservation); and:-
 - iv) Those projects that will result in the development of more efficient utilization of existing space.
 - B) Program Considerations. Consideration will be given to the need for remodeling or rehabilitation of facilities based on the programs to be housed in the facilities. Priorities will be assigned so that the greater the need for remodeling or rehabilitation, the higher the priority. Criteria evaluated for need will include (not in priority order), but not be limited to:
 - i) Documented need as evidenced by the college's accountability and productivity reviews;:-
 - ii) Labor market demand for completers of the program (as indicated by current manpower data);:-

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- iii) Unavailability of special facilities needed for the program: and.
 - iv) Other special needs or measures as described in the program justification statement submitted by the college with the project request.
- C) Core Campus Considerations. Priorities will be assigned to colleges who demonstrate the need for remodeling or rehabilitation of existing core campus components due to either structural integrity issues or increased demand for services. A core campus generally consists of classrooms, laboratories, student services, day care, learning resources/library, business and industry training services, and facilities to support high enrollment programmatic areas.
- 3) Land. Requests for state funds for land purchases not related to new facilities acquisition will be evaluated based on the need to support existing campus facilities and services. Requests must meet applicable criteria specified in subsection (b) of this Section for land purchases at the primary site or subsection (d) of this Section for secondary site projects.
 - 4) Utilities. Utilities projects (beyond a five foot perimeter of buildings) not related to new facility acquisition will be evaluated based on the need to support existing campus facilities and services.
 - 5) Site Improvements. Site improvements not related to new facilities acquisition will be evaluated in conjunction with the facilities to which they relate and other demonstrated need.
 - 6) Additional consideration may be given to the priority ranking of a project if it had previous ICCB approval for planning or construction.
- f) Changes in budget and/or scope to approved construction projects shall be submitted for approval according to the following criteria:
- 1) Changes in budget/scope totaling five percent or less of the approved project budget/scope shall be reconciled at the completion of the project and submitted to the ICCB for information purposes.
 - 2) When changes in the project budget/scope have reached five percent, any subsequent change modifying the budget/scope of the project shall require approval by the ICCB Executive Director, prior to expenditure of funds on the additional work. The criteria which the ICCB Executive Director will use for approving changes in the project budget/scope will be the same as are listed in this Section.
- ~~f~~g) Construction Standards. The standards listed in this subsection shall be applied in the design and construction of facilities.

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- 1) Building Efficiency. ~~Campus-wide~~[Campuswide](#) 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 following standards:
 - A) All incorporations by reference refer to the standards on the date specified and do not include any additions or deletions subsequent to the date specified:
 - i) International Building Code, ~~2003-2015~~ [or more current](#) Edition (International Code Council, 4051 W. Flossmoor Rd., Country Club Hills, Illinois 60478-5795).
 - ii) International Mechanical Code, ~~2003-2015~~ [or more current](#) Edition (International Code Council, 4051 W. Flossmoor Rd., Country Club Hills, Illinois 60478-5795).
 - iii) National Electrical Code, (NFPA 70, ~~2002-2014~~ [or more current](#) Edition (National Fire Protection Association, 1 Batterymarch Park, Quincy, Massachusetts 02169-7471.
 - iv) National Fire Protection Association 101, Life Safety Code, 2003 Edition (National Fire Protection Association, 1 Batterymarch Park, Quincy, Massachusetts 02169-7471.
 - ~~v) — ASHRAE Standard 90.1-2001, Energy Standard for Buildings Except Low-Rise Residential Buildings, 2001 Edition (American Society of Heating, Refrigeration, Air Conditioning Engineers, 1791 Tullie Circle, Atlanta, Georgia 30329).~~
 - B) Illinois administrative rules that are referenced in this Part are:
 - i) Illinois Plumbing Code (77 Ill. Adm. Code 890).
 - ii) Illinois Accessibility Code (71 Ill. Adm. Code 400) [or the 2010 Americans with Disabilities Standards for Accessible Design, whichever is more stringent.](#)
 - [iii\) Fire Prevention and Safety \(41 Ill. Adm. Code 100\).](#)
 - ~~iii)~~ [iv\) Illinois Energy Conservation Code \(74 Ill. Adm Code 600\)](#)

- C) Any local building codes that may be more restrictive than the code listed above.

3) State of Illinois Building Related Requirements. To assist the architect in determining which ~~statutes and rules~~ codes might be applicable to a project, the Capital Development Board (CDB) ~~Division of Building Codes and Regulations~~ has assembled a Directory of Illinois ~~Construction-Related Statutes and Rules Building-Related Requirements~~ that lists ~~all the~~ statutory requirements relative to State construction. ~~It~~ CDB also maintains a [List of Codes Used Throughout the State of Illinois by City or County](#). Both resources are available on CDB's [website](#) <http://www.illinois.gov/cdb/business/codes/Pages/BuildingCodesRegulations.aspx>.

~~also includes a table of primary codes/standards/specifications for State of Illinois building requirements. This directory is available from the CDB Division of Building Codes and Regulations website (www.ibe.state.il.us) or by calling (217) 557-7500.~~

Section 1501.604 Locally Funded Capital Projects

~~a)~~ All locally funded capital projects shall meet the same codes or standards listed in Section 1501.603(~~f~~g)(2).

~~b)~~ Requests for ICCB approval of locally funded capital projects shall be submitted using forms prescribed by the ICCB. All locally funded capital projects shall receive prior ICCB approval except those meeting any one of the following criteria:

~~1) A project which meets the definition of a maintenance project as specified in Section 1501.601.~~

~~2) A project which does not create a change in room use.~~

~~3) A project which is less than \$250,000 regardless of the work being performed.~~

~~c)~~ Requests for ICCB approval of locally funded capital projects shall be submitted to the ICCB according to the following criteria:

~~1) All capital projects other than those excluded in Section 1501.604(b) require ICCB approval during the design phase of the project.~~

~~2) Capital projects estimated to cost in excess of \$2.5 million shall be reported to the ICCB following a project needs assessment.~~

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- ~~3) The final budget and scope of the project shall be reported to the ICCB after bids are received but before contracts are awarded. If the budget or scope exceeds that approved by the ICCB, the project shall be resubmitted for approval.~~
- d) ~~Application Criteria for New Construction Projects at the Primary Site. Applications for new construction projects submitted to the ICCB and shall have attached to them the following:~~
- ~~1) A copy of the resolution or motion passed by the local board of trustees approving the budget and scope of the project.~~
- ~~2) A statement identifying the source of local funds for the project.~~
- ~~3) For primary sites, certification shall be provided that a suitable construction site is available. Suitability is determined through a site feasibility study. The feasibility study shall address, at a minimum, the following:~~
- ~~A) The location of the site in relation to geography and population of the entire district and its relation to sites of the district's other colleges, community college facilities in other contiguous districts, and other higher education facilities in contiguous districts.~~
- ~~B) The impact on the surrounding environment, including the effect of increased traffic flow.~~
- ~~C) Accessibility to the site by existing and planned highways and/or streets.~~
- ~~D) Cost of development of the site in relation to topography, soil condition, and utilities.~~
- ~~E) Size of the proposed site in relation to projected student population (as determined by census data) and land cost.~~
- ~~F) The number, location, and characteristics (types of terrain, geography, roadway access, and suitability of the site for building purposes) of alternative sites considered.~~
- ~~4) Requests for primary site acquisition shall include three appraisals of the property.~~
- ~~5) Evidence of need for the space requested shall be provided either on a general enrollment basis as specified in Section 1501.603(e)(4)(C) or a specific program need basis as specified in Section 1501.603(e)(4)(D).~~
- ~~6) The project shall be within the mission of a community college as set forth in Section 1-2(e) of the Act.~~

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~~e) Application Criteria for Projects Funded in Accordance with Section 3-37 of the Act. In addition to the above, applications for projects proposed for funding in accordance with Section 3-37 of the Act must include:~~

- ~~1) A copy of the proposed lease agreement showing that income is sufficient to pay the costs of constructing or acquiring and operating and maintaining the facility for the life of the installment loan arrangement entered into by the college.~~
- ~~2) A copy of the loan arrangement entered into by the college showing the installment costs to be incurred by the college.~~
- ~~3) Any other agreement between the college and another group which commits funds toward the project by that group.~~

~~f) Application Criteria for Remodeling and Rehabilitation Projects. Projects to remodel and rehabilitate a facility shall require submittal of the following:~~

- ~~1) A copy of the resolution or motion passed by the local board of trustees approving the budget and scope of the project.~~
- ~~2) A statement identifying the source of local funds for the project.~~
- ~~3) A summary detailing the effects of the remodeling on space usage (classrooms, laboratories, offices...).~~
- ~~4) A justification statement regarding the need to remodel.~~

~~g) Application Criteria for Secondary Site Projects. Projects for the acquisition/construction of a new site and/or structure for purposes other than a primary site facility and projects for acquisition of sites and/or structures adjacent to the primary site shall require submittal of the following:~~

~~1) A resolution by the local board of trustees stating that:~~

~~A) Funds are available to procure the site.~~

~~B) The programs offered have been approved by the ICCB and IBHE or approval of these stated programs by those boards is pending.~~

~~2) Copies of at least two appraisals of the property.~~

~~3) Verification that the condition of the facility is not a threat to public safety. This shall include tests of structural integrity, asbestos, toxic materials, underground storage tanks, and other hazardous conditions. (Findings regarding the existence of these hazards shall not preclude the procurement of the site/structure but the knowledge of the hazardous condition and any costs incurred in correcting the condition shall be incorporated into the total cost of procuring the facility.)~~

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~~4) Identification of the location of the site and its relationship to the main campus, community college facilities in other contiguous districts, and other higher education facilities in contiguous districts.~~

~~5) Identification of all estimated costs associated with the purchase and any subsequent construction and/or rehabilitation of the site/structure.~~

~~h) Construction projects for use by the college which are financed in whole or in part by college foundations are to be submitted for ICCB approval as locally funded projects.~~

Section 1501.605 Project Changes

Changes in budget and/or scope to approved construction projects shall be submitted for approval according to the following criteria:

a) Changes in budget/scope totaling five percent or less of the approved project budget/scope shall be reconciled at the completion of the project and submitted to the ICCB for information purposes.

b) When changes in the project budget/scope have reached five percent, any subsequent change modifying the budget/scope of the project shall require approval by the ICCB Executive Director, prior to expenditure of funds on the additional work. The criteria which the ICCB Executive Director will use for approving changes in the project budget/scope will be the same as are listed in Sections 1501.603 and 1501.604 above.

Section 1501.607 Reporting Requirements

A 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) showing the facilities used by ~~each a~~ course offered for credit during the fall term within 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. 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.

~~e)d~~ Course resource data (N6) for a non-credit offering (N1) showing the facilities used for each non-credit course offered during the fall term by August 15 following the end of the current fiscal year. Facility identifiers, building identifiers, and room identifiers reported

in the N6 records should match identifiers that will be reported in the F3, F6, B3, and R3 records at the end of the current fiscal year.

Section 1501.608 Approval of Projects ~~in from 110 ILCS 805/Section 3-20.3.01 of the Act~~

Projects proposed for construction under ~~the provisions of~~ Section 3-20.3.01 of the Act shall meet the criteria listed below.

- a) ~~Each~~ A proposed project shall meet the definition of "alter" or "repair" in Section 1501.601.
- b) ~~Each~~ A proposed project shall meet the definition of "facility" in Section 1501.601 and be owned by the district or leased where the district has assumed the obligation to make alterations or repairs.
- c) ~~Each~~ A proposed project shall not be considered a maintenance project.
- d) Projects to repair facilities shall be ~~for the purpose of correcting~~ to correct a hazard.
- e) ~~Each~~ A proposed project shall ~~be one which is~~ have an estimated by a licensed architect or engineer ~~to cost \$25,000 or more~~, and if financed through bonds in accordance with ~~Section Article~~ IIIA of the Act, is estimated ~~by a licensed or registered architect or engineer~~ to cost no more than \$~~14,500,000~~, unless otherwise stated in statute. A project may have several component parts if these components clearly relate to the same objective.
- ~~f) — Each proposed project shall have prior approval of the ICCB or its Executive Director.~~
- ~~g) D A proposed energy conservation project shall provide an estimated "pay back" of eight years or less as certified by a licensed architect or engineer.~~
- ~~h) g ach A project shall meet the codes specified in Section 1501.603(~~f~~g)(2).~~
- ~~i) — An application for each proposed project shall be submitted to the ICCB for approval on forms prescribed by the ICCB and shall include all of the following:~~
 - ~~1) — A certified copy of a lawful order of any federal, state, county, or municipal agency having authority in statute or ordinance to regulate the protection, health, or safety of individuals as such relate to community college facilities; a licensed architect or engineer's certification that the present condition of the facility poses a threat to the structural integrity of the facility; or a copy of the resolution indicating that the local board of trustees has determined that the proposed project is necessary for energy conservation, health or safety, environmental protection, or handicapped accessibility purposes.~~

- 2) ~~A copy of a statement that, in the judgment of the local board of trustees, there are not sufficient funds available in the Operations and Maintenance Fund of the district to fund the project.~~
- 3) ~~A certified copy of a licensed architect or engineer's estimated budget of the cost and scope of the project.~~
- 4) ~~A copy of the local board of trustees' action authorizing the project.~~

j)h) If project costs are financed through bonds as referenced in e), all bonds for such purposes may not exceed \$4,500,000 in the aggregate at any one time unless otherwise stated in statute.

Section 1501.609 Completion of Projects ~~under Section from 110 ILCS 805/3-20.3.01 of the Act~~

When completed, ~~each a~~ project shall be certified by a licensed ~~or registered~~ architect or engineer as having been constructed within the budget and having met applicable plans, codes, and specifications.

Section 1501.610 Demolition of Facilities

A district may demolish a facility owned by the district. ~~The ICCB shall be notified upon demolition of the facility.~~

The motion was approved via unanimous voice vote.

Item #15 - Consent Agenda

Item #15.6 - Intergovernmental Agreement Between Lake Land College and Black Hawk College to offer services at the Kewanee Life Skills Re-Entry Center

The Illinois Community College Board is requested to approve the Intergovernmental Agreement between Lake Land College and Black Hawk College. The participating parties desire to enter into this Intergovernmental Agreement to allow Lake Land to extend curricula/credit courses in Illinois Department of Correction facilities located in Black Hawk's district. The agreed upon course offerings are as follows: Custodial Maintenance, Restaurant Management, Horticulture, and Warehousing.

Terry Bruce made a motion, which was seconded by Doug Mraz, to approve the following motion:

The Illinois Community College Board hereby approves the Intergovernmental Agreement between Lake Land College and Black Hawk College, which thereby allows Lake Land to offer the agreed upon courses in Illinois Department of Corrections facilities in Black Hawk College's district.

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A roll call vote was taken with the following results:

Guy Alongi	Yea	Ann Kalayil	Yea
John Bambenek	Yea	Doug Mraz	Yea
Terry Bruce	Yea	Suzanne Morris	Yea
Teresa Garate	Yea	Jake Rendleman	Yea
Dustin Heuerman	Abstain	Ugne Narbutaite	Yea
		Laz Lopez	Yea

The motion was approved. Dustin Heuerman abstained.

Item #16 - Information Items

There was no discussion.

Item #16.1 - Fiscal Year 2017 Financial Statements

Item #16.2 - Fiscal Year 2017 Spring Enrollment Report

Item #16.3 - Spring 2017 Legislative Update

Item #16.4 - Proposed Amendments to the Illinois Community College Board Administrative Rules

Item #17 - Other Business

There was no other business.

Item #18 - Public Comment

There was no public comment.

Item #19 - Executive Session

Terry Bruce made a motion, which was seconded by Ann Kalayil, to approve the following motion:

I move to enter Executive Session for the purpose of **Employment/Appointment Matters** 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	Ann Kalayil	Yea
John Bambenek	Yea	Doug Mraz	Yea
Terry Bruce	Yea	Suzanne Morris	Yea
Teresa Garate	Yea	Jake Rendleman	Yea

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Dustin Heurman	Yea	Ugne Narbutaite	Yea
		Laz Lopez	Yea

The motion was approved. The Board entered Executive Session at 11:30 a.m. Ann Knoedler was asked to stay in the meeting.

* * * * *

Terry Bruce made a motion, which was seconded by Dustin Heurman, to reconvene Public Session at 11:52 a.m.

A roll call vote was taken with the following results:

Guy Alongi	Yea	Ann Kalayil	Yea
John Bambenek	Yea	Doug Mraz	Yea
Terry Bruce	Yea	Suzanne Morris	Yea
Teresa Garate	Yea	Jake Rendleman	Yea
Dustin Heurman	Yea	Ugne Narbutaite	Yea
		Laz Lopez	Yea

The motion was approved.

Item #20 - Executive Session Recommendations

Terry Bruce made a motion, which was seconded by Dustin Heurman, to approve the following motion:

The Illinois Community College Board hereby authorizes the Executive Director to annually increase staff salaries and adjust ranges, as necessary, on July 1 of each year by the current Employment Cost Index reported by the US Bureau of Labor Statistics. This increase will not be lower than one percent (1%) or greater than three percent (3%), pending budget authority.

A roll call vote was taken with the following results:

Guy Alongi	Yea	Ann Kalayil	Yea
John Bambenek	Yea	Doug Mraz	Yea
Terry Bruce	Yea	Suzanne Morris	Yea
Teresa Garate	Yea	Jake Rendleman	Yea
Dustin Heurman	Abstain	Ugne Narbutaite	Yea
		Laz Lopez	Yea

The motion was approved.

Item #21 – Adjournment

Jake Rendleman made a motion, which was seconded by Ann Kalayil, to adjourn the Board meeting at 11:55 a.m.

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September 15, 2017

A roll call vote was taken with the following results:

Guy Alongi	Yea	Ann Kalayil	Yea
John Bambenek	Yea	Doug Mraz	Yea
Terry Bruce	Yea	Suzanne Morris	Yea
Teresa Garate	Yea	Jake Rendleman	Yea
Dustin Heurman	Yea	Ugne Narbutaite	Yea
		Laz Lopez	Yea

The motion was approved.