

Agenda
323rd Meeting of the
Illinois Community College Board

Holiday Inn Select
Conference Hotel
Decatur, Illinois

June 16, 2000
9:00 a.m.

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UNAPPROVED

Minutes of the 322nd Meeting of the
Illinois Community College Board
May 19, 2000
Harry L. Crisp II Community College Center
Conference Room
Springfield, Illinois

Item #1 - Roll Call and Declaration of Quorum

Chairman Ed Duffy called the meeting to order at 9:30 a.m. Roll call was taken with the following members present: James Berkel, Edward Duffy, Inez Galvan, Laura Godwin, Joseph Neely, Martha Olsson, James Zerkle and Alison Womack. Dave Davis, Gwendolyn Laroche, Delores Ray, and Lee Walker were absent.

Item #2 - Minutes of the March 17, 1999 Meeting

Inez Galvan made a motion, which was seconded by Joe Neely, to approve the minutes as recorded. The motion was approved by unanimous voice vote. Student advisory vote: Yes.

Item #3 - Presentation of Excellence in Workforce Preparation Awards

Awards for Excellence in Workforce Preparation were presented to Joliet Junior College, John Wood Community College, and Triton College.

Item #4 - Committee Reports

Item #4.1 - Adult Education Transition Committee

Jim Berkel reported that the committee met this morning to review issues and receive information from staff on activities underway. The committee will name its chair in June.

The date and location for the Governor's signing of House Bill 4266 (transfer of adult education governance) has not been determined. Signing is expected when the Governor returns from South Africa.

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Item #4.2 - Funding Equity Study Committee

Jim Zerkle reported that the committee met this morning. A committee chair has not been named. The committee received an outline of the process and issues that are being studied by staff.

Mr. Zerkle commented that this study will be very significant in the future for funding of higher education in Illinois.

Item #4.3 - Budget and Finance Committee

Martha Olsson reported that a chair has not been named. The committee met today and approved the CEO's travel and other reimbursements. The committee discussed the fiscal year 2000 system operating budget. Also discussed was the fiscal year 2000 office budget.

Item #4.3.1 - Fiscal Year 2000 Financial Statements
(March and April)

The committee reviewed and approved the financial statements which are presented for Board information.

Item #5 - President/CEO's Report

Joe Cipfl introduced Jeff Newell as the ICCB Assistant Director for Instructional Technology. Jennifer Foster has been hired as the Associate Director for Adult Education, effective June 16.

Governor Ryan has conducted a series of town hall/roundtable meetings around the state. A representative of the ICCB staff has been in attendance at the meetings.

The Governor has begun signing bills passed by the recent General Assembly. The community college system had a good legislative session. The General Assembly approved a 6.2 percent increase for the community college system, the Governor's recommended level.

On May 11, 2000, the Board of Higher Education announced that the University Center will be located at the College of Lake County in Grayslake.

On May 4, Jim Zerkle accompanied ICCB staff at a visit to the East St. Louis Community College Center to review the building remodeling plan. The Governor has approved \$27 million in expenditures for this Center, consisting of community college programming, Southern Illinois University programming, and the Illinois Department of Security One-Stop Workforce Development Center. The building's completion date is targeted for fall 2002.

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Phi Theta Kappa events were held April 4-5 in Springfield. Joe commended community college presidents for their commitment to PTK.

The May/June 2000 edition of the *Illinois Manufacturers Association* magazine, which the Board received with their May agenda packets, features an article on how community colleges partner with manufacturers. Black Hawk College of Moline is the magazine's cover photo.

Ray Hancock is retiring as president at John A. Logan College in Carterville, Norm Jenkins as president of Kishwaukee College in Malta, and Ben Cullers as president of Southeastern Illinois College.

Chairman Duffy delivered the Commencement Address at Waubensee Community College on May 18. Dr. Cipfl delivered the Commencement Address at Lincoln Trail College on May 12, and will deliver the Address at Black Hawk College-East Campus this evening, May 19.

Joe Cipfl and Virginia McMillan will depart for China on May 20 with a delegation of seven educators from the Governor's office and the community college system. China is interested in establishing a community college system, and they have recognized the Illinois system to be exemplary.

Item #6 - Advisory Organizations

Item #6.1 - Presidents Council

Larry Huffman reported that the Council will review the strategic plan for the community college system at its June meeting.

The presidents appreciate ICCB staff leadership with the Funding Equity Study, and they also appreciate the "heads up" in preparation to meet its challenges. The Council has organized an "Advance Strike Force" group to provide input to the study before decisions have been finalized.

Board members were encouraged to attend commencement ceremonies at community colleges, as well as GED ceremonies.

Item #6.2 - Illinois Community College Faculty Association

Leo Welch reported that in addition to serving on the ICCFA, he also serves on the BHE Faculty Advisory Committee. At its April meeting, the BHE FAC asked for faculty input. Mr. Welch distributed a paper entitled *The American Faculty Poll* which is an excerpt from a 100-page document completed by the National Opinion Research Center in Chicago with support of TIAA-CREF. All segments of higher education faculty have provided input into this document. Mr. Welch provided highlights on various items in the report.

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The full report will be made available upon request. Chairman Duffy stated that the ICCB will obtain the full report for review by members and staff.

Item #6.3 - Student Advisory Committee

Alison Womack reported on the PTK events held April 4-5, as well as events on Student Lobby Day.

Item #6.4 - Illinois Community College Trustees Association

Gary Davis displayed a banner on the 100th Anniversary of Community Colleges.

The ICCTA now upgraded its internet connection to wireless. Joe Cipfl and Neil Admire of the Illinois Community College System Foundation were commended for their assistance in securing the placement of an antenna onto the roof of the office building.

A recent Iowa study reported that a person with an associates degree had lower annual earnings in 1998 than in 1991. The trustees and presidents are investigating these results in Illinois to see if this is accurate for our graduates. Communication will be made to the Iowa author if his study is not reflective of Illinois graduates.

Announcements of the ICCTA Annual Convention on June 15-17, 2000 in Decatur were distributed. ICCB members are invited to attend as guests of the ICCTA.

Joe Cipfl of the ICCB, Larry Huffman of the Presidents Council, Leo Welch of the Faculty Association, and Alison Womack representing the students were commended for their cooperative efforts during the past year.

The ICCB Funding Equity Study Committee will be an important committee, and the ICCTA is available to be of assistance.

Recipients of the awards for Excellence in Workforce Preparation were congratulated.

Item #7 - FY 2001 Final Operating and Capital Budget for the Illinois Community College System

Don Wilske reported that on May 17, 2000, the Governor signed the funding bill for all of education. The General Assembly adjourned on April 14, 2000, and higher education as a whole received a 5.6 percent increase. The community college system operations received a 6.2 percent increase, which was the Governor's recommended level. All state offices received a 5 percent increase. Additional highlights of the budget were reported.

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This year, three new grant programs were funded for fiscal year 2001: Accelerated College Enrollment Grant, Current Workforce Training Grant, and the Illinois Community Colleges Online Grant. Highlights were made on each of these new grant programs. Virginia McMillan reported on the Community Colleges Online Grant, Preston Morgan reported on the Current Workforce Training Grant, and Don Wilske reported on the Accelerated College Enrollment Grant.

Item #8 - Status Report on Adult Education Governance

The transition process has begun to transfer adult education governance from the Illinois State Board of Education to the Illinois Community College Board. The completion date is targeted for July 1, 2001. Seven transition teams have been named, and the Board will receive periodic reports.

Item #9 - Status Report on the Illinois Community College System Strategic Planning Initiative

The Strategic Planning Steering Committee continues its work on the draft plan. The latest version is now being reviewed by system groups, and these groups will provide input prior to a request for Board approval. This document will be a major focus for discussion at the June 16 ICCB meeting. Consultant Brenda Albright will be in attendance at the Board meeting.

Item #10 - Endorsement of Recommendation of the IAI Major Field Panel in Social Work

Martha Olsson made the following motion, which was seconded by Laurna Godwin:

The Illinois Community College Board hereby endorses the transferable major field recommendation in social work developed by the social work faculty panel and endorsed by the Illinois Articulation Initiative Steering Panel as shown on the following pages and requests that community colleges begin to implement the recommendation.

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

Item #11 - Cooperative Agreement Among Heartland Community College, Kankakee Community College, Richland Community College, and Illinois Valley Community College

James Berkel made the following motion, which was seconded by Inez Galvan:

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The Illinois Community College Board hereby approves the cooperative agreement, known as the Comprehensive Agreement Regarding the Expansion of Educational Resources, for instruction among Heartland Community College, Illinois Valley Community College, Kankakee Community College, and Richland Community College.

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

Item #12 - New Units of Instruction

Laurna Godwin made the following motion, which was seconded by Inez Galvan:

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

PERMANENT PROGRAM APPROVAL

Elgin Community College

- Pastry Chef AAS degree (66 semester credit hours)
- Pastry Chef Assistant Certificate (31 semester credit hours)
- Lead Baker Certificate (17 semester credit hours)

Richland Community College

- Electrician AAS degree (61 semester credit hours)(Regional)
- Surgical Technology AAS degree (62 semester credit hours)(Regional)

South Suburban College

- Fitness Assistant Certificate (14 semester credit hours)
- Fitness Specialist Certificate (32 semester credit hours)

TEMPORARY PROGRAM APPROVAL

College of DuPage

- Technical Communications Certificate (32 quarter credit hours)

Richland Community College

- Computer Networking Certificate (12 semester credit hours)

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

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Item #13 - Proposed Policy Guidelines for Restricted Grant Expenditures and Reporting for Fiscal Year 2001

The guidelines are to streamline the administrative processes of the Illinois Community College Board for Restricted Grants. These changes have been endorsed by the system and formal approval will be requested at the June 16 meeting. Three new grants for fiscal year 2001 are included: Current Workforce Training, Illinois Community Colleges Online, and Accelerated College Enrollment.

Item #15 - Executive Session

James Berkel made a motion, which was seconded by Inez Galvan, to adjourn into Executive Session at 11:15 a.m. for the purpose of discussing personnel issues. The motion was seconded by unanimous voice vote. Student advisory vote: Yes.

The Board reconvened into open session at 11:39 a.m.

Item #16 - Adjournment

Joe Neely made a motion, which was seconded by Inez Galvan, to adjourn the meeting at 11:40 a.m. The motion was approved by unanimous voice vote. Student advisory vote: Yes.

Edward T. Duffy, Chair

Joseph J. Cipfl, President/CEO

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Illinois Community College Board

REVIEW OF EXECUTIVE SESSION MINUTES

The Illinois Open Meeting Act requires public bodies to review, at least twice a year, minutes of the executive sessions to determine if the contents of such minutes continue to require confidentiality or if they may be made available for public inspection.

RECOMMENDED ACTION

It is recommended by that the following motion be adopted:

The Illinois Community College Board hereby determines that the minutes of the Board executive sessions held on March 19, 1999, and January 21, 2000 remain confidential. Minutes of Board executive sessions held on March 17, 2000, and May 19, 2000 are declared by the Board to remain confidential.

BACKGROUND. The last review of executive session minutes was held on January 21, 2000, and the next Board review of executive session minutes will take place on January 19, 2001.

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Illinois Community College Board

**ELECTION OF ILLINOIS COMMUNITY COLLEGE BOARD
VICE CHAIR FOR FISCAL YEAR 2001**

Nominations will be accepted from the Board at its meeting on June 16, 2000.

RECOMMENDED ACTION

(Oral nominations will be received from the Board.)

BACKGROUND. As stated in Statute 102-3. of the Illinois Public Community College Act, "...At a regular meeting by the end of June each year the vice-chairman shall be selected by members of the board for an annual term beginning July 1 next..."

Illinois Community College Board

**ILLINOIS COMMUNITY COLLEGE BOARD
FISCAL YEAR 2002 CALENDAR OF MEETINGS**

Each fiscal year, the Board conducts two meetings at campuses around the state, three meetings in Springfield, and the June meeting at a location to be determined by the Trustees Association.

RECOMMENDED ACTION

It is recommended that the following motion be adopted:

The Illinois Community College Board hereby adopts the following fiscal year 2002 calendar of meetings.

Fiscal Year 2002

July 20, 2001	(Subject to Call)
September 21	9:00 a.m. - Joliet Junior College, Joliet
October 19	9:00 a.m. - ICCB Office, 401 E. Capitol, Springfield
December 7	(Subject to Call)
January 18, 2002	9:00 a.m. - ICCB Office, 401 E. Capitol, Springfield
March 15	9:00 a.m. - Illinois Valley Community College, Oglesby
May 17	9:00 a.m. - ICCB Office, 401 E. Capitol, Springfield
*June	9:00 a.m. - (Day and Location are Undetermined)

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

BACKGROUND. Invitations have been received from presidents of the Joliet Junior College and Illinois Valley Community College. The Board last met at Joliet Junior College on March 16, 1973, and at Illinois Valley Community College on June 18, 1976.

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Illinois Community College Board

**STRATEGIC PLANNING INITIATIVE FOR THE
ILLINOIS COMMUNITY COLLEGE SYSTEM**

An oral report will be presented at the June 16, 2000, ICCB meeting.

Illinois Community College Board

STATUS REPORT ON ADULT EDUCATION AND LITERACY

Progress continues in planning for a smooth and orderly transfer of the administration of adult education and literacy functions and programs.

The ICCB Senior Director for Adult Education and ISBE field staff worked together to review all fiscal year 2001 proposals for funding of new and continuing adult education and literacy programs. ICCB staff gained in-depth knowledge of nearly 130 providers and their programs in Illinois.

The ICCB/ISBE Transition Team on Data Reporting and Management Information Systems met at ISBE for a demonstration of the current data system used for federal and state data reporting, the ISBE STAIRS system. This system has been used by ISBE for adult education and literacy accountability since 1996. All adult education and literacy programs, except the City Colleges of Chicago, use STAIRS to report to the state.

Funding allocations for adult education and literacy providers are being finalized for the new fiscal year. The ICCB/ISBE Program Transition Team is reviewing individual program performance to determine awards.

There are currently four professional development Adult Education and Literacy Service Centers geographically distributed throughout Illinois. These Service Centers are funded with federal dollars and other grants through multi-year contracts with the administrative agency. The last year for the current cycle ends June 30, 2000. To ensure continued service during and after the transition, an Adult Education Service Center request for proposal was developed by ISBE and reviewed by both agencies. Through the Transition Coordination Team, the two agencies agreed that the new contracts would be issued again for a three-year period. The proposals are in the process of review at this time.

The Adult Education Advisory Council met on May 31 to review the vision and goals developed by the Council and adult education administrators as they relate to the transition. A list of transition teams, team leaders, and members was provided to the Council. As a result, Council members have volunteered to work with various transition teams, primarily in the program component areas. The Transition Coordination Team will review the Advisory Council recommendations at its next meeting.

Illinois Community College Board

**BOARD APPROVAL FOR
CONTRACTING FOR EDUCATIONAL PROGRAMS AND SERVICES
AT THE EAST ST. LOUIS COMMUNITY COLLEGE CENTER**

The Illinois Community College Board is requested to approve continued contracting for educational programs and services at the East St. Louis Community College Center (ESLCCC) for the period of July 1, 2000, to June 30, 2003.

RECOMMENDED ACTION

It is recommended that the following motion be adopted:

The Illinois Community College Board hereby approves contracting for educational programs and services at the East St. Louis Community College Center for the period of July 1, 2000 to June 30, 2001. Furthermore, the Illinois Community College Board approves contracting with the Southern Illinois Collegiate Common Market for the period July 1, 2000 to June 30, 2001, for certain administrative and coordination services. This agreement shall be subject to extension by mutual agreement of the parties for up to two additional years.

BACKGROUND. Based upon the recommendations of the Metropolitan Community College (MCC) Special Study Committee, the Illinois Community College Board voted on October 16, 1998, to dissolve MCC effective January 1, 1999, and authorized Board staff to contract for educational programs and services to serve the residents of the former MCC district. Since January 1, 1999, the ICCB has contracted with the Southern Illinois Collegiate Common Market (SICCM) to provide certain administrative and coordination services for the ESLCCC. In addition, Southwestern Illinois College, Kaskaskia College, Shawnee Community College, and Lake Land College have been providing academic programs at the ESLCCC and related sites. SICCM has performed well in its role of coordinating with the participating colleges and other entities, operating and administering the facility, and other related responsibilities. It is the recommendation of ICCB staff that SICCM continue in its administrative and coordinating role and that academic programs continue to be provided by multiple Illinois community colleges.

Illinois Community College Board

**ENDORSEMENT OF
REVISED IAI GENERAL EDUCATION CORE CURRICULUM**

The Illinois Community College Board is requested to endorse the revised General Education Core Curriculum that is the result of the Illinois Articulation Initiative's Fifth Year Review of general education. The revision was endorsed by the IAI Steering Panel on April 14, 2000, and the Illinois Board of Higher Education on June 6, 2000.

RECOMMENDED ACTION

It is recommended that the following motion be adopted:

The Illinois Community College Board hereby endorses the revised Illinois transferable General Education Core Curriculum to become effective for freshmen entering participating institutions on or after May 1, 2001.

BACKGROUND. In January 1993, the Board of Higher Education, the Illinois Community College Board, and the Transfer Coordinators of Illinois Colleges and Universities jointly launched the Illinois Articulation Initiative (IAI) to ease the transfer of students among Illinois public and independent, associate and bachelor's degree-granting institutions. The first task to be undertaken was development of a General Education Core Curriculum (GECC) since a general education component is a requirement of all associate and baccalaureate degrees. The GECC, which was developed by five faculty panels, was endorsed by the Steering Panel, the Illinois Community College Board, and Board of Higher Education in 1994. Students who satisfactorily complete the General Education Core Curriculum are able to transfer and receive credit for this "package" of courses in lieu of the receiving institution's own comparable lower-division general education requirements.

The Initiative, as originally developed, called for a formal review five years after endorsement. Therefore, the GECC, which was endorsed in 1994, was reviewed during the academic year 1999-2000. The review consisted of two primary activities. First, a review of catalogs of participating institutions was conducted to determine whether or not the specific requirements in the IAI General Education Core Curriculum are still similar to those of participating schools. The results of the catalog review indicate that the basic structure of the GECC continues to be comparable and therefore, it was not changed. The Core remains as follows:

Communications	3 courses (9 semester credits), including a two-course sequence in writing ¹ (6 semester credits) and one course (3 semester credits) in oral communication.
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Mathematics	1 to 2 courses (3 to 6 semester credits)
Physical and Life Sciences	2 courses (7 to 8 semester credits), with one course selected from the life sciences and one course from the physical sciences and including at least one laboratory course.
Humanities and Fine Arts	3 courses (9 semester credits), with at least one course selected from humanities and at least one course from the fine arts.
Social and Behavioral Sciences	3 courses(9 semester credits), with courses selected from at least two disciplines.
TOTAL	12-13 courses (37 to 41 semester credits)

In addition, the five general education panels presented a review plan to the Steering Panel that included an evaluation the objectives and course descriptions contained in their recommendations. As a result of their reviews, the panels made the following changes pending Board approval:

- C The General Education Communication Panel revised the writing course sequence to add a 2,500 word requirement for the research paper, reduced the Advanced Placement (AP) score to 3, added an outcome on reading, and clarified an existing student learning outcome.
- C The General Education Mathematics Panel added a sentence on technology in its introduction and a new course description on elementary math modeling. The panel is reexamining a group of syllabi to ensure that the prerequisites of intermediate algebra and geometry are required. In addition, the panel surveyed participating institutions regarding college algebra and has asked institutions that allow the course or other courses not contained in the panel's recommendation to count toward general education requirements to reconsider this practice.
- C The General Education Humanities and Fine Arts Panel inserted a sentence clarifying the required writing component, expanded US history to two courses, eliminated the course, *American Culture/Civilization*, and clarified several course descriptions.
- C The General Education Social and Behavioral Sciences Panel made no substantive changes. The panel will review about 1750 courses, for which it will be requesting syllabi from institutions. The panel discussed, but has not yet taken action on, Psychology II and the cross-cultural relations anthropology course.
- C The General Education Physical and Life Sciences Panel did a survey on computer simulations, which they found were not used by 75 percent of responding institutions. The

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panel added a sentence in its opening statement that simulations are not a substitute for hands-on laboratories. The overwhelming majority of respondents was in agreement with the statement.

Finally, as part of the Fifth Year Review, the Steering Panel chose to conduct a survey concerning the implementation of the GECC. This spring, surveys were mailed to three groups: 1) academic officers of participating institutions (return rate = 51 percent); 2) faculty members serving on the five general education field panels (response rate = 46 percent); 3) transfer coordinators, and up to five colleagues at their institutions. These could include the registrar/records officer, chief student affairs officer, head of the academic advising/counseling office, the Transfer Center Director, and the head of the admissions office (response rate = 30 percent). Results of the surveys will be provided to the Board when data are available and an analysis is completed.

Students were not included in the survey for two reasons. First of all, the GECC did not become effective for students until the summer of 1998. Second, students who have completed the GECC separately or as part of a two-year transfer degree, are just beginning to transfer this summer and fall. An assessment of their success in transferring will be conducted at a later date.

The Fifth Year Review process is not over. The Illinois Articulation Initiative also contains recommendations for course work in particular majors. Ten baccalaureate major panels will conduct their first five-year reviews during the 2000-2001 academic year: agriculture, art, business, criminal justice, early childhood education, elementary education, engineering, music, psychology, and secondary education. This process is an important aspect of the Initiative in terms of ensuring that the recommendations for students in general education and in various baccalaureate majors continues to be reflective of participating institutions' curricula and meets the overarching goal of easing the transfer of students.

Illinois Community College Board

PRAIRIE STATE ACHIEVEMENT EXAMINATION

RECOMMENDED ACTION

It is recommended that the following motion be adopted:

The Illinois Community College Board hereby endorses the conceptual framework of the Prairie State Achievement Examination that is being developed by the Illinois State Board of Education.

BACKGROUND. As part of a Status Report on the P-16 Partnership for Educational Excellence in March 2000, the Board received information about the Prairie State Achievement Examination (PSAE) as it was conceptualized by the Illinois State Board of Education. The PSAE is a legislatively mandated test that is to be given to all public high school juniors. It is intended to assess students' attainment of the newly implemented student learning standards. At that time, ISBE was considering how to structure the test in order to maximize its value to higher education and employers and had requested the support of the members of the Joint Education Committee, the coordinating body for the P-16 Partnership.

ISBE is entering into a formal agreement with ACT to cooperatively develop the PSAE. The examination will contain three components: the standard ACT examination; two sections of the ACT Work Keys; and Illinois-specific components on writing, science, and social science. The addition of the nationally recognized ACT and ACT Work Keys components is intended to ensure that the PSAE generates results that are portable and meaningful to higher education and employers.

While the PSAE is required for all students, it does not have consequences regarding high school graduation. This raises concerns about students' motivation to perform well on the test. Through extensive student surveys, ISBE has found that (a) influence toward college admissions and (b) preferential treatment for hiring are among the top four incentives that high school students indicate would motivate them to perform well on the test.

The Joint Education Committee and staff from the P-16 partners have agreed that the PSAE as it is being developed has great potential to be a meaningful evaluation of students' readiness for college and/or the workplace. Students are likely to be more motivated to take the test seriously if it could be used as a consideration in college admission. If the predictive value of the test can be established after several administrations, it also has the potential to be used as a placement tool by colleges and universities.

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NEW UNITS OF INSTRUCTION

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

RECOMMENDED ACTION:

It is recommended that the following motion be adopted:

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

PERMANENT PROGRAM APPROVAL

City Colleges of Chicago are requesting approval for a series of certificate programs listed on the New Units Addendum page to be provided at the meeting.

College of Lake County

< Electrician Apprenticeship AAS degree - 68 semester credit hours

Sauk Valley Community College

< Emergency Medical Technician - Basic Certificate - 7 semester credit hours

< Emergency Medical Technician - Intermediate Certificate - 8.5 semester credit hours

< Emergency Medical Technician - Paramedic Certificate - 18.5 semester credit hours

John Wood Community College

< Surgical Technology Certificate - 40 semester credit hours (Regional)

BACKGROUND

City Colleges of Chicago are requesting approval for a series of certificate programs within their Continuing Education Curricula (a New Units Addendum page will be distributed at the Board meeting). These programs have been pre-identified as training available to Workforce Investment Act clients and have been offered through the City Colleges of Chicago for the past several years as noncredit instruction. The City Colleges of Chicago has provided concrete information regarding program enrollments, completions, placements, faculty qualifications, and costs. After review by appropriate ICCB and ISBE staff, it was found that the programs do meet the Illinois Community College Board's requirements for quality, need, and cost and, therefore, approval is recommended.

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College of Lake County is seeking approval to offer a 68 semester credit hour “Electrician Apprenticeship” Associate of Applied Science degree program. This program is a cooperative effort proposed by CLC and the Joint Apprenticeship and Training Committee (JATC) of the International Brotherhood of Electrical Workers (IBEW) Local Union 150 for the purpose of broadening the educational opportunities for individuals admitted into the Electrician Apprenticeship program. The program will prepare students for employment as electricians in industrial, commercial and residential construction, and repair and maintenance settings. The curriculum consists of coursework in electricity and electronics, electrical codes, circuit analysis, digital electronics, mechanical and electrical business systems, troubleshooting, industrial safety and an electrician internship, in addition to general studies. Labor market information provided by the college indicates a demand for skilled electricians at the regional and statewide levels. The college anticipates an enrollment of 150 part-time students each year for the first three years. No new faculty members will be needed for this program. The technical core courses, the internship component and safety course will be taught by IBEW Local Union 150 instructors, while general studies courses will be taught by the college. The costs for implementing this program will be instructional costs only and will be reimbursed by the IBEW.

Sauk Valley Community College is seeking approval to offer a 7 semester credit hour Emergency Medical Technician-Basic certificate, an 8.5 semester credit hour Emergency Medical Technician-Intermediate certificate, and an 18.5 semester credit hour Emergency Medical Technician-Paramedic certificate. The purpose of these programs is to prepare individuals for careers in emergency medical services, from basic life support to paramedic, where they will provide immediate care to critically ill or injured persons and may transport them to hospitals. The curriculum consists of courses in basic emergency medical services operations, medical terminology, and the assessment and management of patients in the pre-hospital and out-of-hospital setting. In addition to basic and intermediate EMT training, the EMT-Paramedic program will consist of courses in epidemiology, pathophysiology, and pharmacology. These courses have incorporated the new National Standard Curriculum for Paramedics as published by the USDOT-National Highway Traffic Safety Administration, a requirement of the Illinois Administrative Code. Development of these programs has been a cooperative effort between the college, Katherine Shaw Bethea Hospital, and CGH Medical Center.

The college anticipates an enrollment of 69 students the first year, 31 students the second year and 40 students by the third year. These programs will be offered on a part-time basis only, once every other year, to provide students with the opportunity to complete each set of courses in sequence. Labor market information provided by the college supports the need for qualified emergency medical technicians both districtwide and statewide. In Illinois, the occupation “emergency medical technician” is growing at a rate over twice as fast as the average for all occupations. The program will require one new part-time faculty member the first year. The cost of implementing this program will be approximately \$24,146 the first year, and \$15,390 the second and third years.

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John Wood Community College is seeking regional approval to offer a 40 semester credit hour certificate program in Surgical Technology. The program will prepare students for employment as surgical technologists capable of working in operating rooms, labor and delivery rooms, surgical care centers, and clinics. Graduates of this program will be eligible to sit for the Certified Surgical Technologist examination as administered by the Liaison Council on Certification for the Surgical Technologist. The curriculum was developed in accordance to the standards specified by the Association of Surgical Technologists and the Illinois Occupational Skill Standards for Surgical Technologists. Coursework includes studies in medical terminology, anatomy and physiology, patient care and surgical technology. The college anticipates an enrollment of 12 full-time students and five part-time students each of the first three years. Labor market information provided by the college indicates a demand for surgical technologists both regionally and statewide. Over the next several years, employment of surgical technologists is expected to grow twice as fast as the average for all occupations in Illinois. The program will require one new part-time faculty member the first year. The cost of implementing this program will be approximately \$14,000 the first year, \$11,500 the second year, and \$12,000 the third year.

Illinois Community College Board

**POLICY GUIDELINES FOR RESTRICTED
GRANT EXPENDITURES AND REPORTING
FOR FISCAL YEAR 2001**

In order to have ICCB policy guidelines in place by July 1, 2000, for fiscal year 2001 restricted grants, the Board is now being presented with a set of proposed policy guidelines. These proposed changes were presented at the May 19, 2000, Board meeting for consideration. ICCB staff have reviewed these proposed policy guidelines with various constituent groups from the community college system. Changes from the current language for grants existing in fiscal year 2000 (Special Populations, Deferred Maintenance, Retirees Health Insurance, Advanced Technology, and Workforce Development grants) are minor. There are three new grants for fiscal year 2001 which will require new policy guidelines: Current Workforce Training, Illinois Community Colleges Online, and Accelerated College Enrollment. These guidelines for new grants are identical to the draft guidelines presented in May with the exception of the Illinois Community Colleges Online Grant. Additional allowable expenditures have been added based on feedback from the system.

RECOMMENDED ACTION

It is recommended that the following motion be adopted:

The Illinois Community College Board hereby approves the attached policy guidelines for restricted grant expenditures and reporting and authorizes its President/CEO to implement the policy guidelines effective July 1, 2000.

Illinois Community College Board

**POLICY GUIDELINES FOR RESTRICTED GRANT
EXPENDITURES AND REPORTING
FISCAL YEAR 2001**

Special Populations Grant

Purpose of Grant. Special Populations Grant funding is intended to provide special or extra services to assist special population students to initiate, continue, or resume their education and to offer courses designed to provide the academic skills necessary to remedy or correct educational deficiencies to allow the attainment of educational goals.

A special populations student is a student with a social, physical, developmental, or academic disability that makes it difficult for such a student to adapt to a college environment designed for the non-special populations students. For example, this may include students from low income families, first generation college students, minority racial/ethnic groups, and persons with disabilities. Colleges will designate which of their students are special populations as determined by assessment procedures and instruments selected by the colleges.

Allowable Expenditures

Personnel - salaries and benefits based upon the percentage of time spent on special services provided only to special population students. Personnel covered under this include:

- C counselors and paraprofessional counselors who spend a minimum of 30 percent of their time working with special populations students.
- C direct support service personnel who provide assistance to students with disabilities, e.g., readers, notetakers, mobility assistants, and drivers.
- C Professional and paraprofessional staff who provide outreach services and special retention programs designed for special populations students and who administer testing and assessment of special population students.
- C tutors, both student and professional
- C adult basic/secondary and remedial education instructors.

Testing and assessment - assessment materials, instruments, fees, cost of test administration, and fees associated with the students' cost for taking the GED.

Instructional and information materials - books, computer software, informational brochures, pamphlets, and publications provided only to special populations students to promote special and support

services and programs.

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Instructional equipment - lease or purchase of tape recorders, small computers, readers, and other assistive technology provided to special population students.

Travel - travel expenses related to special population student needs and activities for both college personnel and students, such as field trips and transportation for special population students and conference expenses related directly to special population grant activities.

Staff development - staff development expenditures for special populations grant personnel.

Administrative expenses - including administrative salaries, office staff salaries, office equipment, consumable supplies, utilities, and rental of facilities.

Other expenditures if approved in writing by the appropriate ICCB staff.

Expenditure Limitations

No more than 30 percent of each community college district's grant funds may be used for administrative expenses.

Salary and benefit expenditures for adult basic/secondary and remedial education instructors cannot exceed 30 percent of the total special populations grant per district.

Grant Administrative Standards

Reports of activities and services supported by the Special Populations Grant shall be filed with the ICCB by September 1 following the end of the fiscal year on forms provided by the ICCB.

The grant funds shall be accounted for in a set of self-balancing accounts within the restricted purposes fund.

The grant funds shall be expended or obligated prior to June 30 each year, the last day of the fiscal year. Goods for which funds have been obligated shall be received and paid for prior to August 31 following the end of the fiscal year for which the funds were appropriated. Funds for services, including salaries and benefits, may not be obligated for services rendered after June 30. Unexpended funds totaling \$100 or more shall be returned to the ICCB by October 15 following the end of the fiscal year. Unexpended funds totaling less than \$100 need not be returned to the ICCB provided the funds are spent in the next fiscal year and for the restricted grant purpose.

Grant funds not used in accordance with these criteria regardless of the amount shall be returned to the ICCB by October 15 following the end of the fiscal year. Other identification of improper expenditures

subsequently verified by the ICCB shall be returned upon notification by the ICCB.

Illinois Community College Board

**POLICY GUIDELINES FOR RESTRICTED GRANT
EXPENDITURES AND REPORTING
FISCAL YEAR 2001**

***Workforce Development Grant
Business and Industry Services Component***

Purpose of Grant. The Workforce Development Grant-Business and Industry Services Component recognizes the importance of the community college system in assisting local businesses, associations, labor, government and others to develop and enhance a qualified, well trained labor force. The grant funds are dedicated to the operation of a business assistance center and/or involvement with state and local economic development efforts.

Workforce Development Grant-Business and Industry Services Component activities include any of the following:

Conducting customized training programs for new or existing business and industry through the following activities:

- C developing and offering customized industrial or commercially sponsored courses.
- C establishing apprenticeship, internship, or work-based learning programs with area business and industry.

Providing the following employment training services for unemployed or underemployed adults to improve their job skills and assist them in seeking employment:

- C establishing and/or operating career counseling and testing programs;
- C providing job placement assistance; and,
- C conducting courses, workshops, and seminars not claimed for credit hour grant funding.

Cooperate with other economic development entities (such as chambers of commerce, economic development commissions, and local governments) involved in commercial and industrial expansion and/or retention to:

- provide assistance through special courses, workshops, seminars, conferences to area business and industry and economic development entities on such topics as training; financing, starting and operating a business; government contract procurement; export assistance; purchasing and accounting; occupational/workforce training open to the general public; and use of advanced technology equipment such as computers.

- C identify and develop educational programs needed by business and industry for emerging or high growth occupations.

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- C obtain the use of equipment from business and industry for employment training programs.
- C assist with assessments of the area's assets and liabilities in attracting and retaining business and industry.
- C assist with retention surveys to assess the need for training or other assistance by area businesses and other organizations.
- C provide appropriate training assistance or services determined necessary by surveys or assessments.
- C help to market the area to prospective business and industry.

Cooperate with other community colleges, public universities, private colleges, and other organizations to conduct assessments of need for higher education; to articulate the educational services being provided; and to utilize telecommunications networks for instructional delivery and support.

Allowable Expenditures

Personnel – salaries and benefits for the following personnel based on the percentage of time they spend on business and industry/economic development activities:

- C administrative and support staff of the business assistance centers or economic development offices;
- C counselors that provide employment and educational counseling to unemployed or underemployed individuals; and,
- C instructional personnel who teach courses not eligible for credit hour grant funding to unemployed or underemployed persons or who teach customized courses not eligible for credit hour grant funding for business and industry.

Promotional Materials – brochures, newsletters, slide presentations, films, and advertisements used to market the districts' business and industry/economic development services.

Staff development – seminars, courses, and conferences related to workforce development or economic development for administrative staff that spend 51 percent or more of their time working in the business assistance center and/or economic development office.

Instructional Equipment - lease or purchase of demonstrators, models, trainers, or other equipment for use as instructional aids for unemployed and underemployed individuals or persons receiving customized training designed for business and industry.

Conference and Meeting Expenses – expenses for conducting conferences and meetings related to business assistance center/economic development grant activities as specified in the activities listed above.

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Travel – travel expenses related to business assistance center/economic development activities for staff that spend 51 percent or more of their time working in the business assistance center/economic development office.

Office Operating Costs – operating costs related to operating a business assistance center/economic development office including, but not limited to, office equipment, utilities and telephone, consumable supplies, duplicating, and facility rental.

Contractual Services – expenditures for professional services that are determined by the college district to be more appropriately or efficiently provided by other public or private entities to complete specific programmatic work.

Instructional Materials – books, films, and testing/evaluation materials for use in courses taught to unemployed and underemployed individuals or persons receiving customized training designed for area businesses or other organizations.

Other expenditures if approved in writing by the appropriate ICCB staff.

Expenditure Limitations

No more than 25 percent of each community college district's grant funds may be used for expenditures for office or instructional equipment.

Funds can not be used for courses that are eligible for credit hour funding.

Grant Administrative Standards

Reports of activities and services supported by the Workforce Development Grant-Business and Industry Services Component shall be filed with the ICCB by August 1 following the end of the fiscal year on forms provided by the ICCB.

The grant funds shall be accounted for in a set of self-balancing accounts within the restricted purposes fund.

The grant funds shall be expended or obligated prior to June 30 each year, the last day of the fiscal year. Goods for which funds have been obligated shall be received and paid for prior to August 31 following the end of the fiscal year for which the funds were appropriated. Funds for services, including salaries and benefits, may not be obligated for services rendered after June 30. Unexpended funds totaling \$100 or more shall be returned to the ICCB by October 15 following the end of the fiscal year. Unexpended funds totaling less than \$100 need not be returned to the ICCB provided the funds are spent in the next fiscal year.

and for the restricted grant purpose.

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Grant funds not used in accordance with these criteria regardless of the amount shall be returned to the ICCB by October 15 following the end of the fiscal year. Other identification of improper expenditures subsequently verified by the ICCB shall be returned upon notification by the ICCB.

Transfer of Funds. Up to one-third (33%) of the Workforce Development Grant-Business and Industry Services Component may be transferred, at the district's discretion, to other components of the Workforce Development Grant. A minimum of two-thirds (67%) of the initial Workforce Development Grant-Business and Industry Services Component received by the district must be expended on the activities and expenditures listed above.

Example:	Original	Transfer	Revised
Bus. & Industry Services	\$300,000	(\$100,000) 33%	\$200,000 67%
Education-to-Careers	\$120,000	(\$ 20,000) 16.7%	\$100,000 83.3%
Welfare-to-Work	<u>\$150,000</u>	<u>+\$120,000</u>	<u>\$270,000</u>
Total Workforce Development Grant	\$570,000	-0-	\$570,000

Illinois Community College Board

**POLICY GUIDELINES FOR RESTRICTED GRANT
EXPENDITURES AND REPORTING
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***Workforce Development Grant
Education-to-Careers Component***

Purpose of Grant. The special education-to-careers (ETC) initiatives recognize that the community college system needs to develop a fully integrated education/employment system in order to assure that students can move easily from education to work and from work to continuing education. The Workforce Development Grant - Education-to-Careers Component funds are dedicated to sustaining local ETC partnerships and institutionalizing ETC experiences and support services. The purpose of this funding is to support the community colleges in their efforts to affect systematic change.

Workforce Development Grant - Education-to-Careers Component activities can include the following:

Integration of ETC components into academic and technical instruction through:

- C development of integrated and articulated curricula between secondary, community college, and baccalaureate degree-granting institutions.
- C restructured and updated academic training programs, equipment, and work-based learning experiences to meet current industry standards.
- C integration of academic and technical instruction with work-based experiences, including applied methodologies, team-teaching strategies, and instruction in all aspects of an industry.

Development of school-based and work-based and/or work-site learning experiences.

Development and implementation of seamless programs of study through such mechanisms as articulation, faculty exchanges, or dual enrollment.

Sustainment of local ETC partnerships through:

- C implementations and operation of the local One-Stop Career Center and support of associated program, service site, and One-Stop system costs (refer to HRIC/IWIB Sharing Policy Framework).
- C integration of local ETC partnership activities into the college system for sustainability.

Creation of transition services to help students through a course of study into the world of work by:

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- C development and/or implementation of assessment and guidance processes for students to identify and select or re-select interests, goals, and career choices.
- C development of means to monitor student progress toward meeting short and long-term career goals and establishing intervention processes to assist students in meeting their objectives.
- C exposure of students to accurate and relevant information about the world of work.
- C establishment or improvement of programs and services that assist students in obtaining employment upon completion of their courses of study.

Development of continual assessment procedures for ETC programs and activities.

Allowable Expenditures

Personnel - salary and benefits for personnel based on the percentage of time they spend on ETC related activities.

Contractual - errors and omissions insurance and audit fees that represent shared system costs of Workforce Investment Act activities which cannot be paid from the college's levy proceeds.

Materials

- Promotional materials that include brochures, newsletters, presentation materials that promote ETC concepts and activities.
- Instructional materials that are used to update curricula and training programs, to integrate instruction with work-based experiences, or to assist students with career planning.

Instructional Equipment - the lease or purchase of equipment used to update academic and training programs to meet current industry standards or to develop school or work-based learning experiences.

Travel - travel expenses related to staff development, academic integration, curriculum development, student career planning or sustainability of ETC concepts.

Staff Development - professional development activities for faculty and staff that prepare them to implement ETC concepts.

Fixed Charges - college's proportionate share of rental costs shared with a co-located One-Stop Career Center partner.

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Utilities - college's proportionate share of utility cost shared with a co-located One-Stop Career Center partner.

Other expenditures if approved in writing by the appropriate ICCB staff.

Expenditure Limitations — None

Grant Administrative Standards

To qualify for these grants, each college must submit an ETC plan to the ICCB.

Reports of activities and services supported by the ETC grant shall be filed with the ICCB by August 1 following the end of the fiscal year on forms provided by the ICCB.

The grant funds shall be accounted for in a set of self-balancing accounts within the restricted purposes fund.

The grant funds shall be expended or obligated prior to June 30 each year, the last day of the fiscal year. Goods for which funds have been obligated shall be received and paid for prior to August 31 following the end of the fiscal year for which the funds were appropriated. Funds for services, including salaries and benefits, may not be obligated for services rendered after June 30. Unexpended funds totaling \$100 or more shall be returned to the ICCB by October 15 following the end of the fiscal year. Unexpended funds totaling less than \$100 need not be returned to the ICCB provided the funds are spent in the next fiscal year and for the restricted grant purpose.

Grant funds not used in accordance with these criteria regardless of the amount shall be returned to the ICCB by October 15 following the end of the fiscal year. Other identification of improper expenditures subsequently verified by the ICCB shall be returned upon notification by the ICCB.

Transfer of Funds. Up to one-third (33%) of the Workforce Development Grant - Education-to-Careers Component may be transferred, at the district's discretion, to other components of the Workforce Development Grant. A minimum of two-thirds (67%) of the initial Workforce Development Grant - Education-to-Careers Component received by the district must be expended on the activities and expenditures listed above.

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Example:	Original	Transfer	Revised
Bus. & Industry Services	\$300,000	(\$100,000) 33%	\$200,000 67%
Education-to-Careers	\$120,000	(\$ 20,000) 16.7%	\$100,000 83.3%
Welfare-to-Work	<u>\$150,000</u>	<u>+\$120,000</u>	<u>\$270,000</u>
Total Workforce Development Grant	\$570,000	-0-	\$570,000

Illinois Community College Board

**POLICY GUIDELINES FOR RESTRICTED GRANT
EXPENDITURES AND REPORTING
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***Workforce Development Grant
Welfare-to-Work Component***

Purpose of Grant. The Workforce Development Grant-Welfare-to-Work Component will be used to fund the infrastructure for working with welfare recipients and the working poor at each community college in the state. These funds help provide support for the existing Advancing Opportunities Program at the college and support the educational components which are allowable under Illinois Welfare-to-Work law. The grant funds provide for a welfare-to-work liaison at each college to interface with all existing entities who are interacting with welfare recipients such as business and industry, job training, local DHS offices, and education and training entities. The liaison provides and identifies the linkage to educational services such as career assessment, financial aid, job coaching, mentoring, and counseling for welfare recipients and the working poor who are presently working or are in need of skills to enter the workforce. They also work with business and industry to identify skill upgrading and career choices where jobs are available.

Allowable Expenditures

Personnel - salaries and benefits (based upon the percentage of time) for liaison and support personnel such as case managers, job coaches, job mentors, and counselors.

Career and skill assessment testing as needed for recipients.

Tuition, fees, and support services (such as child care, transportation, and items necessary for job interviews) needed by recipients in preparation for obtaining and/or retaining a job.

Equipment - computers for reporting and tracking welfare recipients.

Travel - travel expenses as related to welfare-to-work activities.

Staff development - seminars, courses, and conferences for welfare-to-work staff.

Other expenditures if approved in writing by the appropriate ICCB staff.

Expenditure Limitations — None

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Grant Administrative Standards

To qualify for this grant, each college district must identify and report to the ICCB a liaison for welfare-to-work.

Reports of activities and services supported by the Workforce Development Grant - Welfare-to-Work Component shall be filed with the ICCB by August 1 following the end of the fiscal year on forms provided by the ICCB.

The grant funds shall be accounted for in a set of self-balancing accounts within the restricted purposes fund.

The grant funds shall be expended or obligated prior to June 30 each year, the last day of the fiscal year. Goods for which funds have been obligated shall be received and paid for prior to August 31 following the end of the fiscal year for which the funds were appropriated. Funds for services, including salaries and benefits, may not be obligated for services rendered after June 30. Unexpended funds totaling \$100 or more shall be returned to the ICCB by October 15 following the end of the fiscal year. Unexpended funds totaling less than \$100 need not be returned to the ICCB provided the funds are spent in the next fiscal year and for the restricted grant purpose.

Grant funds not used in accordance with these criteria regardless of the amount shall be returned to the ICCB by October 15 following the end of the fiscal year. Other identification of improper expenditures subsequently verified by the ICCB shall be returned upon notification by the ICCB.

Transfer of Funds

Up to one-third (33%) of the Workforce Development Grant - Welfare-to-Work Component may be transferred, at the district's discretion, to other components of the Workforce Development Grant. A minimum of two-thirds (67%) of the initial Workforce Development Grant - Welfare-to-Work Component received by the district must be expended on the activities and expenditures listed above.

Example:	Original	Transfer	Revised
Bus. & Industry Services	\$300,000	(\$100,000) 33%	\$200,000 67%
Education-to-Careers	\$120,000	(\$ 20,000) 16.7%	\$100,000 83.3%
Welfare-to-Work	<u>\$150,000</u>	<u>+\$120,000</u>	<u>\$270,000</u>

Total Workforce			
Development Grant	\$570,000	-0-	\$570,000

Illinois Community College Board

**POLICY GUIDELINES FOR RESTRICTED GRANT
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*Advanced Technology Grants
Instructional Equipment Component*

Purpose of Grant. The Advanced Technology Grant-Instructional Equipment Component funds are intended to allow colleges to continue to upgrade and purchase new specialized equipment for training programs and to purchase new computer hardware and software for instructional and student use.

Allowable Expenditures

Demonstrators, models, trainers, and other instructional equipment needed for instruction or instructional support services, including:

- C connectors
- C interfacing equipment
- C computer software
- C computer peripherals
- C operating and repair instruction manuals
- C instructional furnishings that are designed for and integral to the use of the instructional equipment
- C telecommunications networks designed to interconnect with other colleges and extension centers within the district

Expenditure Limitations — None

Grant Administrative Standards

Reports of activities and services supported by the Advanced Technology Grant-Instructional Equipment Component shall be filed with the ICCB by August 1 following the end of the fiscal year on forms provided by the ICCB.

The grant funds shall be accounted for in a set of self-balancing accounts within the restricted purposes fund.

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The grant funds shall be expended or obligated prior to June 30 each year, the last day of the fiscal year. Goods for which funds have been obligated shall be received and paid for prior to August 31 following the end of the fiscal year for which the funds were appropriated. Unexpended funds totaling \$100 or more shall be returned to the ICCB by October 15 following the end of the fiscal year. Unexpended funds totaling less than \$100 need not be returned to the ICCB provided the funds are spent in the next fiscal year and for the restricted grant purpose.

Grant funds not used in accordance with these criteria regardless of the amount shall be returned to the ICCB by October 15 following the end of the fiscal year. Other identification of improper expenditures subsequently verified by the ICCB shall be returned upon notification by the ICCB.

Transfer of Funds. Up to one-third (33%) of the Advanced Technology Grant-Instructional Equipment Component may be transferred, at the district's discretion, to other components of the Advanced Technology Grant. A minimum of two-thirds (67%) of the initial Advanced Technology Grant-Instructional Equipment Component received by the district must be expended on the activities and expenditures listed above.

Example:	Original	Transfer	Revised
Instruc. Equipment	\$300,000	\$80,000	\$380,000
Technology Support	\$120,000		\$120,000
Staff Technical Skills Enhancement	\$240,000	(\$ 80,000) 33%	\$160,000 67%
Total Advanced Technology Grant	\$660,000	-0-	\$660,000

Illinois Community College Board

**POLICY GUIDELINES FOR RESTRICTED GRANT
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*Advanced Technology Grants
Technology Support Component*

Purpose of Grant. The Advanced Technology Grant-Technology Support Component recognizes the community college system's critical need for technological advancements in all areas of operations, as well as the need for more efficient operations of institutions. The funds are dedicated to technology support and are to help defray the cost of expenditures related to infrastructure, transmission, and maintenance costs associated with technology support.

Allowable Expenditures

Equipment such as microcomputer (PC) workstations, monitors, printers, modems, and any other peripheral support hardware, file servers, application and operational software, minicomputers, mainframe computers, multi-media equipment

Contractual expenses related to engineering/technological support

Staff development

Salaries and benefits for technical personnel

Maintenance agreements for technology equipment

Structural changes or remodeling to support technology enhancements

Wiring projects in support of technology enhancements

Wireless communications projects

Voice technology enhancements

Telecommunications line charges

Access provider fees

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Other technology support expenditures if approved in writing by the appropriate ICCB staff.

Expenditure Limitations — None

Grant Administrative Standards

Reports of activities and services supported by the Advanced Technology Grant-Technology Support Component shall be filed with the ICCB by August 1 following the end of the fiscal year on forms provided by the ICCB.

The grant funds shall be accounted for in a set of self-balancing accounts within the restricted purposes fund.

The grant funds shall be expended or obligated prior to June 30 each year, the last day of the fiscal year. Goods for which funds have been obligated shall be received and paid for prior to August 31 following the end of the fiscal year for which the funds were appropriated. Funds for services, including salaries and benefits, may not be obligated for services rendered after June 30. Unexpended funds totaling \$100 or more shall be returned to the ICCB by October 15 following the end of the fiscal year. Unexpended funds totaling less than \$100 need not be returned to the ICCB provided the funds are spent in the next fiscal year and for the restricted grant purpose.

Grant funds not used in accordance with these criteria regardless of the amount shall be returned to the ICCB within six months after receipt of the external audit report by the ICCB or by other notification by the ICCB of improper expenditures subsequently verified by the ICCB.

Transfer of Funds. Up to one-third (33%) of the Advanced Technology Grant-Technology Support Component may be transferred, at the district's discretion, to other components of the Advanced Technology Grant. A minimum of two-thirds (67%) of the initial Advanced Technology Grant-Technology Support Component received by the district must be expended on the activities and expenditures listed above.

Example:	Original	Transfer	Revised
Instruc. Equipment	\$300,000	\$80,000	\$380,000
Technology Support	\$120,000		\$120,000
Staff Technical Skills Enhancement	\$240,000	(\$ 80,000) 33%	\$160,000 67%
Total Advanced			

Technology Grant	\$660,000	-0-	\$660,000
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**POLICY GUIDELINES FOR RESTRICTED GRANT
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*Advanced Technology Grants
Staff Technical Skills Enhancement Component*

Purpose of the Grant. The use of technology in support of teaching and learning is critical to the community colleges. In tandem with other components of the Advanced Technology Grant that support state-of-the-art equipment purchases, technology infrastructure, transmission, and maintenance costs, the Advanced Technology Grant - Staff Technical Skills Enhancement Component funds are dedicated to the improvement of faculty and staff skills in utilization of computers, computer systems, computerized machinery, and instructional technologies.

Allowable Expenditures

Support of institutional instructional technology centers that provide faculty and staff training in the use of computer software, the Internet, multimedia presentations, instruction via interactive video, etc.

Contractual costs for providers of staff development in the use of instructional technology, including the Technology Centers located at Waubensee Community College and Southern Illinois University-Carbondale and the National Center for Supercomputer Applications.

Released time for faculty to develop curricula that incorporate technology into instruction and/or delivery of instruction.

Employment of support staff to provide training to faculty and staff in the use of computers, computer software, and instructional technology.

Costs associated with faculty and staff attendance at professional meetings that focus on the uses of instructional technology.

Costs associated with staff attending specialized training and/or workshops on computerized equipment used to maintain the day-to-day operations of the college.

Other expenditures if approved in writing by the appropriate ICCB staff.

Expenditure Limitations — None

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Grant Administrative Standards

Reports of activities and services supported by the Advanced Technology Grant-Staff Technical Skills Enhancement Component shall be filed with the ICCB by August 1 following the end of the fiscal year on forms provided by the ICCB.

The grant funds shall be accounted for in a set of self-balancing accounts within the restricted purposes fund.

The grant funds shall be expended or obligated prior to June 30 each year, the last day of the fiscal year. Goods for which funds have been obligated shall be received and paid for prior to August 31 following the end of the fiscal year for which the funds were appropriated. Funds for services, including salaries and benefits, may not be obligated for services rendered after June 30. Unexpended funds totaling \$100 or more shall be returned to the ICCB by October 15 following the end of the fiscal year. Unexpended funds totaling less than \$100 need not be returned to the ICCB provided the funds are spent in the next fiscal year and for the restricted grant purpose.

Grant funds not used in accordance with these criteria regardless of the amount shall be returned to the ICCB by October 15 following the end of the fiscal year. Other identification of improper expenditures subsequently verified by the ICCB shall be returned upon notification by the ICCB.

Transfer of Funds. Up to one-third (33%) of the Advanced Technology Grant-Staff Technical Skills Enhancement Component may be transferred, at the district's discretion, to other components of the Advanced Technology Grant. A minimum of two-thirds (67%) of the initial Advanced Technology Grant-Staff Technical Skills Enhancement Component received by the district must be expended on the activities and expenditures listed above.

Example:	Original	Transfer	Revised
Instruc. Equipment	\$300,000	\$80,000	\$380,000
Technology Support	\$120,000		\$120,000
Staff Technical Skills Enhancement	\$240,000	(\$ 80,000) 33%	\$160,000 67%
Total Advanced Technology Grant	\$660,000	-0-	\$660,000

Illinois Community College Board

**POLICY GUIDELINES FOR RESTRICTED GRANT
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Deferred Maintenance Grants

Purpose of Grant. Deferred Maintenance Grants are allocated to each district based on total nonresidential gross square feet of facilities completed or under construction and/or other measures as certified by the ICCB. These funds are intended to help reduce the backlog of previously neglected or accumulated maintenance projects needed in existing buildings and structures. These funds are further intended to supplement, not supplant, a district's current budgeted spending for deferred or regular maintenance needs.

Allowable Expenditures

Salary and benefits for interior/exterior and custodial maintenance personnel based upon percentage of time spent performing duties related to deferred maintenance.

Supplies, equipment, materials, and other expenses required to completed noncapital deferred maintenance improvements, such as:

- C minor rehabilitation
- C remodeling
- C improvements
- C repairs

Expenditure Limitations

No more than 30 percent of these funds shall be used for custodial/maintenance staff salaries and benefits.

Grant Administrative Standards

Reports of activities and services supported by the Deferred Maintenance Grant shall be filed with the ICCB by August 1 following the end of the fiscal year on forms provided by the ICCB.

The grant funds shall be accounted for in a set of self-balancing accounts within the operations and

maintenance fund (restricted).

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The grant funds shall be expended or obligated prior to June 30 each year, the last day of the fiscal year. Goods for which funds have been obligated shall be received and paid for prior to August 31 following the end of the fiscal year for which the funds were appropriated. Funds for services, including salaries and benefits, may not be obligated for services rendered after June 30.

Unexpended funds totaling \$100 or more shall be returned to the ICCB by October 15 following the end of the fiscal year. Unexpended funds totaling less than \$100 need not be returned to the ICCB provided the funds are spent in the next fiscal year and for the restricted grant purpose.

Grant funds not used in accordance with these criteria regardless of the amount shall be returned to the ICCB by October 15 following the end of the fiscal year. Other identification of improper expenditures subsequently verified by the ICCB shall be returned upon notification by the ICCB.

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**POLICY GUIDELINES FOR RESTRICTED GRANT
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Retirees Health Insurance Grant

Purpose of Grant. Retirees Health Insurance Grants are distributed to eligible districts and are intended to provide health insurance for the district's annuitants. Retirees health insurance grants shall be distributed proportionately to each eligible district based on the number of that district's annuitants as certified by the State Universities Retirement System (SURS) as of July 1 of the fiscal year in which the appropriation is made. Eligible districts shall be defined as those community college districts not eligible for participation in the retirees health insurance plan administered through the Department of Central Management Services.

Allowable Expenditures

Subsidization of costs for a retiree participating in one of the district's employee group health insurance plans; or

Subsidization of the retiree's health insurance costs for coverage dependent of the district's plan.

Expenditure Limitations

Annuitants receiving a subsidy for health insurance costs for coverage independent of the district's plan shall not be compensated in an amount greater than that offered retirees participating in one of the district's employee group health insurance plans.

Annuitants eligible for Social Security benefits shall be required to enroll in Medicare Part A and Part B Insurance which shall be considered their primary coverage.

Grant Administrative Standards

Retirees Health Insurance Grants shall be accounted for in a set of self-balancing accounts within the restricted purposes fund.

Retirees Health Insurance Grants shall be expended or obligated by June 30 of the fiscal year in which the grant is received. Unexpended funds shall be returned to the ICCB by October 15 following the year for

which the appropriation was made.

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Grant funds not used in accordance with these criteria regardless of the amount shall be returned to the ICCB by October 15 following the end of the fiscal year. Other identification of improper expenditures subsequently verified by the ICCB shall be returned upon notification by the ICCB.

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Current Workforce Training Grant

Purpose of Grant. The Current Workforce Training Grant is designed to provide funds for community colleges to expand opportunities for additional noncredit training for incumbent employees at businesses, industry, and other employers. The priority for these funds are to provide financial assistance for small and mid-sized employers (less than 300 employees) who need to upgrade/enhance the skills of their employees. The goal of the Current Workforce Training Grant is to provide a training system that is responsive to the business community's training requirements in order to improve employees' productivity and wages in order to enhance the local and state economies. State grant funding is allocated to each community college district based on the number of district residents in the work force. A minimum grant amount will be distributed to each district.

Allowable Expenditures

This grant may incur expenditures in salaries (direct training), contractual services, instructional materials, and equipment costs. All expenditures must be incurred in conjunction with a specific employer or group of employers by conducting customized training programs for new or existing business, industry, and other employers, especially small and mid-sized, through the following activities:

- *developing and offering customized or commercially sponsored courses*
- *developing and offering training programs needed by employers for emerging or high growth occupations*
- *lease or purchase of demonstrators, models, trainers, simulators, other equipment, and books, films, testing/evaluation materials (if not more than 25 percent of grant funds) for use as instructional aids for incumbent workers*
- *packaging of training programs in collaboration with other state or federal training assistance programs as long as costs are not duplicated and, if applicable, required matching funds requirements are met*
- *other expenditures if approved in writing by the appropriate ICCB staff.*

Expenditure Limitations

All training programs must be done in conjunction with an employer or group of employers. Funds can not

be used for:

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- *college administrative expenses including but not limited to salaries, fringe benefits, office equipment, consumable supplies, utilities, and rental of facilities*
- *courses that are eligible for credit hour funding*
- *preparing individuals for the work force (pre-employment training)*
- *seminars, workshops, courses, or conferences offered to the public.*

Grant Administrative Standards

Report of activities supported by the Current Workforce Training Grant shall be filed with the ICCB by August 1 following the end of the fiscal year on forms provided by the ICCB.

The grant funds shall be accounted for in a set of self-balancing accounts within the restricted purposes fund.

The grant funds shall be expended or obligated prior to June 30 each year, the last day of the fiscal year. Goods for which funds have been obligated shall be received and paid for prior to August 31 following the end of the fiscal year for which the funds were appropriated. Funds for services may not be obligated for services rendered after June 30. Unexpended funds totaling \$100 or more shall be returned to the ICCB by October 15 following the end of the fiscal year. Unexpended funds totaling less than \$100 need not be returned to the ICCB provided the funds are spent in the next fiscal year and for the restricted grant purpose.

Grant funds not used in accordance with these criteria regardless of the amount shall be returned to the ICCB by October 15 following the end of the fiscal year. Other identification of improper expenditures subsequently verified by the ICCB shall be returned upon notification by the ICCB.

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Accelerated College Enrollment Grant (ACE)

Purpose of Grant. Accelerated College Enrollment Grant funding is intended to allow community colleges to expand their service to high school students desiring to take college-level classes prior to receiving their high school diploma. The grant is designed to assist high school students desiring to enroll in college-level classes to accelerate their college coursework.

Allowable Expenditures

Tuition and Fees - the expense of course tuition and universal fees associated with the coursework of the ACE student. The student must be enrolled as of the midterm to receive the funding (i.e., eligible for credit hour grant funding).

College districts will receive credit for eligible midterm student enrollments at the rate of \$50 per credit hour, regardless of the local district's tuition and universal fee rates, up to the total amount allocated to the district. The college may use these funds for full or partial coverage of the high school student's tuition and universal fees.

Expenditure Limitations

All allowable expenditures must be directly associated with the Accelerated College Enrollment student. The student must be taking college-level courses. Funds may not be used for coursework in Adult Basic or Secondary Education (ABE/ASE), English as a Second Language (ESL), General Educational Development (GED), or Remedial/Developmental (i.e., the courses must be approved by the ICCB as funding category: Baccalaureate, Business, Technical, or Health).

Grant Administrative Standards

Report of activities supported by the Accelerated College Enrollment Grant shall be filed with the ICCB by August 1 following the end of the fiscal year on forms provided by the ICCB.

The grant funds shall be accounted for in a set of self-balancing accounts within the restricted purposes fund

and verified in the audit of the college district.

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The grant funds shall be expended or obligated prior to June 30 each year, the last day of the fiscal year. Grant funds should be accounted for in the same period as in the credit hour claiming process. Unexpended funds totaling \$100 or more shall be returned to the ICCB by October 15 following the end of the fiscal year. Unexpended funds totaling less than \$100 need not be returned to the ICCB provided the funds are spent in the next fiscal year and for the restricted grant purpose.

Grant funds not used in accordance with these criteria regardless of the amount shall be returned to the ICCB by October 15 following the end of the fiscal year. Other identification of improper expenditures subsequently verified by the ICCB shall be returned upon notification by the ICCB.

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Illinois Community Colleges Online Grant

Purpose of Grant. The Illinois Community Colleges Online (ILCCO) funding is state grants allocated proportionally to each community college district based on a flat grant per district to support student services activities for online students.

Allowable Expenditures

Salaries and benefits for technical staff and support staff in the areas of advising, counseling, registration, orientation, and tutoring for online students.

Library support and test proctoring services for online students.

Marketing & promotional activities for online students.

Other expenditures if approved in writing by the appropriate ICCB staff.

Expenditure Limitations

All expenditures shall serve to continue, increase, and/or improve student support services and offerings for online students in Illinois.

Grant Administrative Standards

Reports of activities and services supported by the Illinois Community College Online Grant shall be filed with the ICCB by August 1 following the end of the fiscal year on forms provided by the ICCB.

The grant funds shall be accounted for in a set of self-balancing accounts within the restricted purposes fund.

The grant funds shall be expended or obligated prior to June 30 each year, the last day of the fiscal year. Goods for which funds have been obligated shall be received and paid for prior to August 31

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following the end of the fiscal year for which the funds were appropriated. Unexpended funds totaling \$100 or more shall be returned to the ICCB by October 15 following the end of the fiscal year. Unexpended funds totaling less than \$100 need not be returned to the ICCB provided the funds are spent in the next fiscal year and for the restricted grant purpose.

Grant funds not used in accordance with these criteria regardless of the amount shall be returned to the ICCB by October 15 following the end of the fiscal year. Other identification of improper expenditures subsequently verified by the ICCB shall be returned upon notification by the ICCB.