

Agenda  
329th Meeting of the  
Illinois Community College Board

Palmer House Hotel  
Private Dining Room 18  
5<sup>th</sup> Floor  
Chicago, Illinois

June 15, 2001  
9:45 a.m.

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Illinois Community College Board

**ELECTION OF ILLINOIS COMMUNITY COLLEGE BOARD  
VICE CHAIR FOR FISCAL YEAR 2002**

Nominations will be accepted from the Board at its meeting on June 15, 2001.

**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

**ICCB STATUTORY RESPONSIBILITIES FOR COMMUNITY COLLEGE  
RECOGNITION EVALUATION AND APPROVAL**

The Illinois Community College Board has statutory authority to “recognize” community colleges for their compliance with state statutes and standards. During fiscal year 2001, seven community colleges underwent in-depth recognition evaluations. Three of these colleges have completed the process and are recommended for continued recognition status at this time. The remaining four colleges will be presented in September when their evaluations are completed. This agenda item not only presents the staff recommendations for the colleges having completed the evaluation, but gives background on the recognition evaluation and approval process for the Board’s information.

**RECOMMENDED ACTION**

It is recommended that the following motion be adopted:

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

Black Hawk College, District #503  
College of DuPage, District #502  
Prairie State College, District #515

**BACKGROUND.** Recognition is a statutory term describing the status of a district which meets instructional, administrative, financial, facility and equipment standards as established by the Illinois Community College Board (110 ILCS Section 805/2-12 and 805/2-15 - see Attachment A). Community colleges must be recognized to be eligible for state funding. Once a college district has been recognized by the ICCB, that recognition status is continued unless action is taken by the Board to interrupt it. To determine a district’s recognition status the ICCB conducts periodic evaluations. The objectives of the recognition evaluation include 1) the determination of a district’s compliance with the Public Community College Act and ICCB Administrative Rules; 2) the provision of assistance to districts in achieving compliance with the Act and rules; 3) identification of issues which may be of concern to the community college system and the gathering of basic data about these issues; and 4) the identification of exemplary district practices/programs that can be shared with other districts.

Based on a five-year cycle, ICCB staff conduct recognition evaluations to assure that districts are in compliance with selected standards. All districts are evaluated on a select number of standards during the same five-year cycle. ICCB staff make an assessment on each individual standard and

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on a global basis. On individual standards, districts are identified as either in compliance or not in compliance. Recommendations are either mandatory, when a college is “out of compliance”, or otherwise advisory. On an overall, global basis, there are three categories of recognition status:

*Recognition continued* - The district generally meets ICCB standards. A district which has been granted a status of “recognition continued” is entitled to receive ICCB grants for which it is otherwise entitled and eligible.

*Recognition Continued-with Conditions* - The district generally does not meet ICCB standards. A district which has been assigned the status of “recognition continued-with conditions” is entitled to receive ICCB grants for which it is otherwise entitled and eligible, but it is given a specified time to resolve the conditions which led to the assignment of that status. A follow-up evaluation is scheduled no sooner than three nor later than nine months after ICCB action on the assignment to determine the district’s progress in resolving the conditions.

*Recognition Interrupted* - The district fails to take corrective action to resolve the conditions placed upon it under “recognition continued-with conditions” within a prescribed time period. A district which has been assigned a status of “recognition interrupted” may apply for recognition at such time as all requirements set forth by the ICCB have been satisfied. A district will have state funding suspended on a prorata, per diem basis for the period of time for which such status is in effect.

Beginning in fiscal year 2001, a new evaluation process was implemented. This new process takes advantage of the substantial amounts of information that the districts provide to the Board on a routine basis and relies less on information gathered through on-site visits to the college campuses. Financial audit visits have been decoupled from the actual recognition process. However, these audits which are normally conducted the year prior to the recognition evaluation, are considered in the evaluation. Evaluations have been broadened to include quality indicators, in addition to standards that are strictly compliance-oriented. If issues arise during the ICCB staff’s office evaluation that cannot be resolved through off-site contact with the college, a visit to the college is arranged to view materials only available on campus and/or to discuss issues with college personnel.

Standards identified for focused review during the fiscal years 2001 through 2005 were selected from the following categories: accountability, finance/facilities, instruction, workforce development, and technology/telecommunications. Attachment B lists the specific standards and the criteria used for evaluation. These same standards are used by each district in a self-evaluation that is submitted to ICCB prior the staff evaluation.

Seven districts - Black Hawk College, Danville Area Community College, College of DuPage, Prairie State College, Rock Valley College, Triton College, and Waubensee Community College - underwent recognition evaluations during fiscal year 2001. All districts have received draft evaluation reports and three of these districts (Black Hawk College, College of DuPage, and Prairie

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State College) evaluations have been completed through receipt of responses to the draft reports. The responses included the districts' planned actions for the compliance recommendations as well as reactions to quality or advisory recommendations when the districts chose to provide them. Each of these three districts is judged by staff to be in general compliance with ICCB recognition standards and, therefore, recommended for continuation of its recognized status. The final report of each, including district responses, is externally attached.

Attachment A

**APPLICABLE STATUTES - RECOGNITION**

Sections 2-12 and 2-15 of the Public Community College Act provide the bases for recognition:

2-12. The State Board shall have the power and it shall be its duty:

2-12f. To determine efficient and adequate standards for community colleges for the physical plant, heating, lighting, ventilation, sanitation, safety, equipment and supplies, instruction and teaching, curriculum, library, operation, maintenance, administration and supervision, and to grant recognition certificates to community colleges meeting such standards.

2-12g. To determine the standards for establishment of community colleges and the proper location of the site in relation to existing institutions of higher education offering academic, occupational and technical training curricula, possible enrollment, assessed valuation, industrial, business, agricultural, and other conditions reflecting educational needs in the area to be served; however, no community college may be considered as being recognized nor may the establishment of any community college be authorized in any district which shall be deemed inadequate for the maintenance, in accordance with the desirable standards thus determined, of a community college offering the basic subjects of general education and suitable vocational and semiprofessional and technical curricula.

2-15. The State Board shall grant recognition to community colleges which maintain equipment, courses of study, standards of scholarship, and other requirements set by the State Board. Application for recognition shall be made to the State Board. The State Board shall set the criteria by which the community colleges shall be judged and through the executive officer of the State Board shall arrange for an official evaluation of the community colleges and shall grant recognition of such community colleges as may meet the required standards.

Attachment B  
 Illinois Community College Board  
**RECOGNITION STANDARDS**  
**Fiscal Years 2001 - 2005**

STANDARD	AUTHORITY	INDICATORS OF COMPLIANCE/QUALITY	ITEMS TO BE EVALUATED
<b>1: ACCOUNTABILITY</b>			
<p><b>1a. Reporting Requirements.</b> Complete and accurate reports shall be submitted by the district/college to the ICCB in accordance with ICCB requirements, on forms provided by the ICCB, where applicable.</p>	<p>ICCB Rule 1501.201</p>	<p><u>Indicators of Compliance:</u></p> <ul style="list-style-type: none"> <li>a) Data submissions/reports have been received on time.</li> <li>b) Data submissions are completed accurately and in the required format.</li> <li>c) Data in different submissions are consistent.</li> </ul> <p>Optional:</p> <ul style="list-style-type: none"> <li>d) Official college records support data submissions.</li> </ul>	<ul style="list-style-type: none"> <li>. Data and Report Submission records.</li> <li>. Edit and frequency printouts generated by the ICCB.</li> <li>. All items listed in ICCB Rule 1501.201.</li> </ul> <p>Optional:</p> <ul style="list-style-type: none"> <li>. Selected internal documents maintained by the colleges, including individual student transcripts.</li> </ul>
<p><b>1b. Program Review/PQP/Results</b></p> <p><b>Part A:</b>        Each college shall have a systematic, college-wide program review process for evaluating all of its instructional, student services, and academic support programs at least once within a five-year cycle. The minimum criteria for program review shall be program need, program cost, and program quality, as defined by each college. 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. Each college shall submit to the ICCB by August 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.</p>	<p><b>Part A:</b>        ICCB Rule 1501.303d (Review and Evaluation of Programs) and ICCB "Community College PQP/Program Review Guide".</p>	<p><b>Part A:</b>  <u>Indicators of Compliance:</u></p> <ul style="list-style-type: none"> <li>a) The college's written process description documents a systematic, collegewide process.</li> <li>b) Supporting data used to conduct the review reflect a systematic approach.</li> <li>c) The five-year schedule submitted by the college encompasses all instructional, student services, and academic programs over the five-year cycle to demonstrate a collegewide review process.</li> <li>d) The college will examine overall academic productivity, administrative productivity, and public services productivity according to a schedule designated by ICCB/IBHE.</li> <li>e) Criteria of need, quality, and cost as defined by the college will be used in the review of each program.</li> <li>f) The college's program review schedule matches the schedule for occupational program review as designated in the ICCB Program Review/Results Manual and will be submitted as part of the college's annual report.</li> <li>g) Reports use the designated format.</li> </ul>	<p><b>Part A:</b></p> <ul style="list-style-type: none"> <li>. Process description</li> <li>. PQP/Program review/Results report</li> <li>. Individual program reviews</li> <li>. District's program review schedule</li> </ul>



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**Fiscal Years 2001 - 2005**

STANDARD	AUTHORITY	INDICATORS OF COMPLIANCE/QUALITY	ITEMS TO BE EVALUATED
<p><b>1b. Program Review/Results (Continued)</b></p> <p><b>Part B:</b>            The goals of Illinois Commitment are to help Illinois business and industry sustain strong economic growth; join elementary and secondary education to improve teaching and learning at all levels; to eliminate financial barriers to a college education; increase the number and diversity of citizens completing training and education programs; hold students to even higher expectations for learning and be accountable for the quality of academic programs and the assessment of learning; and improve productivity, cost-effectiveness, and accountability. Directly connected to these commitments is the process of reviewing all programs offered by higher education institutions.</p>	<p><b>Part B:</b>            ICCB "Community College Results Report/ Program Review Guide"</p>	<p><b>Part B:</b>  <u>Indicators of Quality:</u> The following are measures that reflect quality aspects of Program Review/Results Report processes:</p> <p>a) General</p> <ul style="list-style-type: none"> <li>. The college provides a strong foundation of data for analysis to help determine program need, quality, and cost-effectiveness.</li> <li>. The college uses trend data.</li> <li>. Use of data across like programs areas is consistent,</li> <li>. Reports show that program costs are appropriate and there is evidence that cost data are analyzed.</li> <li>. The program review process is a collaborative process relying primarily on faculty and using administrative resources.</li> <li>. The program review process is tied to long-range planning.</li> <li>. The college systematically incorporates analyses of key issues and factors into its program review process to keep attune to emerging trends.</li> <li>. Recommendations appropriately address identified weaknesses, and the college has a mechanism to ensure that priority recommendations are adopted and implemented.</li> </ul>	<p><b>Part B:</b></p> <ul style="list-style-type: none"> <li>. PQP/Program Review/Results Reports</li> </ul> <p>Optional:</p> <ul style="list-style-type: none"> <li>. Individual Program Reviews</li> </ul>

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STANDARD	AUTHORITY	INDICATORS OF COMPLIANCE/QUALITY	ITEMS TO BE EVALUATED
<p><b>1b. Program Review/Results (Continued)</b></p> <p><b>Part B (Continued):</b></p>		<p><b>Part B (Continued):</b></p> <p>b) Program Need</p> <ul style="list-style-type: none"> <li>. The college makes effective use of labor market information, including a review of local, regional, and statewide data and including a review of both demand and supply data to determine the net demand for the area.</li> <li>. The college analyzes enrollments and completions and has developed an appropriate plan to address programs with less than 10 students officially enrolled.</li> <li>. The college uses job placement data as a key indicator of program need.</li> <li>. The college has an effective process in place to generate adequate responses to its follow-up surveys, e.g. to reach a minimum of 75% responses.</li> </ul> <p>c) Program Quality</p> <ul style="list-style-type: none"> <li>. In assessing occupational program quality, the college takes into consideration occupational skills standards, work-based learning, articulation, integration of academic and technical instruction, and faculty qualifications and professional development in emerging trends and teaching techniques.</li> <li>. The college uses input from its business advisory committees to assess program quality and determine if modifications are needed to keep up with changes in the occupation.</li> <li>. The college has incorporated educational guarantees into its program review process, e.g. by having a mechanism in place to take advantage of guarantees called to help determine if program improvements might be warranted.</li> </ul> <p>d) Program Cost-Effectiveness</p> <ul style="list-style-type: none"> <li>. The college uses trend data over a minimum of three years.</li> <li>. The college uses a variety of indicators, e.g. unit cost, revenues vs. expenditures, etc.</li> <li>. The college takes advantage of regional collaboration to delivery low-need/high cost programs.</li> </ul>	<p><b>Part B (Continued):</b></p> <ul style="list-style-type: none"> <li>. PQP/Program Review/Results Reports</li> </ul> <p>Optional:</p> <ul style="list-style-type: none"> <li>. Individual Program Reviews</li> </ul>

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STANDARD	AUTHORITY	INDICATORS OF COMPLIANCE/QUALITY	ITEMS TO BE EVALUATED
<b>2: FINANCE/FACILITIES</b>			
<p><b>2a. Credit Hour Claim Verification.</b> ICCB credit hour grants shall be based on the number of credit hours, or equivalent, of students who have been certified as being in attendance at midterm.</p>	<p>Section 2-16 of the Act and ICCB Rule 1501.507c1</p>	<p><u>Indicators of Compliance:</u></p> <ul style="list-style-type: none"> <li>a) Agreement between district's state grant claim (S3) records and information provided on certified mid-term class lists.</li> <li>b) Process for determining residency.</li> </ul>	<p>Results of ICCB audit visits based on a review of:</p> <ul style="list-style-type: none"> <li>. ICCB S3 printouts</li> <li>. Midterm class lists</li> <li>. Residency classification</li> </ul>
<p><b>2b. Financial Planning.</b> Financial planning for current and future operations shall provide for both a sound educational program and the prudent use of public funds.</p>	<p>ICCB Rule 1501.502 (Financial Planning)</p> <p>Sections 3-33.5, 33.6 of the Act (Working Cash)</p>	<p><u>Indicators of Compliance:</u></p> <ul style="list-style-type: none"> <li>a) Existence of long range plans and contingency plans for reduced state or local tax revenues.</li> <li>b) Monies in the working cash fund principal have not been used as current revenue.</li> <li>c) Interest transferred from working cash fund to education or operations &amp; maintenance funds authorized through separate board resolution.</li> </ul> <p><u>Indicators of Quality:</u></p> <ul style="list-style-type: none"> <li>a) Trends in past and current operating balances compared to peer group averages.</li> <li>b) Magnitudes and trends in indebtedness compared to peer group averages.</li> <li>c) Review and integration of long range financial plans into overall college mission.</li> <li>d) Review integration of facilities master plan into overall college mission and strategic planning process.</li> </ul>	<ul style="list-style-type: none"> <li>. Annual budgets</li> <li>. External Audits</li> <li>. Uniform Financial Statements</li> <li>. Board Minutes</li> <li>. Strategic Planning documents</li> <li>. District financial records</li> <li>. Facilities Master Plan</li> </ul>

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STANDARD	AUTHORITY	INDICATORS OF COMPLIANCE/QUALITY	ITEMS TO BE EVALUATED
<p><b>2c. Financial Compliance</b></p> <p><b>Part A: Annual External Audit</b>            The district shall complete an annual external audit and file it with the ICCB by October 15 following the end of the fiscal year (6/30)</p> <p><b>Part B: Unit Cost Study</b>            The district shall complete an annual unit cost study and file it with the ICCB by September 15 following the end of the fiscal year (6/30).</p> <p><b>Part C: College Budget</b>            The district shall adopt its annual budget by September 30 and file with the ICCB by October 15.</p> <p><b>Part D: Published Financial Statements</b>            The district shall publish an annual financial statement by November 15 and file it with the ICCB by December 1.</p> <p><b>Part E: Financial Investments</b>            Community college funds are public funds within the meaning of the Public Funds Investment Act and may be invested by the board as provided in that Act...</p>	<p><b>Part A:</b>            ILCS 805/3-22.1            ICCB Rule 1501.503</p> <p><b>Part B:</b>            ICCB Rule 1501.510b            ICCB Rule 1501.510d</p> <p><b>Part C:</b>            ILCS 805/3-20.1, 20.2            and ICCB Rule 1501.504</p> <p><b>Part D:</b>            ILCS 805/3-222            ICCB Rule 1501.506</p> <p><b>Part E:</b>            Section 3-47 of the Act            Public Funds Investment            Act (30 ILCS 235)</p>	<p><b>Part A:</b>  <u>Indicators of Compliance:</u>            a) filed by due date            b) filed in acceptable format</p> <p><u>Indicators of Quality:</u>            a) recipient of GFOA financial statement award</p> <p><b>Part B:</b>  <u>Indicators of Compliance:</u>            a) filed by due date</p> <p><u>Indicators of Quality:</u>            a) No or minor corrections required by ICCB</p> <p><b>Part C:</b>  <u>Indicators of Compliance:</u>            a) filed by due date            b) filed in prescribed format            c) adopted by due date            d) budget hearing appropriately advertised</p> <p><u>Indicators of Quality:</u>            a) Recipient of GFOA budget award</p> <p><b>Part D:</b>  <u>Indicators of Compliance:</u>            a) published by due date            b) published in prescribed format            c) filed by due date</p> <p><b>Part E:</b>  <u>Indicators of Compliance:</u>            a) Funds are invested in securities allowable under the Act.</p> <p><u>Indicators of Quality:</u>            a) Existence of local board investment policy.            b) Timeliness of local board review of investment portfolio and investment policy.</p>	<p><b>Part A:</b></p> <ul style="list-style-type: none"> <li>. External Audits</li> <li>. Board policies</li> </ul> <p>Optional:</p> <ul style="list-style-type: none"> <li>. Local financial statements</li> <li>. Local board minutes</li> </ul> <p><b>Part B:</b></p> <ul style="list-style-type: none"> <li>. Unit cost reports</li> </ul> <p><b>Part C:</b></p> <ul style="list-style-type: none"> <li>. Board Minutes</li> <li>. Annual Budget-state format</li> <li>. Annual Budget-local format</li> <li>. Certification of Publication of Budget Hearing</li> </ul> <p><b>Part D:</b></p> <ul style="list-style-type: none"> <li>. Published financial report</li> <li>. Certificate of publication</li> </ul> <p><b>Part E:</b></p> <ul style="list-style-type: none"> <li>. External Audits</li> <li>. Board policies</li> </ul> <p>Optional:</p> <ul style="list-style-type: none"> <li>. Local financial statements</li> <li>. Local board minutes</li> </ul>

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STANDARD	AUTHORITY	INDICATORS OF COMPLIANCE/QUALITY	ITEMS TO BE EVALUATED
<p><b>2c. Financial Compliance (Continued)</b></p> <p><b>Part F: Tax Levy</b>            The district shall adopt its annual tax levy and file with the appropriate county clerk(s) by the last Tuesday of December and with the ICCB by January 31. It shall comply with all applicable statutes including publication notices.</p>	<p><b>Part F:</b>            ILCS 805/3-20.5            ILCS 805/3-14.2, 14.3            ILCS 866            ICCB Rule 1501.510d</p>	<p><b>Part F:</b>  <u>Indicators of Compliance:</u>            a) filed by due date (s)            b) performed required publication notices</p>	<p><b>Part F:</b></p> <ul style="list-style-type: none"> <li>. Tax Levy Certificate</li> <li>. Certificate(s) of publication, if applicable</li> </ul>
<p><b>2d. Facilities</b></p> <p><b>Part A: Approval of Construction Projects</b>            The expenditure of funds for the purchase, construction, remodeling, or rehabilitation of physical facilities...shall have prior ICCB approval....</p>	<p><b>Part A:</b>            ICCB Rule 1501.602</p>	<p><b>Part A:</b>  <u>Indicators of Compliance:</u>            College projects, including locally funded; protection, health, and safety; and state-funded projects have received local board and ICCB approval prior to construction, as required.</p> <p><u>Indicators of Quality:</u>            a) Existence of a long range capital plan including deferred maintenance needs.            b) Periodic review of adequacy of long range capital plan by college management and local board of trustees.</p>	<p><b>Part A:</b>            Results of ICCB Audit, including:</p> <ul style="list-style-type: none"> <li>. ICCB capital projects records</li> <li>. District construction projects files</li> <li>. Board minutes</li> <li>. District financial records</li> <li>. Campus facilities</li> </ul>
<p><b>Part B: Protection, Health, or Safety Projects</b>            (A district may levy a tax or issue bonds which)... provides for alterations or repairs determined by the local community college board to be necessary for health and safety, environmental protection, ADA accessibility, or energy conservation purposes....</p>	<p><b>Part B:</b>            Section 3-20.3.01 of the Act and ICCB Rule 1501.608a</p>	<p><b>Part B:</b>  <u>Indicators of Compliance:</u>            Proceeds of PH&amp;S monies (tax levy or bonds) are expended for approved protection, health, and safety projects only.</p> <p><u>Indicators of Quality:</u>            Projects are accounted for in a project accounting system that allows for identification of excess PH&amp;S funds in the O&amp;M restricted fund.</p>	<p><b>Part B:</b></p> <ul style="list-style-type: none"> <li>. District financial records</li> <li>. District audits</li> <li>. District project files and records</li> </ul>

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STANDARD	AUTHORITY	INDICATORS OF COMPLIANCE/QUALITY	ITEMS TO BE EVALUATED
<b>3. INSTRUCTION</b>			
<p><b>3a. Degrees and Certificates.</b> A college shall award associate degrees and certificates in accordance with units of instruction approved by the ICCB. The criteria for approval of new units of instruction also are required for existing programs offered by community colleges. When a college no longer offers an approved unit of instruction to additional new students, that unit of instruction shall be reported to the ICCB and shall be removed from the college catalog and other documents advertising the program offerings to the public.</p>	<p>ICCB Rule 1501.303b (Program Requirements), ICCB Rule 1501.302 (Units of Instruction, Research, and Public Service), and ICCB Goals and Objectives</p>	<p><u>Indicators of Compliance:</u></p> <p>a) The college awards associate degrees and certificates in accordance with units of instruction approved by the ICCB.</p> <p>b) All degrees and certificates will meet credit hour ranges and general education requirements for new programs.</p> <p>c) Programs that are not in the catalog and in which the college is not enrolling new students will be classified as inactive (I) or withdrawn (W) on the ICCB Curriculum Master File.</p> <p><u>Indicators of Quality:</u></p> <p>a) The college has implemented educational guarantees to ensure the quality and transferability of its programs, in keeping with the ICCB educational guarantee initiative initiated in 1992. (Other quality indicators are addressed within the context of program review/results and education-to-careers.)</p>	<ul style="list-style-type: none"> <li>. College catalog</li> <li>. ICCB Curriculum Master file</li> <li>. Educational guarantees</li> </ul> <p>Optional:</p> <ul style="list-style-type: none"> <li>. Student transcripts</li> </ul>
<p><b>3b. Articulation.</b> Courses designed to meet lower-division baccalaureate degree requirements shall be applicable to associate transfer degrees.</p>	<p>ICCB Rule 1501.309d1 and ICCB Goals and Objectives</p>	<p><u>Indicators of Compliance:</u></p> <p>a) The district's AA, AS, AFA., and AES degree requirements allow only courses that have been articulated for transfer.</p> <p><u>Indicators of Quality:</u></p> <p>a) The college has adopted the general education core for its baccalaureate transfer degrees.</p> <p>b) The college has adopted the major-specific curriculum models for its baccalaureate/transfer degree majors to facilitate transfer to corresponding baccalaureate programs.</p>	<ul style="list-style-type: none"> <li>. District degree requirements and procedures</li> <li>. District catalogs</li> <li>. Articulation criteria</li> </ul>

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STANDARD	AUTHORITY	INDICATORS OF COMPLIANCE/QUALITY	ITEMS TO BE EVALUATED
<b>4. WORKFORCE DEVELOPMENT</b>			
<p><b>4a. Welfare-to-Work.</b> The Welfare-to-Work component of the Workforce Development Grant is used to fund the infrastructure for working with welfare recipients and the working poor at each community college. 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. Funds provide for a welfare-to-work liaison at each college to interface with all existing entities who are interacting with welfare recipients. They also work with business and industry to identify skill upgrading and career choices where jobs are available.</p>	<p>ICCB Rule 1501.519 and Policy Guidelines for Restricted Grant Expenditures and Reporting</p>	<p><u>Indicators of Compliance:</u>            a) Activities conducted under the grants and corresponding expenditures shall be in accordance with ICCB Rules and the scope of activities specified in ICCB guidelines.</p>	<ul style="list-style-type: none"> <li>. Financial records</li> <li>. Grant reports</li> </ul>

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**Fiscal Years 2001 - 2005**

STANDARD	AUTHORITY	INDICATORS OF COMPLIANCE/QUALITY	ITEMS TO BE EVALUATED
<p><b>4b. Education-to-Careers.</b> In keeping with the special education-to-careers initiative, the community college system will develop a fully integrated education/employment system that is necessary for students to move easily from education to work and to continue their education while employed. Community college districts will use Workforce Preparation-Education-to-Careers Grants to develop and sustain local education-to-careers partnerships, institutionalize the integration of academic and technical instruction and integration of school-based and work-based learning, implement seamless programs of study, implement work-based and work-site learning experiences, provide professional development for faculty and staff, and develop and implement a process to help students through a course of study and into the world of work. Activities conducted under the grants and corresponding expenditures shall be in accordance with ICCB Rules and the scope of activities specified in ICCB guidelines.</p>	<p>ICCB Rule 1501.519 (Special Initiative Grants) and Policy Guidelines for Restricted Grant Expenditures and Reporting</p>	<p><u>Indicators of Compliance:</u>            a) Activities conducted under the grants and corresponding expenditures shall be in accordance with ICCB Rules and the scope of activities specified in ICCB guidelines.</p>	<ul style="list-style-type: none"> <li>. Grant reports</li> <li>. Financial records</li> </ul>
<b>5. TECHNOLOGY/TELECOMMUNICATIONS</b>			
<p><b>5a. Technology Support Initiative:</b> The technology support initiative recognizes the community college system's critical need for technological advancements in all areas of their 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 costs of expenditures related to infrastructure, transmission, and maintenance costs associated with technology support.</p>	<p>ICCB Rule 1501.519 and Policy Guidelines for Restricted Grant Expenditures and Reporting</p>	<p><u>Indicators of Compliance:</u>            Funds were expended in accordance with restrictions set forth in the Policy Guidelines for Restricted Grant Expenditures and Reporting.</p>	<ul style="list-style-type: none"> <li>. External audit reports</li> <li>. District financial records</li> <li>. Reports to the ICCB</li> <li>. District accounting records, such as vouchers, invoices, and purchase requisitions</li> </ul>



Attachment B  
 Illinois Community College Board  
**RECOGNITION STANDARDS**  
**Fiscal Years 2001 - 2005**

STANDARD	AUTHORITY	INDICATORS OF COMPLIANCE/QUALITY	ITEMS TO BE EVALUATED
<p><b>5b. Staff Technical Skills.</b> The staff technical skills initiative recognizes the community college system's need for enhancing the technical skills of community college faculty and staff. Grants support the improvement of faculty and staff skills in utilization of computers, computer systems, computerized machinery, and instructional technologies.</p>	<p>ICCB Rule 1501.519 and Policy Guidelines for Restricted Grant Expenditures and Reporting</p>	<p><u>Indicators of Compliance:</u>          Funds were expended in accordance with restrictions set forth in the Policy Guidelines for Restricted Grant Expenditures and Reporting.</p>	<ul style="list-style-type: none"> <li>. External audit reports</li> <li>. District financial records college reports to the ICCB</li> </ul>

Agenda Item #9.1  
June 15, 2001

UNAPPROVED

Minutes of the 328<sup>th</sup> Meeting of the  
Illinois Community College Board  
May 18, 2001  
James R. Thompson Center  
Room 2-025  
Chicago, Illinois

Item #1 - Roll Call and Declaration of Quorum

Chairman Duffy called the meeting to order at 10:00 a.m. Roll call was taken with the following members present: James Berkel, Dave Davis, Edward Duffy, Inez Galvan, Laura Godwin, Delores Ray, Lee Walker, James Zerkle, and James McFarland. Joseph Neely, Martha Olsson, and Gwendolyn Rogers were absent.

\* \* \* \* \*

Chairman Duffy welcomed all to the Chicago office of the Illinois Community College Board. The ICCB is also expanding its Springfield office to the campus of Lincoln Land Community College.

\* \* \* \* \*

Item #2 - Presentation of Excellence in Workforce Development Awards

Awards for Excellence in Workforce Development were presented to McHenry County College, Olive-Harvey College, and Southeastern Illinois College.

Item #3 - Career and Technical Education Challenge Task Force Report

In March 2000, Joseph Cipfl, President/CEO of the Illinois Community College Board, and Glenn (Max) McGee, State Superintendent of Education, Illinois State Board of Education, collaborated with the Governor's Office and formed a task force to address Career and Technical Education (CTE) in order to meet the emerging challenges associated with education reform and workforce development. The task force, co-chaired by Virginia McMillan, ICCB Executive Vice President, and Diana Robinson, ISBE Deputy Superintendent, along with an additional 40 leaders in education and workforce development, developed a blueprint for CTE that addresses support for high educational achievement for all career and technical education students and prepares students for the high skill, high performance workplace of the 21<sup>st</sup> Century.

Virginia McMillan and Diana Robinson presented background information and comments to the Board.

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Three members of the task force, Dr. Charles Novak, President of Richland Community College; Barb Oilschlager, President-elect of the Illinois Association of Career and Technical Education and a member of the Board of Trustees at the College of Lake County; and Ed Schwarze of the Human Resource Department of Caterpillar, Inc. also addressed the Board on CTE.

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

The Illinois Community College Board accepts the report of the Career and Technical Education Challenge Task Force and endorses the vision and goals contained therein. It further directs its President/CEO to initiate appropriate action in pursuit of the vision and goals.

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

Item #4 - Committee Reports

Item #4.1 - Adult Education Transition Committee

Jim Berkel reported that Diane Lund has joined the Adult Education and Family Literacy staff as Associate Director for Adult Education. She will be located in the Chicago office serving as the area's technical assistance representative. Three positions remain to be filled for the administration of adult education and family literacy.

The seven adult education consultants have completed a report of recommendations for the transition and improvement of key adult education functions and policies. ICCB staff will include these recommendations into the development of short- and long-term planning for improvement of administrative functions and program delivery.

The GED 2002 Online initiative is progressing. Its steering committee is identifying pilot site providers, examining curricular materials, scheduling staff development institutes, developing start-up packets for teachers, and gathering packet information for new and potential students. An advisory committee of providers and one-stop center staff is being formed to work with the steering committee.

A website is being developed to include information on GED 2002 Online, GED Student Hotline, staff development materials for teachers, and information on the Illinois Community College Board and the Illinois State Board of Education.

The Illinois Professional Development Partnership Center, one of the Adult Education and Family Literacy Service Centers, has established a Credentialing Committee to investigate specific issues concerning Adult Education and Family Literacy teacher credentialing and will recommend minimum requirements and ongoing training.

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Proposals were received by March 20 from providers seeking Adult Education and Family Literacy funding for fiscal year 2002. Nearly all of the 112 current providers submitted proposals to continue Adult Education and Family Literacy services, along with 12 new provider organizations. Some existing programs added English as a Second Language to their proposals. Funds will be awarded pending action on the fiscal year 2002 budget by the Illinois General Assembly.

Item #4.2 - Funding Equity Study Committee

Jim Zerkle reported on the continued gathering of higher education finance from various states. The intention of the report is to accurately document how other states address financing for higher education. The first public draft of the report is scheduled for release on June 22, 2001.

Item #4.3 - Budget and Finance Committee

Dave Davis reported that a detailed review was made this morning of financial statements. The fiscal year ends on June 30, and the state general funds were reviewed in more detail. Current expenditure projections show that less than 1 percent will lapse in administrative expenditures.

Item #5 - President/CEO's Report

Joe Cipfl welcomed all to the ICCB's Chicago office and commended Don Wilske, Ellen Andres, and Steve Morse for their efforts in planning and organizing the Chicago office.

Joe Cipfl recognized Diane Lund as the "charter" employee of the ICCB Chicago office.

Other introductions included Mary Charuhas, Director of Adult Education and Continuing Education at the College of Lake County and the lead Adult Education Consultant, and Sarah Watson, Senior Advisor to the Governor on Literacy.

Chairman Duffy and Joe Cipfl met with the Senate Appropriations Committee for Higher Education on April 3 and the House Appropriations Committee for Higher Education on April 19 requesting support of the 5.6 percent increase in operations, the \$9 million for adult education, and \$250 million for capital projects. Joe Cipfl commended Chairman Duffy for his efforts in seeking support from members of the General Assembly to secure additional funding for the Illinois Community College System.

Three office sites are now in place for the Illinois Community College Board — 401 East Capitol, Lincoln Land Community College, and the James R. Thompson Center in Chicago. The October 19,

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2001, meeting of the Illinois Community College Board will be held on the campus site of Lincoln Land Community College.

Board member Jim Berkel was thanked for his role and responsibility as Chairman of the ICCB Adult Education Transition Committee. The Adult Education Administrators Conference was held May 7-8 in Peoria, and Mr. Berkel's presence at the entire conference was appreciated.

Joe Cipfl reported that Commencement Addresses delivered by Board members included Laurna Godwin at Lewis and Clark Community College and Chairman Duffy at Rend Lake College and Wilbur Wright College. Joe delivered Commencement Addresses at Olney Central College and Danville Area Community College.

James McFarland was commended for his election to the Joliet Junior College Board of Trustees, effective November 2001.

Item #6 - Advisory Organizations

Item #6.1 - Presidents Council

Gretchen Naff reported that the presidents have been on letter-writing campaigns to all members of the General Assembly and letters to editors of various newspapers seeking support of community college funding. Dr. Naff commended Chairman Duffy and Joe Cipfl for their diligent efforts in meeting with editorial board and legislators.

At the national level, efforts are being made by Council members to contact the Illinois Congressional Delegation to oppose an amendment to move Federal Perkins funds into a block grant for secondary/elementary education.

Retiring presidents this year are John Swalec of Waubensee Community College, George Jorndt of Triton College; and Charles Novak of Richland Community College.

Item #6.2 - Illinois Community College Faculty Association

No report was given.

Item #6.3 - Student Advisory Committee

James McFarland reported that, at the April meeting of the Student Advisory Committee, Dawood Nagda was elected as the ICCB Student Member for fiscal year 2002. Dawood is from Parkland College in Champaign.

On April 24, a Phi Theta Kappa Banquet was held at Lincoln Land Community College, and the Phi Theta Kappa members were honored at a ceremony on April 25 at the State Capitol.

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Item #6.4 - Illinois Community College Trustees Association

Kim Villanueva congratulated James McFarland on his election to the Joliet Junior College Board of Trustees.

The Association is planning a Trustees Institute in October for the purpose of orienting new trustees.

Joe Cipfl and the ICCB were commended for their outstanding leadership during the past year on the capital projects initiative.

Joliet Junior College is celebrating its 100<sup>th</sup> Anniversary this year.

The National Association of Community College Trustees will hold its Annual meeting in Chicago at the Palmer House Hotel on June 13-16. The Meritorious Service Award will be presented to Joe Cipfl on the evening of June 15, as well as presentations of Achievement Awards.

Item #7 - Study of the Educational Needs of East St. Louis

Chairman Duffy provided background information on ICCB efforts to serve educational needs to the citizens of East St. Louis. Joe Cipfl commended the Southern Illinois Collegiate Common Market for its administration of the East St. Louis Community College Center. Virginia McMillan also commended Board Member Delores Ray for her work on the study's Steering Committee.

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

The Illinois Community College Board hereby accepts the "Report to the General Assembly on the Study of Educational Needs of East St. Louis" in response to House Resolution 728 and approves the recommendations contained therein.

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

Item #8 - Consent Agenda

James McFarland made a motion to approve the following items in the consent agenda, which was seconded by Laura Godwin.

Item #8.1 - Minutes of the March 16, 2001 Meeting

The Illinois Community College Board hereby approves the minutes of the March 16, 2001, meeting as recorded.

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Item #8.2 - New Units of Instruction

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

**PERMANENT PROGRAM APPROVAL**

College of Lake County

- Information Technology A.A.S. degree - 64 semester credit hours

Olive-Harvey College

- Respiratory Therapy A.A.S. degree - 76 semester credit hours

Carl Sandburg College

- Computer Networking Specialist A.A.S. degree - 62 semester credit hours

Waubensee Community College

- Auto Body Repair Business Operations A.A.S. degree - 64 semester credit hours

Psychiatric Rehabilitation Certificate Program (State Model Curriculum)

- Basic Psychiatric Rehabilitation Certificate - 14 semester credit hours
- Advanced Psychiatric Rehabilitation Certificate - 16 semester credit hours

**TEMPORARY PROGRAM APPROVAL**

College of DuPage

- MECOMTRONICS A.A.S. degree - 100 quarter credit hours

For information only, since the March 2001 meeting, the President/CEO has approved the following basic certificates:

Elgin Community College

- Montessori Early Childhood Certificate - 15 semester credit hours
- Montessori Infant/Toddler Certificate - 15 semester credit hours

Illinois Central College

- Medical Coder Certificate - 24 semester credit hours

Kankakee Community College

- Medical Laboratory Assistant Certificate - 10 semester credit hours

Oakton Community College

- CISCO Certified Network Associate Certificate - 16 semester credit hours

Prairie State College

- e-Business Certificate - 15 semester credit hours

South Suburban College

- Magnetic Resonance Imaging Certificate - 18 semester credit hours

Item #8.3 - Final Adoption of Amendments to Illinois Community College Board Rules Concerning the Minimum Threshold Required for Approval of Certain Locally Funded Capital Projects

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

**Section 1501.602 Approval of Capital Projects**

- a) Notwithstanding any provision to the contrary [see subsection b and Section 1501.604(b)], requests for approval of capital projects shall be submitted to the ICCB on the forms prescribed by the ICCB.
- b) A project requiring the expenditure of state or local funds for purchase, construction, remodeling, or rehabilitation of physical facilities at a primary or secondary site shall have prior ICCB approval, except the following: (1) locally funded projects that meet the definition of a maintenance project as defined in ICCB Rule 1501.601, or (2) locally funded projects that result in no change in room use, or (3) locally funded projects for which the total estimated cost is less than ~~\$250,000~~ \$25,000.
- c) A District Site and Construction Master Plan shall be filed with the ICCB by January 1, 1991. The purpose of the plan is to apprise the ICCB of possible primary site new construction and secondary site acquisition/construction plans for the next three years throughout the district. The plan should be updated, as needed, to ensure that any project submitted for approval has been reflected in the district plan on file with the ICCB at least two months prior to submission of the project. Any primary site new construction or secondary site acquisition/construction projects must be reflected in the plan in order to receive consideration for approval. The plan, at a minimum, shall consist of a map of the district showing the location of all facilities owned by the district or leased for a period exceeding five years and a narrative describing the district's:
  - 1) Current permanent facilities where additions are planned.
  - 2) General plans for future site acquisition or acquisition/construction of permanent facilities either on the primary site or secondary sites. The location may be identified in terms of the general geographic area within the district.
  - 3) Proposed schedule for acquiring additional sites, constructing additions to existing facilities, or acquiring/constructing new permanent facilities.



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- 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 ~~Executive Director~~ of the ICCB, who shall in turn report such actions to the ICCB.

**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)(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 must 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 ~~\$25,000~~ 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.
  - 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 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.

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- 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.
- 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.

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- 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.)
  - 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.

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- 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.

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

Item #9 - Information Items

Item #9.1 - Fiscal Year 2001 Financial Statements (July 2000-April 2001)

The financial statements are provided for Board information.

Item #9.2 - Proposed Policy Guidelines for Restricted Grant Expenditures and Reporting for Fiscal Year 2002 (Future Consideration)

Provided to the Board for review are proposed Policy Guidelines for Special Populations, Deferred Maintenance, Retirees Health Insurance, Workforce Development, Advanced Technology, Current Workforce Training, Illinois Community Colleges Online, and Accelerated College Enrollment. Staff will review these proposed policy guidelines with various constituent groups from the community college system before the June 15 meeting when formal approval will be requested.

Item#10 - Other Business

Chairman Duffy presented Dave Davis with a plaque in recognition of his 14 years of outstanding service to the Illinois Community College Board.

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

The Illinois Community College Board recognizes Dave Davis with grateful appreciation for outstanding service as a member of the Illinois community College Board from - 1987 to 2001.

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

Item #11 - Adjournment

Dave Davis made a motion, which was seconded by Jim Berkel, to adjourn the meeting at 12:15 p.m. The motion was approved by unanimous voice vote. Student advisory vote: Yes.

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Edward T. Duffy  
Chair

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Joseph J. Cipfl  
President/CEO

Illinois Community College Board

**REVIEW OF EXECUTIVE SESSION MINUTES**

The Illinois Open Meetings Act requires public bodies to review, at least twice per 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.

The last review of executive session minutes was made on January 19, 2001. At that time, all confidential minutes of executive sessions were deemed available for public inspection. No executive sessions have been held since that review.

The next review of executive session minutes will be made on January 18, 2002.

Illinois Community College Board

**ILLINOIS COMMUNITY COLLEGE BOARD  
FISCAL YEAR 2002 AND FISCAL YEAR 2003  
CALENDAR OF MEETINGS**

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

**RECOMMENDED ACTION**

It is recommended that the following motions be adopted:

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

**Fiscal Year 2002**

July 20, 2001	(Subject to Call)
September 21	<b>9:45 a.m.</b> - Joliet Junior College, Joliet
October 19	<b>9:45 a.m.</b> - ICCB Office, <b>Lincoln Land Community College</b> Springfield
December 7	(Subject to Call)
January 18, 2002	<b>9:45 a.m.</b> - ICCB Office, 401 East Capitol Avenue, Springfield
March 15	<b>9:45 a.m.</b> - Illinois Valley Community College, Oglesby
May 17	<b>9:45 a.m.</b> - ICCB Office, <b>James R. Thompson Center, Chicago</b>
June 14	<b>9:45 a.m.</b> - <b>Crowne Plaza Hotel, Springfield</b>

Agenda Item #9.3  
June 15, 2001

The Illinois Community College Board hereby adopts the following fiscal year 2003 calendar of meetings.

**Fiscal Year 2003**

July 19, 2002	(Subject to Call)
September 20	9:45 a.m. - Black Hawk College, Moline
October 18	9:45 a.m. - ICCB Office, Lincoln Land Community College Springfield
December 6	(Subject to Call)
January 17, 2003	9:45 a.m. - ICCB Office, 401 East Capitol Avenue, Springfield
March 21	9:45 a.m. - Oakton Community College, Des Plaines
May 16	9:45 a.m. - ICCB Office, James R. Thompson Center, Chicago
*June	9:45 a.m. - (Day and Location are Undetermined)

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

**BACKGROUND.** The calendar of meetings for fiscal year 2002 has been revised to reflect the change in start time of ICCB meetings; the change in locations of meetings on October 19, 2001 and May 17, 2002; and the determination of the meeting date and location on June 2002.

Invitations to host Board meetings for fiscal year 2003 have been received from presidents of Black Hawk College and Oakton Community College. The Board last met at Black Hawk College on March 21, 1997, and at Oakton Community College on March 20, 1981.

Illinois Community College Board

**FISCAL YEAR 2002 CONTRACTS FOR THE  
ILLINOIS COMMUNITY COLLEGE BOARD OFFICE**

ICCB policy provides for contracts over \$20,000 to be approved by the Board. Contracts under \$20,000 require written notification to the Board before execution and those under \$5,000 require no Board approval. At the beginning of the fiscal year, all known contracts are presented to the Board for approval.

**RECOMMENDED ACTION**

It is recommended that the following motion be adopted:

The Illinois Community College Board hereby approves the following fiscal year 2002 contractual agreements:

<u>Vendor</u>	<u>Purpose of Contract</u>	<u>FY 2002 Estimated Annual Cost</u>
Schiff Hardin & Waite	Legal Services	\$ 40,000
Illinois Community College System Foundation	Rental of Office Space	\$ 233,573
Lincoln Land Community College	Rental of Office Space	\$ 48,510
Dougherty, Bridget	State Legislative Services	\$ 45,000
Xerox	Maintenance on 3 Copiers	\$ 25,000
Adult Education (to be named)	Regional Technical Assistants (3 Personnel Contracts)	\$ 110,000



Agenda Item #9.5  
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Illinois Community College Board

**AUTHORIZATION FOR SALARY INCREASES  
AND SALARY RANGE ADJUSTMENTS**

The President/CEO seeks ICCB authorization to set fiscal year 2002 salary levels.

**RECOMMENDED ACTION**

It is recommended that the following motion be adopted:

The Illinois Community College Board hereby authorizes its President/CEO, in concurrence with the ICCB Chair, to set fiscal year 2002 staff salary levels and to adjust salary ranges as needed, beginning July 1, 2001.

Illinois Community College Board

**AUTHORIZATION TO ENTER INTO INTERAGENCY  
CONTRACTS/AGREEMENTS FOR FISCAL YEAR 2002**

Each fiscal year the ICCB enters into interagency contracts and agreements for the benefit of the community college system.

**RECOMMENDED ACTION**

It is recommended that the following motion be adopted:

The Illinois Community College Board hereby authorizes its President/CEO, in concurrence with the ICCB Chair, to enter into interagency contracts/agreements, as needed for fiscal year 2002.

**BACKGROUND.** Each fiscal year, the ICCB enters into interagency contracts and grant agreements for the benefit of the community college system. Examples of annual contracts include the Education-to-Careers and coordination of vocational education with the Illinois State Board of Education and the Allied Health grant with the federal Department of Health and Human Services.

Since several of the fiscal year 2002 grants and contracts are negotiated during June and early July, this authorization will allow the President/CEO to execute agreements with concurrence of the Board Chair, as they are finalized.

Illinois Community College Board

**AUTHORIZATION TO TRANSFER FUNDS  
AMONG LINE ITEMS**

The President/CEO seeks ICCB authorization to transfer funds among appropriated line items, as may be necessary.

**RECOMMENDED ACTION**

It is recommended that the following motion be adopted:

The Illinois Community College Board hereby authorizes its President/CEO, in concurrence with the ICCB Chair, to transfer funds among fiscal year 2002 appropriated line items.

**BACKGROUND.** The State Finance Act allows state agencies to transfer up to 2 percent of the operating budget among appropriated line items, within the same fund. This authorization will allow the President/CEO, with concurrence of the Board Chair, to transfer funds among the operating lines in the General Revenue and Education Assistance funds. This is the only flexibility the General Assembly allows in an appropriated budget. Transfers exceeding 2 percent or lines other than agency operations must have General Assembly approval before the funds can be transferred and expended.

Illinois Community College Board

**APPROVAL OF LOCALLY FUNDED CONSTRUCTION PROJECT  
AT OAKTON COMMUNITY COLLEGE**

Oakton Community College is requesting approval of a locally funded project at the Ray Hartstein Campus to be done concurrently with a previously approved state-funded project. The state-funded portion of this project has received a \$392,000 planning appropriation in fiscal year 2001 and is currently project number two on the ICCB fiscal year 2002 proposed capital list. The additional work proposed in this locally funded project would be done concurrently with the state-funded portion.

**RECOMMENDED ACTION**

It is recommended that the following motion be adopted:

The Illinois Community College Board takes the following action for Oakton Community College:

- 1) Approves a \$3,762,000 locally funded project to expand a previously approved state-funded project request at the Ray Hartstein Campus; and
- 2) Approves an expansion in the scope of work of the project to increase total gross square feet from 42,350 GSF to 59,085 GSF (16,735 gross square feet).

**BACKGROUND.** The ICCB has recommended Oakton's Ray Hartstein Addition for funding in the most recent state-funded capital project list. It is currently project number two on the proposed fiscal year 2002 ICCB list of recommended projects with an approved budget totaling \$10,630,000. This project will add 42,350 gross square feet of space to the existing structure by adding a second story over the existing first floor on the east side of the building and a two-story extension on the northwest arm of the existing building.

Since the college originally proposed the project, they have obtained a \$392,000 planning appropriation in fiscal year 2001. This has allowed the college to further examine its needs more thoroughly with an architect's assistance. Oakton is now requesting to expand the total scope of this project to make the campus addition more technology centered to meet future needs of the students and residents of the district.

The college seeks ICCB approval of a locally funded project to expand the gross square feet of the project from 42,350 to 59,085 gross square feet at an additional cost of \$3,219,000 and moveable equipment costing \$543,000 for a total increase in the budget of the project of \$3,762,000. This increase would bring the entire project budget at \$14,392,000. The Capital Development Board would manage the additional work with the exception of the moveable equipment.

Illinois Community College Board

**POLICY GUIDELINES FOR RESTRICTED  
GRANT EXPENDITURES AND REPORTING  
FOR FISCAL YEAR 2002**

In order to have ICCB policy guidelines in place by July 1, 2001, for fiscal year 2002 restricted grants, the Board is now being presented with an externally attached set of proposed policy guidelines. These proposed changes were presented at the May 18, 2001, Board meeting for future consideration. ICCB staff have reviewed these proposed policy guidelines with various constituent groups from the community college system. Policy guidelines for the following programs are included: Special Populations, Deferred Maintenance, Retirees Health Insurance, Workforce Development, Advanced Technology, Current Workforce Training, Illinois Community Colleges Online, and Accelerated College Enrollment. There are no new grants proposed for fiscal year 2002.

**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, 2001.

Illinois Community College Board

**NEW UNITS OF INSTRUCTION**

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

**RECOMMENDED ACTION:**

It is recommended that the following motion be adopted:

The Illinois Community College Board hereby approves the following new units of instruction:

**PERMANENT PROGRAM APPROVAL**

Black Hawk College

- < Microsoft Networking Engineer Certificate (30 semester credit hours)

Illinois Central College

- < Computer Programming AAS (64 semester credit hours)
- < Data Base Administration AAS (64 semester credit hours)
- < Web Technology AAS (64 semester credit hours)

Kankakee Community College

- < Construction Management AAS (66 semester credit hours)
- < Construction Management Certificate (37 semester credit hours)

Rend Lake College

- < Associate in Fine Arts (64 semester credit hours)

Spoon River College

- < Web Development Certificate (33 semester credit hours)

**BACKGROUND**

**Black Hawk College** is seeking approval to offer a 30 semester credit hour "Microsoft Networking Engineer" certificate program. The program will prepare students for employment as network administrators, technicians/specialists, and entry-level network engineers. The program was designed around the Microsoft Certified System Engineer (MCSE) curriculum for networking which leads students towards completing the exam for Microsoft Networking Engineer (MNE) certification. The program will consist of coursework in microcomputer operating systems, microcomputer hardware, Windows Workstation, Windows Server, Windows Network

Environment, Windows Directory Services, Windows Security, and Windows Network Design. The college anticipates an enrollment of 10 full-time students and 25 part-time students the first year, increasing to 20 full-time and 35 part-time students by the third year. Labor market information provided by the college supports the need for skilled network administrators and technicians both districtwide and statewide. The program will require one existing faculty person the first year. The costs for implementing this program will be approximately \$16,500 the first year, \$58,500 the second year, and \$40,000 the third year. Higher second and third year costs are due to new equipment purchases and upgrades to existing equipment.

**Illinois Central College (ICC)** is seeking approval to offer a 64 semester credit hour Associate in Applied Science degree program in “Computer Programming”. The program will prepare students for employment as computer programmers knowledgeable in a variety of highly desirable programming languages capable of working mainframe, mid-range, or microcomputer environments. ICC is currently restructuring its current computer programming offerings into this program which will provide students with more flexibility in their studies and more options for programming languages. The curriculum will consist of coursework in introductory computer programming; concepts in microcomputers; networks and mainframe environments; a choice of language sequences in C++, COBOL, Oracle, Java, Visual Basic, UNIX, and Web applications; and a programming internship, in addition to general education studies. The college anticipates an enrollment of 20 full-time and 60 part-time students the first year, increasing to 30 full-time and 100 part-time students by the third year. Labor market information provided by the college supports the need for skilled computer programmers both within the district and statewide. The program will require eight existing full-time and 10 existing part-time faculty the first year. The program will require no new costs for implementation.

**Illinois Central College** is also seeking approval to offer a 24 semester credit hour certificate and a 64 semester credit hour AAS degree in “Data Base Administration”. The certificate program will prepare students for entry-level employment as data base specialists, while the degree program will prepare students for employment as data base administrators both specializing in the use of Oracle relational databases. The certificate program consists of coursework in introductory Oracle, Oracle administration, performance tuning, and networking. The degree program builds on this curriculum to include UNIX programming and system security, web page applications and server administration, TCP/IP, and SQL server administration, in addition to general education studies. The college anticipates a combined enrollment of five full-time and 20 part-time students the first year, increasing to 20 full-time and 40 part-time students by the third year. Labor market information provided by the college supports the need for data base specialists and administrators within the district. The programs will require one existing faculty member the first year, with the addition of one full-time and two part-time faculty by the third year. The cost of implementing these programs will be approximately \$42,100 the first year, \$72,100 the second year, and \$93,100 the third year.

**Illinois Central College** is also seeking approval to offer a 64 semester credit hour Associate in Applied Science degree program in “Web Technology”. The program will prepare students for employment as Web technicians, designers, and developers in a variety of business settings. The program will consist of coursework in web-based programming; business applications of web

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technology; web page design and development; E-commerce; a choice of programming languages in C++, Java, PERL, and UNIX; and a microcomputer internship, in addition to general education studies. The college anticipates an enrollment of 15 full-time and 30 part-time students the first year, increasing to 40 full-time and 45 part-time students by the third year. Labor market information provided by the college supports the need for skilled web page designers and developers both within the district and statewide. The program will require one existing full-time faculty member and one new part-time faculty member the first year. The costs for implementing this program will be approximately \$69,200 the first year, \$40,000 the second year, and \$61,800 the third year. Higher first year costs are due primarily to equipment purchases, while higher third year costs reflect equipment upgrades.

**Kankakee Community College** is seeking approval to offer a 37 semester credit hour certificate program and a 66 semester credit hour Associate in Applied Science degree program in "Construction Management". The certificate-level program will prepare students for entry-level employment in construction management as project leaders or supervisors. The degree program builds on these skills to prepare students for employment as skilled construction managers capable of working in commercial, residential, or special trades construction. The certificate curriculum consists of coursework in introductory building construction, materials, methods, survey/layout management, mechanical systems, concrete structures and foundations, estimating and bidding, blueprint reading, safety, and building codes. The degree curriculum builds on this coursework to include management and supervisory skills, oral and written communications skills, and a work-based learning experience, in addition to general education studies. The college anticipates an enrollment of seven full-time and 18 part-time students in the certificate program the first year, and an enrollment of five full-time and ten part-time students in the degree program the first year. Labor market information provided by the college supports the need for construction managers within the college's district. The programs will require two new part-time faculty the first year. The cost of implementing the programs will be approximately \$4,050 the first year, \$8,072 the second year, and \$9,126 the third year.

**Rend Lake College** is seeking approval to offer an Associate in Fine Arts Degree with an option for students planning to obtain a baccalaureate major in art. In comparison to the Associate in Art, this degree features less general education and more art instruction to better accommodate the unique sequencing of coursework that occurs in this discipline. The proposed degree requirements fall within acceptable limits as defined by ICCB rules and the IAI Art Major Articulation Panel. Students seeking admission to this degree program will be required to meet admissions criteria equivalent to other transfer degree programs.

The college is currently equipped to offer art instruction. Due to a growing interest in the program, plans have been developed to expand the current art studio. This will replace temporary facilities and allow accommodations for ceramics, sculpture, photography, and printmaking to be housed in the same area. Full-time faculty hold master's degrees and are accomplished and active artists. An evaluation process is in place for full-time instructors.

**Spoon River College** is seeking approval to offer a 33 semester credit hour certificate program in "Web Development". The program will prepare students for entry-level employment as Web page



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designers in a variety of settings, including private businesses, community-based organizations, government agencies, and as consultants. The curriculum consists of coursework in art and graphic design, basic and advanced web page design, web page software applications, digital imagery, computer illustration, web project management, and a web development internship. The college anticipates an enrollment of 40 full-time students the first year, increasing to 50 full-time students by the third year. Labor market information provided by the college strongly supports the need for skilled information technology workers both within the district and statewide. Computer and information technology-related occupations are five of the top 20 fastest growing occupations within Spoon River's district. The program will require one existing faculty member the first year. The cost of implementing the program will be approximately \$19,000 the first year, \$8,000 the second year, and \$5,000 the third year. Higher first year costs reflect the purchase of necessary equipment and software.

**INFORMATION ITEM - BASIC CERTIFICATE APPROVAL**

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

Harold Washington College

< Transit Management Certificate (15 semester credit hours)

Highland Community College

< Commercial Drivers License Preparation Certificate (7 semester credit hours)

Illinois Central College

< Data Base Administration Certificate (24 semester credit hours)

Kankakee Community College

< Codes and Inspection Certificate (17 semester credit hours)

< Materials and Methods Certificate (9 semester credit hours)

**Addendum**  
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The Illinois Community College Board is requested to approve these additional 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 listed below:

**PERMANENT PROGRAM APPROVAL**

College of Lake County

< Surgical Technology Certificate (38 semester credit hours)

Wilbur Wright College

< Advanced Teacher Assistant Certificate (36 semester credit hours)

**TEMPORARY PROGRAM APPROVAL**

Rend Lake College

< Computer Programming AAS degree (65 semester credit hours)

< Webmaster Certificate (31 semester credit hours)

**BACKGROUND**

**College of Lake County** (CLC) is seeking approval to offer a 38 semester credit hour certificate program in "Surgical Technology". The program will prepare students for employment as surgical technologists, allied health professionals who work in the surgical suite delivering surgical patient care, such as passing instruments, sutures, and sponges during surgery. The program consists of coursework in anatomy and physiology, medical terminology, pharmacology, surgical technology principles, procedures, and an internship. The curriculum was developed based on guidelines recommended by the Association of Surgical Technologists (AST), the certification guidelines of Liaison Council on Certification for Surgical Technologists (LCC-ST), and the program accreditation guidelines of the Commission on Accreditation of Allied Health Education Programs (CAAHEP). CLC plans to apply for program accreditation during the first academic year of program operation. Once accredited, program graduates will be eligible for taking the Certified Surgical Technologist (CST) examination, a voluntary designation available to practicing surgical technologists. The college projects an enrollment of 22 full-time and four part-time students the first year. Labor market information provided by the college indicates employment of "surgical technologists" in College of Lake County's district is growing faster than the average for all occupations districtwide and statewide. An independent survey of area hospitals and surgical centers conducted by the college also supports the need for skilled surgical technologists within their district. The program will require one new full-time and one new part-time faculty member the first year. Costs for implementing this program will be approximately \$95,760 the first year; \$77,336 the second year; and \$79,798 the third year.

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**Wilbur Wright College** is seeking approval to offer a 36 semester credit hour “Advanced Teacher Assistant” certificate program. The program will prepare students for employment as teaching assistants in elementary-level educational settings. The program was developed in collaboration with the Chicago Public School System to provide training for their existing teacher assistants, as well as those for individuals interested in pursuing teacher assistant training. The curriculum consists of coursework in teaching assistant practices, basic principles of elementary education, human growth and child development, teaching of reading and mathematics, children’s literature, speech for teachers, recognizing development problems, and development of the exceptional child. The college anticipates an enrollment of 20 part-time students the first year, increasing to 10 full-time and 40 part-time students by the third year. Labor market information provided by the college strongly supports the need for qualified teacher assistants both statewide and in the City of Chicago. The program will require two new and two existing part-time faculty members the first year. Costs for implementing this program will be approximately \$67,720 the first year; \$56, 560 the second year; and \$60,760 the third year.

Wilbur Wright College also requested approval for a 17 semester credit hour “Basic Teacher Assistant” certificate program, which was approved through the basic certificate approval process by the President/CEO on behalf of the Board.

**Rend Lake College** is seeking temporary approval to offer a 65 semester credit hour “Computer Programming” AAS degree for a period of three years. The program will prepare students for employment as computer programmers in a variety of business settings. Students will be prepared for participating in the software development process of business applications, such as user interfaces, database access and manipulation, report generation, and web page design. The curriculum will consist of coursework in introductory and advanced programming, Microsoft Access database design, Visual Basic programming, operating systems, introductory Perl, XML and Javascript, in addition to general education studies. Program completers will be prepared for taking two levels of the Microsoft Certified Professional (MCP) examination. The college anticipates an enrollment of 16 students the first year. Temporary approval is requested to meet the immediate demands for computer programmers within the college’s district and to allow current certificate graduates the opportunity for advanced study. Permanent approval for this program will be considered at the end of the three years, based on program outcomes.

**Rend Lake College** is also seeking temporary approval to offer a 31 semester credit hour “Webmaster” certificate program for a period of three years. The program will prepare students for employment as webmasters or web site administrators for internet service providers, as well as various public or private entities hosting web sites. The curriculum consists of coursework in web page basics, HTML programming, web browsers, operating systems, internet security, network applications, and introductory Perl, XML, Javascript and Text Editor. Program completers will be eligible for voluntary certifications offered through the World Wide Web Professional Organization or the AIP Certification Accreditation Council. The college anticipates an enrollment of 20 students the first year. Temporary approval is requested to meet the immediate demands for webmasters within the college’s district and surrounding areas. Permanent approval for this program will be considered at the end of the three years, based on program outcomes.