

Illinois Community College Board

332nd Meeting Agenda and Materials

Work Session

January 18, 2002
9:00 a.m. - 3:00 p.m.

James R. Thompson Center
Conference Room 8-033
100 West Randolph
Chicago, Illinois



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Agenda
332nd Meeting of the
Illinois Community College Board
Work Session
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100 W. Randolph
Chicago, Illinois

January 18, 2002
9:00 a.m. - 3:00 p.m.

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UNAPPROVED

Minutes of the 331st Meeting of the
Illinois Community College Board
October 26, 2001
Illinois Community College Board Office at
Lincoln Land Community College
Workforce Development Center
Classrooms 2-3
Springfield, Illinois

Item #1 - Roll Call and Declaration of Quorum

Chairman Duffy called the meeting to order at 9:45 a.m. Roll call was taken with the following members present: James Berkel, Edward Duffy, Inez Galvan, Laurna Godwin, Dawood Nagda, Joseph Neely, Gwendolyn Rogers and James Zerkel. Martha Olsson, Delores Ray and Lee Walker were absent.

Item #2 - Announcements and Remarks by Chairman Duffy

Chairman Edward Duffy made welcoming remarks.

Chairman Duffy reported that ICCB member Delores Ray underwent open heart surgery on October 18 and is recovering well.

Item #3 - Awards for Excellence in Learning-Centered Instruction

Awards for excellence in learning-centered instruction were presented to Kankakee Community College, Richard J. Daley College, and Waubensee Community College.

Item #4 - Committee Reports

Item #4.1 - Adult Education Transition Committee

James Berkel reported the new Adult Education and Family Literacy Advisory Council will have a second meeting in December.

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Additional staffing for adult education has been made and President Cipfl will address the issue in his report to the Board in Item #5.

In the Committee meeting this morning, focus was given to the success of the transition. To measure this success, a consultant will be hired to develop an assessment tool for discussion on January 18. Feedback will be gathered from providers to learn how the transition has affected with them. Also to be determined is whether this Committee should continue after July 1, 2002. At the March meeting of the ICCB, a recommendation may be presented to the Board regarding the continuation of this Committee.

Chairman Duffy responded that the full Board to date has not reviewed the transition success nor its follow-up needs.

Item #4.2 - Funding Equity Study Committee

James Zerkle commented that a draft report of the study will be completed by the next Board meeting in January. The Board of Higher Education has all information gathered to date for preparing the draft report. Joe Cipfl has spoken with the IBHE Executive Director and the Deputy Director for Budgets and Operations and we are assured that the draft report will be forwarded to the ICCB Office in the near future.

Item #4.3 - Budget and Finance Committee

Joe Neely reported the financial statements were reviewed this morning.

The office administration expenditures for Fiscal Year 2002 were also reviewed. In September, the Governor filed an Administrative Order restricting office expenditures for state agencies. Since the ICCB is not a state agency, we were not directly affected by the Order. However, on September 28, the Governor did send a letter requesting the ICCB to comply with the administrative bulletin which included restriction on out-of-state travel and equipment purchases. Cost-saving measures have been implemented and the budget has been restructured accordingly.

The State has had negative revenue growth since September 11 and recovery is not expected until next Spring. In a speech on domestic preparedness, the Governor has requested that all state agencies reserve 2 percent of their total budgets. We will await further directions from the Governor.

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Item #5 - President/CEO Report

Joe Cipfl introduced new members of ICCB staff, Terri Dobson, Staff Clerk for Transfer Programs; Anne Fisher, Assistant Director for Adult Education and Literacy (Region IV); Rebecca Miller, Associate Director for Transfer Programs; and Patricia DeHesus-Lopez, Director of English-as-a-Second Language in the Chicago Office.

Dr. Cipfl also introduced Dr. Jim Howard, President of Lincoln Land Community College and former staff member at the Illinois Community College Board. Dr. Howard gave welcoming remarks.

Bridget Dougherty, Legislative Liaison for the ICCB, reported on the upcoming Veto Session as well as issues and priorities for the community college system in the upcoming session of the General Assembly.

The Governor's Workforce Development Awards Banquet was held on October 23 at the Crowne Plaza. Achievement awards were presented to 25 individuals to acknowledge their accomplishments in overcoming significant obstacles to achieve personal workforce goals. Of the 25 awards, 18 were enabled and empowered by local community colleges. Lavon Nelson, ICCB Director for Employment and Training, received a special recognition award for her work on the Governor's Interagency team. At the Workforce Development Conference, training sessions and seminars were provided to nearly 1,500 people in attendance. The ICCB Workforce Development team was commended.

A Trustee Recognition will be held on November 1 from 5:00-7:00 p.m. at the Governor's Mansion. On November 2, a Trustees Institute will be held at the Crowne Plaza in Springfield.

Hearings on the use and compensation of part-time faculty will be held in Chicago at the Thompson Center on October 30 and on November 8 at the University of Illinois-Springfield. Chairman Duffy and Tom Lamont of the Board of Higher Education are co-chairs of the hearings.

Dr. Cipfl asked Sarah Hawker to inform the Board about the tuition reimbursement program being implemented for awards of the state who attend Illinois community colleges. The Department of Children and Family Services approached the ICCB to administer \$150,000 in funds for this purpose during fiscal year 2002.

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Item #6 - Fiscal Year 2003 Illinois Community College System Budget Request

Don Wilske presented the fiscal year 2003 budget request for the Illinois Community College System.

James Berkel made the following motions, which were seconded by Inez Galvan:

Item #6.1 - Fiscal Year 2003 Community College System Operating Budget Request

The Illinois Community College Board hereby:

1. Approves the Fiscal Year 2003 Community College System Operating Budget Request for grants to colleges and other community college grants administered by the ICCB office as presented in the attached Table 1;
2. Authorizes the submission of the request to the Illinois Board of Higher Education; and
3. Authorizes its President/CEO, with concurrence of the Chair, to make necessary adjustments and reallocations based on information received subsequent to approval of this budget request.

Item #6.2 - Fiscal Year 2003 Capital Budget Request

The Illinois Community College Board hereby:

1. Approves the Fiscal Year 2003 Capital Budget Request for the Illinois Community College System as presented in the attached Table 1;
2. Authorizes the submission of the request to the Illinois Board of Higher Education; and
3. Authorizes its President/CEO, with concurrence of the Chair, to make technical adjustments to the request if more refined data become available.

Item #6.3 - Fiscal Year 2003 Adult Education and Family Literacy System Operating Budget Request

The Illinois Community College Board hereby:

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1. Approves the Fiscal Year 2003 Adult Education and Family Literacy System Operating Budget Request for grants to approved adult education providers administered by the ICCB as presented in the attached Table 1;
2. Authorizes the submission of the request to the Illinois Board of Higher Education; and
3. Authorizes its President/CEO, with concurrence of the Chair, to make necessary adjustments and reallocations based upon information received subsequent to approval of this budget request.

Item #6.4 - Fiscal Year 2003 Community College Career and Technical Education System Operating Budget Request

The Illinois Community College Board hereby:

1. Approves the Fiscal Year Community College Career and Technical Education System Operating Budget Request for grants to community colleges as presented in the attached Table 1;
2. Authorizes the submission of the request to the Illinois Board of Higher Education; and
3. Authorizes its President/CEO, with concurrence of the Chair, to make necessary adjustments and reallocations based upon information received subsequent to approval of this budget request.

Item #6.5 - Fiscal Year 2003 Office Operating Budget Request

The Illinois Community College Board approves the Fiscal Year 2003 Office Operating Budget Request as presented in Table 1 and gives authority to its President/CEO, with concurrence of the Chair, to make adjustments as needed.

The motion was approved by roll call vote. Voting aye were James Berkel, Inez Galvan, Lurna Godwin, Joseph Neely, Gwendolyn Rogers, James Zerkle, and Edward Duffy. Student vote: Yes. There were no dissenting votes.

Item #7 - Program Accountability

Lurna Godwin made the following motions, which were seconded by James Berkel, as

follows:

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Item #7.1 - Follow-Up Study of Fiscal Year 2000 Occupational Program Graduates

The Illinois Community College Board hereby endorses the recommendations contained in the *2001 Follow-up Study of Fiscal Year Occupational Program Graduates* and asks its President/CEO to implement these recommendations.

Item #7.2 - Accountability and Productivity in the Illinois Community College System - Fiscal Year 2001

The Illinois Community College Board hereby endorses the recommendations contained in the reported entitled *Accountability and Productivity in the Illinois Community College System - Fiscal Year 2001* and asks its President/CEO to implement these recommendations.

The motion was approved by unanimous voice vote.

Item #7.3 - Program Accountability Issues

Five issue areas were identified for further review while conducting studies on the *Occupational Follow-up Study* and the *Accountability and Productivity in Illinois Community Colleges* reports. The five issues cited were: **Occupational Programs Leading to Positions with Relatively Low Pay, Unrelated Employment, Employment Levels, Teacher Shortage, and Program Completion.** Staff members Virginia McMillan, Scott Parke, and Carol Lanning led Board discussion on these issues and requested direction from the Board for the coming year in regard to these issue areas.

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The Board responded that they would like more involvement in similar issues. Therefore, the Board will consider more in-depth work sessions rather than the currently scheduled formal meetings.

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Item #8 - Advisory Organizations

Item #8.1 - Illinois Community College Faculty Association

Leo Welch reported that the ICCFA's Annual Teaching/Learning Conference is scheduled for November 1-2, 2001, at the Springfield Renaissance.

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Mr. Welch also reported that Campus Equity Week will be recognized this weekend through November 4. Coalition among faculty groups throughout the United States and Canada will focus on adjunct/part-time faculty issues in higher education. The Illinois Board of Higher Education is conducting two hearings on part-time and nontenure-track faculty.

At the October 2 meeting of the Board of Higher Education in Lisle, two major reports were made, one report was issued by the Commission on Persistence in Degree Completion and the success of students, and the second report addressed improving college ratings in Illinois. Mr. Welch plans to have ask the Faculty Association to endorse both of these reports.

The National Education Association issued in the past another report in which curriculum is recommended to high school students to prepare these students for college. Suffice it to say, the report was issued in 1892. Things have not changed.

Item #8.2 - Student Advisory Committee

Dawood Nagda reported that in response to the terrorist attack on September 11, the ICCB Student Advisory Committee, along with Phi Theta Kappa, has organized a 911 Relief Drive. Pledges of \$120,000 have been made from 25 of the 48 community colleges to send to the Red Cross. Fund raising efforts will continue, and the community colleges are to be commended for their efforts.

The Student Advisory Committee will meet in November and Dawood will report at that time on today's meeting. Also in November, Sarah Hawker will address the students on transfer issues.

Upon the conclusion of Dawood's remarks, Chairman Duffy asked Dawood to extend to the students the ICCB's appreciation for their fund-raising efforts.

Item #8.3 - Illinois Community College Trustees Association

Mike Monaghan reported on activities of the ICCTA over the last few weeks, including the April election of 39 new community college trustees to 39 boards throughout the state.

On October 18, a New Trustees Seminar was held in Springfield. Joe Cipfl and Zelema Harris participated in the seminar.

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On November 9-10 in Chicago, the Trustees will meet and develop a legislative agenda for the 2002 Session. In January 2002, the trustees will do bill drafting for submission to the General Assembly.

On November 1-2, a Trustees Institute will be held to inform members of the General Assembly on higher education issues.

The Education Committee of the Senate will meet at the College of DuPage and COD President Murphy will report on this event in the following item.

Item #8.4 - Presidents Council

Mike Murphy reported the Council commends the Illinois Community College Board for next year's budget recommendation for the community college system and the presidents will await the final decision.

Dr. Murphy also reported on the system's current situation of having MAP funds exhausted for the year.

The Education Committee of the Senate met at the College of DuPage on October 25 with plans to introduce a bill to change language in HB 1720. Nearly 100 people addressed the issue. The bill may not come out in the Veto Session, but will come out in the Spring Session.

Item #9 - Consent Agenda

Gwendolyn Rogers made a motion to approve the following items, which was seconded by Laurna Godwin:

Item #9.1 - Minutes of the September 21, 2001 Meeting

The Illinois Community College Board hereby approves the minutes of the September 21, 2001 meeting as recorded.

Item #9.2 - 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

Illinois Central College

- General Motors-Automotive Service Excellence AAS degree (72 semester credit hours)

Heartland Community College

- Electrician Apprenticeship AAS degree (66 semester credit hours)

The following college was approved to offer programs on a temporary basis for a period of two years and now requests permanent approval of the following programs.

Rock Valley College

- Practical Nursing Certificate (36 semester credit hours)

TEMPORARY PROGRAM APPROVAL

Southern Illinois Collegiate Common Market

- IBEW Professional Inside Wiremen AAS degree (67-69 semester credit hours)

INFORMATION ONLY - BASIC CERTIFICATE APPROVAL - Basic certificates have been approved on behalf of the Illinois Community College Board by the President/CEO since the last Board meeting.

Illinois Eastern Community Colleges

- *Psychiatric Rehabilitation Certificate (14 semester credit hours)*

Item #9.3 - ICCB Statutory Responsibilities for Community College

Recognition Evaluation and Approval

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

Danville Area Community College, District #507
Triton College, District #504
Waubonsee Community College, District #516

Item #9.4 - Proposed Amendments to Illinois Community College Board Rules concerning Reasonable and Moderate Extensions (Final Approval)

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

SUBPART C: PROGRAMS

Section 1501.302 Units of Instruction, Research, and Public Service

- a) Approval of New Units of Instruction. Each proposed new unit of instruction shall be submitted to the ICCB for approval. The criteria for approval of new units of instruction, which also apply to existing programs offered by community colleges are:
 - 1) Mission and Objectives.
 - A) The objectives of the unit of instruction are consistent with the mission of the college as set forth in Section 1-2(e) of the Public Community College Act.
 - B) The objectives of the unit of instruction are consistent with what the title of the unit of instruction implies.
 - 2) Academic Control.
 - A) The design, conduct, and evaluation of the unit of instruction are under the direct and continuous control of the college's established processes for academic planning and quality maintenance, and clear provision is made for ensuring a high level of academic performance of faculty and students.
 - B) The admission, course placement, and graduation requirements for the unit of instruction are consistent with the stated objectives of the unit of instruction and with Section 3-17 of the Act where applicable.
 - 3) Curriculum. The content of the curriculum ensures that the objectives of the unit of instruction will be achieved.

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- A) The range of total number of credit hours required for completion of an associate degree curriculum shall be within the following parameters:
- i) For the Associate in Arts degree and the Associate in Science degree, a total requirement of not less than 60 semester credit hours nor more than 64 semester credit hours or the quarter credit hour equivalent;
 - ii) For the Associate in Fine Arts and the Associate in Engineering Science degree, a total requirement of not less than 60 semester credit hours nor more than 68 semester credit hours or the quarter credit hour equivalent;
 - iii) For the Associate in Applied Science degree, a total requirement of not less than 60 credit hours nor more than 72 semester credit hours or the quarter credit hour equivalent, except in such occupational fields in which accreditation or licensure by a state or national organization requires additional coursework; and
 - iv) For the Associate in General Studies degree, a total requirement of not less than 60 semester credit hours nor more than 64 semester credit hours or the quarter credit hour equivalent.
- B) Each associate degree curriculum shall include a specific general education component consisting of coursework in communication, arts and humanities, social and behavioral sciences, and mathematics and science within the following parameters:
- i) For the Associate in Arts degree and the Associate in Science degree, the general education component required will represent at least 37 semester credit hours or the quarter hour equivalent for completion;

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- ii) For the Associate in Fine Arts degree, the general education component required will represent at least 25 semester credit hours or the quarter hour equivalent for completion;
 - iii) For the Associate in Engineering Science degree, the general education component required will represent at least 19 semester credit hours or the quarter hour equivalent for completion;
 - iv) For the Associate in Applied Science degree, the general education component required will represent at least 15 semester credit hour or the quarter hour equivalent for completion; and
 - v) For the Associate in General Studies degree, the general education component required will represent no less than 20 semester credit hours or the quarter hour equivalent for completion.
- 4) Faculty and Staff.
- A) The academic preparation and experience of faculty and staff ensure that students receive education consistent with the objectives of the unit of instruction.
 - B) The involvement of faculty in the unit of instruction is sufficient to cover the various fields of knowledge encompassed by the curriculum, to sustain scholarship appropriate to the unit of instruction, and to ensure curriculum continuity.
 - C) Support personnel, including counselors, administrators, clinical supervisors, and technical staff, have the educational background and experience necessary to carry out their assigned responsibilities.

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- 5) Support Services.
- A) Facilities, equipment, and instructional resources (e.g., laboratory supplies and equipment, instructional materials, computation equipment) necessary to provide quality instruction will be available and maintained.
 - B) Library holdings and acquisitions necessary to support quality instruction and scholarship are available, accessible, and maintained.
 - C) Provision is made for the guidance and counseling of students, the evaluation of student performance, the continuous monitoring of progress of students toward their degree or certificate objectives, the placement of completers of the unit of instruction, and appropriate academic recordkeeping.

- 6) Financing.
- A) The financial commitments to support the unit of instruction are sufficient to ensure that the stated objectives can be attained and that the faculty, staff, and support services necessary to offer the unit of instruction can be acquired and maintained.
 - B) Projections of revenues necessary to support the unit of instruction are based upon supportable estimates of general revenue, student tuition and fees, private gifts, and/or governmental grants and contracts.

- 7) Public Information.

The information that the college provides to students and the public accurately describes: the unit of instruction offered; the objectives of the unit of instruction; length of the unit of instruction; residency requirements, if any; schedule of tuition, fees, and all other charges and expenses necessary for completion of the unit of instruction; cancellation and refund policies; and such other material facts concerning the college and the unit of instruction as are likely to affect the decision of the student to enroll.

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- 8) Accreditation and Credentialing.
 - A) Appropriate steps have been taken to ensure that accreditation of the proposed new unit of instruction will be granted in a reasonable period of time.
 - B) The proposed new unit will provide the skills required to obtain individual credentialing (certification, licensure, registration) needed for entry into an occupation as specified in the objectives of the proposed new unit of instruction.
- 9) Program Needs and Priorities.
 - A) The unit of instruction must be educationally and economically justified based on the educational priorities and needs of the citizens of Illinois and the college's district.
 - B) The unit of instruction meets a need that is not currently met by units of instruction which are offered by other institutions in the district.
- b) Approval of New Administrative Units of Research or Public Service. An application for approval of each proposed new administrative unit of research or public service shall be submitted to the ICCB on forms provided by the ICCB. The criteria for approval of new administrative units of public service or research are:
 - 1) The proposed new administrative unit shall be authorized by the board of trustees.
 - 2) The objectives of the proposed new administrative unit are consistent with the mission of the college [see Section 1-2(e) of the Act].
 - 3) The proposed new administrative unit shall meet a district's need to deliver a public service or research program which cannot be met through the district's current structure as indicated by an organizational chart.
 - 4) The proposed new administrative unit shall administer at least one

public service or research program.

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- 5) The needs assessment demonstrates that the demand for the public service or research program to be administered by the proposed new unit shall be continuous for at least three years.
 - 6) The district shall provide evidence that the resources for the facilities, equipment and materials, and staff necessary to provide a quality program or service shall be made available to the proposed new administrative unit.
- c) Withdrawal. An approved unit of instruction, public service, or research may be withdrawn by the college when it decides to suspend operation of the unit. The withdrawal request shall be reported on forms supplied by the ICCB.
- d) Reasonable and Moderate Extensions.
- 1) An approved unit of instruction, public service, or research may be modified by the college within the parameters listed in subsection (d)(2) through (4). The college shall notify the ICCB of such extensions on forms provided by the ICCB.
 - 2) Reasonable and moderate extensions of previously approved units of instruction include:
 - A) The addition, modification, or withdrawal of courses within an approved unit of instruction which does not alter the objectives of the unit of instruction.
 - B) A change in minimum credit hours for completion of an approved unit of instruction that does not affect the instructional level of the unit of instruction.
 - C) A change in title of an approved unit of instruction that does not indicate a different objective of the unit than that previously approved.
 - D) The creation of an option (major, concentration, or specialization) within an approved unit of instruction in which:
 - i) the option created is within the same general academic discipline or occupational field as the

previously approved unit of instruction,

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- ii) the option created within a previously approved associate degree curriculum shares a common core of first-year courses with the previously approved unit of instruction, and
 - iii) the option created does not substitute more than 15 semester credit hours of other courses for courses previously approved as part of an associate degree curriculum or cluster of closely related curricula; e.g., from the same four-digit CIP code or substitute more than 9 semester credit hours of other courses for courses previously approved as part of a certificate curriculum (or closely related cluster) of 30 semester credit hours or more.
- E) The creation of certificate curricula from previously approved associate degree curricula and certificate curricula, including closely related curricula; e.g., from the same four-digit CIP code, providing no more than 6 semester credit hours are substituted for certificates of up to 30 semester credit hours or no more than 9 semester credit hours are substituted in certificates of 30 semester credit hours or more.
- F) The creation of a certificate curricula of less than seven semester credit hours from previously approved associate degree curricula and certificate curriculum from the same two-digit CIP code.
- 3) Reasonable and moderate extensions of previously approved units of research or public service include units with an annual operating expenditure from whatever source of less than \$250,000 or an annual operating expenditure from state appropriations of less than \$50,000.
- 4) Reasonable and moderate extensions of previously approved units of administration include any administrative reorganization of a college.

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- e) Approval in a Multicollege District. Approval of new units of instruction, research, or public service in a multicollege district will be for a specific college. Transfer of a unit to, or duplication of a unit by, other colleges within the district constitutes a new unit requiring approval by the ICCB. However, up to 9 hours of a program approved at one college may be offered by any other college in the district at the option of the Board.

- f) 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.
 - 1) An inactive unit of instruction shall be maintained on the ICCB Curriculum Inventory File with the date that it became inactive for a period of at least ten years. The effective date that a unit of instruction becomes inactive shall be determined by the college.

 - 2) A unit of instruction that has been inactive for less than three years may be reactivated by the college once it has completed the following:
 - A) Obtained approval to reactivate the program from its chief executive administrator.

 - B) Obtained approval to reactivate the program from agencies that license, certify, or accredit the program, if appropriate.

 - C) Submitted a notification to the ICCB.

 - 3) A unit of instruction that has been inactive for three to ten years may be reactivated by the Executive Director of the ICCB if the college has completed the following:
 - A) Obtained approval to reactivate the program from its chief executive administrator.

 - B) Obtained approval to reactivate the program from agencies that license, certify, or accredit the program, if appropriate.

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- C) Demonstrated through local surveys or state labor market data that the labor market demand and supply shows a need for graduates of the program.
 - D) Conducted a review of the program with representatives from business and industry including on-site visits and advice regarding current technologies and equipment.
 - E) Demonstrated, in accordance with subsections (a)(5) and (a)(6) of this Section and Section 1501.510, that the college has adequate facilities, equipment, and financial resources to offer a quality program.
 - F) Demonstrated, in accordance with Section 1501.303(f), that the college has available qualified faculty to provide the instruction for the program.
 - G) Submitted a request for the reactivation to the ICCB.
- 4) A unit of instruction that has been inactive for over ten years may be reactivated by following the new unit approval process described in subsection (a) of this Section.
- g) Discontinuation of Programs. The ICCB may discontinue programs which fail to reflect the educational needs of the area being served as follows:
- 1) Programs that do not meet standards of need, quality, and cost effectiveness may be discontinued by the ICCB. This determination shall be made based on review and collective findings of information available to the ICCB through ICCB and IBHE program review, evaluation, and productivity processes; the ICCB Management Information System; and other sources of pertinent information on the following criteria:
 - A) Program need, including educational priorities of the district, accessibility, credit hours generated, enrollments, completions, and labor market supply and demand.

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- B) Program quality, including job placement or education continuation, program content, academic control, faculty qualifications, and accreditation and credentialing.
 - C) Program costs, including adequacy of financial support and unit costs.
- 2) The ICCB will utilize special state-level analyses to identify programs that appear to be of questionable need, cost, or quality based on state data. Programs identified through state-level analysis will be referred to the colleges to enable them to evaluate the programs in detail in their normal process and to obtain the results and comments from the local level.
 - 3) The ICCB will notify college districts of programs being considered for discontinuation and shall grant the district 60 days to respond to concerns regarding the program in question prior to action by the Board. This information shall be taken into account in determining if a program should be discontinued by the ICCB.
 - 4) Once a program is discontinued by the ICCB and the appeal process is concluded, the college must inactivate the program by not enrolling any additional new students and develop a plan for an orderly discontinuation of the program for students currently enrolled. Programs discontinued by the ICCB may be reestablished by obtaining approval as a new unit of instruction under subsection (a) of this Section.

Item #9.5 - Board Resolution Allowing ICCB Employees to Enroll in Pre-Tax Purchases of Service Credit for Retirement Through Payroll Deduction

The Illinois Community College Board adopted the following Resolution:

RESOLUTION OF THE ILLINOIS COMMUNITY COLLEGE BOARD.

WHEREAS, the Illinois Community College Board is an employer whose employees participate in the State Universities Retirement System (the “System”) pursuant to the Illinois Pension Code (the “Employer”);

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WHEREAS, the Illinois Community College Board (the "ICCB") has determined that it would be in the best interest of its employees to provide a pick-up of employee contributions under Section 414(h)(2) of the Internal Revenue Code of 1986 for contributions that are made for the purpose of purchasing service credit under §15-113.1 through §15-113.7 (excluding §15-113.4) of the Illinois Pension Code (the "Code") or for the propose of re-depositing amounts withdrawn under §15-154 of the Code;

WHEREAS, in order to effectuate this pick-up, the ICCB must adopt a resolution to pick up the member's contributions made pursuant to a binding, irrevocable payroll deduction authorization; and

WHEREAS, the contribution picked up by the Employer must be payable from the same source as is used to pay compensation to the employee;

NOW THEREFORE, BE IT RESOLVED BY THE ILLINOIS COMMUNITY COLLEGE BOARD AS FOLLOWS;

Section 1. That employee contributions made (pursuant to a binding irrevocable payroll deduction authorization to have such contributions picked up) for the purpose of purchasing service credit under §15-113.1 through §15-113.7 (excluding §15-113.4) of the Code and for the propose of re-depositing amounts withdrawn under §15-154 of the Code, eventhough designated as employee contributions for state law purposes, are being paid by the Employer to in lieu of the contributions by the employee.

Section 2. That, if the employee desiring to have contributions picked up executes an irrevocable, binding payroll deduction with respect to these contributions, the employee shall not be entitled to any option of choosing to receive the contributed amounts directly instead of having them paid by the Employer to the System.

Section 3. That, with respect to any employee's contributions, the effective date of the pick-up by the Employer is later of:

- (a) the date of adoption of the resolution;
- (b) the effective date of this resolution; or
- (c) the execution of the payroll deduction authorization form by both parties.

This pick up does not apply to any contributions that relate to compensation earned for services before the effective date.

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Section 4. That any payroll deduction authorization in effect as of the effective date of this resolution is void and that an employee who wishes to have payroll deductions made for the purpose of purchasing service credit or redepositing withdrawn amounts must follow the procedures specified in Section 5 of the resolution.

Section 5. That an employee who wishes to redeposit amounts previously withdrawn from the system or to purchase certain service credit shall make the following series of elections with regard to these actions;

- The employee may elect a lump sum payment, a series of installments, or a combination of a lump sum payment followed by a series of installments.
- With respect to installments payable by payroll deduction, the employee must execute a binding irrevocable payroll deduction authorization to have these installment contributions picked up by the participating employer.

Section 6. That contributions made pursuant to Section 5(b) of this resolution are designated as being picked up by the employer and paid from the same source as the payment of salary to these employees.

Section 7. That this resolution takes effect November 1, 2001.

Adopted this 26th day of October, 2001, by the Illinois Community College Board.

The motions were approved by unanimous voice vote. Student advisory vote: Yes.

Item #10 - Information Items

Item #10.1 - Fiscal Year 2002 Financial Statements (September 2001)

Financial Statements are provided for Board information.

Item #10.2 - Tuition Payment Program for Wards of the State: An Interagency Agreement Between the Illinois Community College Board and Department of Children and Family Services

This program provides youth, ages 18 to 21, an opportunity to obtain a community college education as they transition from the Department of

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Children and Family Services (DCFS) foster home care system to independent adulthood. The program offers tuition payment for up to four semesters toward the completion of a community college certificate or degree program. For Fiscal Year 2002, DCFS has contracted with ICCB to disperse up to \$150,000 to pay tuition for eligible students. Features of this agreement will be renegotiated each fiscal year.

Item #12 - Adjournment

James Berkel made a motion, which was seconded by Joseph Neely, to adjourn the meeting at 12:00 noon. The motion was approved by unanimous voice vote. Student advisory vote: Yes.

Edward T. Duffy, Chair

Joseph J. Cipfl, President/CEO

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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 executive sessions to determine if the content 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 held on June 15, 2001, and the next Board review of executive session minutes will take place on June 14, 2002.

RECOMMENDED ACTION

It is recommended that the following motion be adopted:

The Illinois Community College Board hereby determines that minutes of its executive session held on June 15, 2001, will remain confidential. All prior minutes of executive sessions have been made available for public inspection.

Revised
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REVISED CALENDAR OF MEETINGS

Fiscal Year 2002

July 20, 2001	(Subject to Call)
September 21	9:45 a.m. - Joliet Junior College, Joliet
October 19	9:45 a.m. - ICCB Office, Lincoln Land Community College, Springfield
December 7	(Subject to Call)
January 18, 2002	9:00 a.m. - ICCB Office, James R. Thompson Center, Chicago (Work Session)
February 15	9:00 a.m. - Illinois Valley Community College, Oglesby (Business Session)
May 17	9:00 a.m. - ICCB Office, James R. Thompson Center, Chicago (Work Session)
June 14	9:00 a.m. - Crowne Plaza Hotel, Springfield (Business Session)

Fiscal Year 2003

July 19, 2002	(Subject to Call)
September 20	9:00 a.m. - ICCB Office, Lincoln Land Community College, Springfield (Work Session)
October 18	9:00 a.m. - Oakton Community College, Des Plaines (Business Session)
December 6	(Subject to Call)
January 17, 2003	9:00 a.m. - ICCB Office, 401 E. Capitol, Springfield (Work Session)

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February 21	9:00 a.m. - Black Hawk College, Moline (Business Session)
May 16	9:00 a.m. - ICCB Office, James R. Thompson Center, Chicago (Work Session)
* June	9:00 a.m. - (Day and Location are Undetermined) (Business Session)

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

Illinois Community College Board

NEW UNITS OF INSTRUCTION

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

RECOMMENDED ACTION

It is recommended that the following motion be adopted:

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

PERMANENT PROGRAM APPROVAL

Heartland Community College

- < Electrician Apprenticeship A.A.S. degree - 66 semester credit hours

Illinois Central College

- < General Motors-Automotive Service Excellence A.A.S. degree -72 semester credit hours
- < Computer Programming A.A.S. degree - 64 semester credit hours
- < Database Administration A.A.S. degree - 64 semester credit hours
- < Web Technology A.A.S. degree - 64 semester credit hours

Kankakee Community College

- < Construction Management A.A.S. degree - 66 semester credit hours
- < Construction Management Certificate - 37 semester credit hours

Kennedy-King College

- < Kennedy-King College - Culinary Arts A.A.S. degree - 66 semester credit hours
- < Advanced Culinary Arts Certificate - 45 semester credit hours

John A. Logan College

- < Diagnostic Medical Sonography A.A.S. degree - 71 semester credit hours

Waubonsee Community College

- < Construction Electrician A.A.S. degree - 69 semester credit hours

BACKGROUND

Heartland Community College is seeking approval to offer a 66 semester credit hour “Electrician” Associate in Applied Science degree program. This program is a cooperative effort proposed by the college and the Joint Apprenticeship and Training Committee (JATC) of the International Brotherhood of Electrical Workers (IBEW) Local Union 197 for the purpose of broadening the educational opportunities for individuals admitted into the Electrician Apprenticeship program. The program will prepare students for employment as journeymen electricians in industrial, commercial and residential construction, and repair and maintenance settings. The curriculum consists of technical coursework in electrical code and theory, lighting and transformers, motors and wiring systems, DC and AC systems, electronics circuitry, motor control, power control and advanced studies in specialty electrical systems, in addition to general education studies. The college anticipates a projected enrollment of 76 part-time students the first three years of the program. Labor market information provided by the college supports the need for skilled electricians within the district and statewide. The program will require one existing full-time faculty person and two new part-time faculty the first year. The program will cost approximately \$20,500 the first year, \$22,960 the second year, and \$25,500 the third year.

Illinois Central College is seeking regional approval to offer a 72 semester credit hour “General Motors-Automotive Service Excellence” Associate in Applied Science degree program. This program meets the curriculum standards set forth by the National Automotive Technicians Education Foundation (NATEF) and prepares students for employment as ASE certified technicians for General Motors automotive dealerships. The curriculum consists of coursework in electrical systems, automotive suspension, steering, brakes and alignment, transmissions, ignition systems, internal combustion engines, emissions and driveability, fuel systems, manual drivetrains, and automotive HVAC, in addition to general studies and a required work-based learning component that allows students to work on location at local GM dealers. The college anticipates a projected enrollment of 20 full-time students each year for the first three years. Labor market information provided by the college supports the need for automotive mechanics both districtwide, regionally and statewide. The proposed regional program includes the districts of Black Hawk, Carl Sandburg, Heartland, Illinois Valley, John Wood, Spoon River, Danville, and Illinois Central College. Students from any of these districts will have the opportunity for admissions into this program. The program will require one existing full-time faculty person the first year and one additional full-time faculty person the second year. The program will cost approximately \$10,000 the first year and \$40,000 the second year. Higher second year costs reflect salaries for additional staff and equipment purchases.

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Illinois Central College 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 A.A.S. 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 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.

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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 student 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.

Kennedy-King College is seeking approval to offer a 66 semester credit hour Associate in Applied Science degree program in Culinary Arts and a related 45 semester credit hour Advanced Culinary Arts certificate program. In addition, the Advanced certificate program builds on the skills acquired through completion of the college’s Basic Culinary Arts certificate program, approved on behalf of the Illinois Community College Board through the basic certificate approval process. The Advanced Culinary Arts certificate prepares students for entry-level employment as prep or short order cooks. The curriculum consists of coursework in introductory food service, food sanitation and safety, chef training, entree preparation, and food service management. The Culinary Arts degree program prepares students for employment as dinner cooks, sous chefs and chefs, and builds on the skills acquired through completion of the Advanced certificate to include advanced cooking and chef training, French Cuisine, and general education studies. All culinary arts curricula

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offered through Kennedy-King's Washburne Culinary Institute includes intense hands-on learning experiences in real-life kitchen and food service environments. Furthermore, this curricula includes the Illinois occupational skill standards for chefs and dinner cooks within the food service cluster of occupations. The college anticipates enrollments for all three culinary arts curricula around 280 students the first year, increasing to 380 students by the third year. Labor market information provided by the college supports the strong interest in and need for skilled food service employees within the city of Chicago, the Metro Area and the State of Illinois. No new faculty will be required and no new costs will be incurred for the implementation of these programs the first year.

John A. Logan College is seeking approval to offer a 71 semester credit hour Associate in Applied Science (A.A.S.) degree program in "Diagnostic Medical Sonography". The program will prepare students for employment as ultrasound technologists in the specialized field of cardiac diagnostic medical sonography in a variety of work environments including hospitals, clinics, long-term care facilities, private physician's offices and group practices. The program will consist of coursework in diagnostic ultrasound foundations, cardiac anatomy and physiology, cardiac ultrasound imaging, patho-physiology and terminology, and cardiac clinical laboratory experience, in addition to general education studies. The curriculum was developed according to guidelines established by the Commission on Accreditation of Allied Health Programs (CAAHP) for accrediting programs upon recommendation by the Joint Review Committee-Diagnostic Medical Sonography. Once the program has been accredited, graduates will be eligible to sit for the American Registry of Diagnostic Medical Sonography's examination to become a Registered Diagnostic Medical Sonographer (RDMS). Labor market information provided by the college supports the need for sonographers specializing in the field of cardiology within the college's district. The college anticipates an enrollment of five full-time students the first year, increasing to 10 full-time students by the third year. The program will require one new and one existing part-time faculty member and one existing full-time faculty member the first year. The cost of implementing the program will be approximately \$4,800 the first year, and \$5,300 the second and third years.

Waubensee Community College is seeking approval to offer a 69 semester credit hour "Construction Electrician" Associate in Applied Science degree program. This program is a cooperative effort proposed by the college and the Joint Apprenticeship and Training Committee (JATC) of the International Brotherhood of Electrical Workers (IBEW) Local Union 461. The program prepares students for employment as electrical contractors, estimators, foremen or journeymen electricians capable of working in residential, commercial or industrial settings. WCC is currently approved to offer a 39 semester credit hour Electrical Apprentice certificate program. The A.A.S. degree program will build upon the skills students acquire through completion of the certificate program and includes coursework in electrical code and

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theory, lighting and transformers, motors and wiring systems, DC and AC systems, electronics circuitry, motor control, power control and advanced studies in specialty electrical systems, in addition to general education studies. The college anticipates an enrollment of 80 part-time students the first year, increasing to 90 part-time students by the third year. Labor market information provided by the college and interest in existing related curricula supports the need for a degree program in this field. The program will require five new and five existing part-time faculty members the first year. The program will cost approximately \$4,930 the first year, \$3,600 the second year, and \$4,780 the third year.

TEMPORARY PROGRAM APPROVAL

BACKGROUND

INFORMATION ITEM - BASIC CERTIFICATE APPROVAL

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

- < Wilbur Wright College and Malcolm X College - Psychiatric Rehabilitation Certificate (14 semester credit hours)

- < Kennedy-King College - Basic Culinary Arts Certificate (16 semester credit hours)

Illinois Community College Board

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

Illinois community colleges are required to seek approval from the Illinois Community College Board in order to offer previously approved courses or curricula at out-of-state locations.

RECOMMENDED ACTION

It is recommended that the following motion be adopted:

The Illinois Community College Board hereby approves the out-of-state extension of an Associate in Science degree with a concentration in Business Administration for Lake Land College to be offered online to students in Asia and the Pacific Rim.

BACKGROUND. Lake Land College is requesting approval to provide online courses that will lead to an Associate in Science Degree with a concentration in Business Administration to students in Asia and the Pacific Rim. The online program is intended to serve the strong need for educational opportunities in Asia and the Pacific Rim and to assist the college in the internationalization of the curriculum.

Lake Land College will collaborate with Worldwide Academic Education (S) PTE LTD to develop a teaching and learning pilot that will commence in August 2002. To ensure the quality of instruction and support services, Lake Land College will utilize existing safeguards in place for online instruction, as well as additional site visits, document reviews, and face to face meetings with those involved in the project. The College will also identify individuals from Business Services, Student Services, and Marketing/Public Relations who will be responsible for international online students.

It is anticipated that the online international pilot program will serve between 50 and 200 students during 2002-2003 and between 200 to 800 students during 2003-2004. The program will be supported solely by revenues from student fees. No Illinois or federal resources will be used for the operation of the program.

Illinois Community College Board

**FISCAL YEAR 2003
SYSTEM OPERATING, CAPITAL, ADULT EDUCATION,
CAREER AND TECHNICAL EDUCATION, AND
OFFICE BUDGET RECOMMENDATIONS**

The Illinois Board of Higher Education, at its meeting on Monday, December 11, 2001, approved its recommendations for: (1) a community college system operating and capital budgets, (2) an adult education system budget, (3) a career and technical education budget, and (4) an ICCB office budget. The amounts approved are summarized herein. It is now the responsibility of the ICCB to have a fiscal year 2003 appropriation bill, along with any required substantive legislative language related to the appropriations bill, introduced in the General Assembly.

RECOMMENDED ACTION

It is recommended that the following motion be adopted:

The Illinois Community College Board hereby authorizes its President/CEO to prepare an appropriations bill and any related substantive legislation for introduction in the General Assembly in the spring 2002 legislative session that reflects the amounts recommended by the Illinois Board of Higher Education for the community college and adult education systems as summarized in each budget recommendation and reappropriated fiscal year 2002 budget items, as may be necessary.

Community College System Operating Budget. The level of funding for the system operating budget is summarized in Table 1. District allocations can be found on the ICCB website at www.iccb.state.il.us.

The IBHE fiscal year 2003 system operating budget recommendations are for an increase of \$8.8 million to \$339.9 million, a 2.7 percent increase over fiscal year 2002 for the Illinois community college system. Base operating grants have increased \$3.5 million or 1.8 percent. Equalization grants have increased by \$4.0 million or 5.2 percent. This brings the equalization threshold to 99.5 percent of full funding. The total unrestricted grants increase for community colleges is \$7.5 million or 2.7 percent.

The workforce development and advanced technology grants are up \$0.58 and \$0.44 million or 3.0 percent respectively. The P-16 grant (formerly the

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accelerated college enrollment grant) is up \$0.25 million or 16.7 percent. The total restricted grants increase for community colleges is \$1.3 million

Community College System Capital Budget. The Capital Development Board receives the appropriations for state-funded capital projects and will introduce an appropriations bill that will include community college projects. The individual community college projects and statewide initiatives are summarized in Table 2. The IBHE's priority listing of all higher education capital projects is included in Table 3.

The IBHE capital budget recommendations total \$443.7 million. Of this total \$179.7 million is for the direct benefit of the Illinois Community College System, this includes 18 campus-specific projects. The IBHE capital budget also includes \$9.1 million in capital renewal funding. In addition, IBHE supports the \$50.0 million for the Enhanced Construction Program.

Adult Education. The fiscal year 2003 final appropriated budget will be distributed to community colleges, public schools, regional offices of education, community-based organizations, Department of Corrections, and other providers of adult education.

The total state resources requested for adult education are \$40.0 million. This is an increase of \$1.0 million or 2.6 percent. Table 4 summarizes the adult education budget request.

Career and Technical Education. As part of a continuing effort to transition appropriate postsecondary educational activities from the Illinois State Board of Education (ISBE) to the Illinois Community College Board (ICCB), an agreement has been reached to transfer certain General Revenue Fund appropriations for fiscal year 2003. The two line item appropriations included in this transfer are: (1) Vocational Education Grants and (2) Program Improvement Grants. ISBE has provided the ICCB with historical information on community college allocations for these grants. Table 5 provides a summary of the FY 2003 career and technical budget recommendations. An increase of \$0.245 million or 2.6 percent is recommended.

ICCB Office Budget. The ICCB office operations budget approved by IBHE totals \$26.9 million. The office administration from state general funds is increasing by 2.2 percent or \$56,400. The IBHE recommends a funding level for office administration, and the ICCB can allocate within the allowable lines as needed. Table 6 details the budget; however, some minor adjustments may be made within the line item totals.