

# Illinois Community College Board

## 334th Meeting Agenda and Materials

### Work Session

May 17, 2002  
9:00 a.m. - 3:00 p.m.

James R. Thompson Center  
Room 2-025  
Chicago, Illinois



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Agenda  
334th Meeting of the  
Illinois Community College Board  
Work Session  
James R. Thompson Center  
100 West Randolph  
Room 2-025  
Chicago, Illinois

May 17, 2002  
9:00 a.m.- 3:00 p.m.

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UNAPPROVED

Minutes of the 333rd Meeting of the  
Illinois Community College Board  
February 15, 2002  
Illinois Valley Community College  
Oglesby, Illinois

Item #1 - Roll Call and Declaration of Quorum

Chairman Duffy called the meeting to order at 9:00 a.m. Roll call was taken with the following members present: Edward Duffy, Inez Galvan, Dawood Nagda, Joseph Neely, Martha Olsson, Lee Walker, and James Zerkle. James Berkel, Laura Godwin, Delores Ray, and Gwendolyn Rogers were absent.

Item #2 - Announcement and Remarks by Chairman Duffy

Chairman Duffy thanked Illinois Valley Community College for hosting the ICCB meeting.

At 10:00 a.m. this morning, Chairman Duffy will participate in a telephone conference call with the Illinois Board of Higher Education membership to vote on the new IBHE Executive Director.

As a result of a legislative resolution, a special Board of Higher Education committee (co-chaired by Chairman Duffy) conducted a study of Non-tenure-Track Faculty at Illinois Public Colleges and Universities. The committee will hold a hearing and report the results to the BHE on April 2 for action.

Item #3 - Remarks by Dr. Jean Goodnow, President, Illinois Valley Community College

President Goodnow gave welcoming remarks to the Illinois Community College Board members and guests. Dr. Goodnow also reported on educational programs that are provided to residents in the IVCC district.

Item #4 - Committee Reports

Item #4.1 - Adult Education Transition Committee

Inez Galvan reported that, although the Illinois population decreased during the recent census, the State of Illinois maintained its position as the fifth largest funded state for adult education in the nation.

The ICCB has issued a (state) fiscal year 2003 Request for Proposals to provide adult education and family literacy services. The grant period is July 1, 2002 until June 30, 2003.

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Federal appropriations for fiscal year 2003 is \$24,265,521.

Marilyn Schmidt, Chair of the Adult Education and Family Literacy Advisory Council, will address the Board during Agenda Item #8.

Item #4.2 - Funding Equity Study Committee

Jim Zerkle reported that the status of the funding study for higher education is essentially the same as the last reports. The Board received a copy of a letter from IBHE Executive Director Keith Sanders addressing concerns about the delays in the funding study's completion. Dr. Sanders indicated that the study should be drafted during March 2002.

Item #4.3 - Budget and Finance Committee

Martha Olsson reported that as part of the Budget and Finance Committee, the ICCB financial statements were reviewed. The statements include examination of ten funds.

Fiscal Year 2002 Office Administration expenditures were reviewed in more detail. The Executive Order filed by the Governor in September recommended that the Board reserve 1.2 percent of the general funds operating budget and to eliminate out-of-state travel and equipment expenditures.

The fiscal year 2003 budget will be presented by the Governor at his State of the State Address on February 20. The General Assembly will then begin to analyze and negotiate this new budget.

\* \* \*

Joe Cipfl reiterated that all of the Governor's requirements under the Executive Order have been adhered to by the Illinois Community College Board's office.

\* \* \*

Item #5 - Board Liaison Report

Item #5.1 - Status Report on Leadership and Core Values

Martha Olsson introduced Dr. Charles Novak as Chair of the Leadership and Core Values Steering Committee. Dr. Novak reported on plans for the National Leadership and Core Values Institute planned for June 30 to July 3, 2002 in Chicago. A *Call for Presentations* brochure was distributed to the Board.

The Steering Committee will meet next on March 8 in conjunction with the Presidents Council in Oak Brook. The main conference brochure will be published the first part of March.

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Item #6 - President/CEO's Report

Joe Cipfl commended Dr. Novak on his work with the Leadership and Core Values initiative. Also acknowledged were ICCB Member Martha Olsson and Lin Warfel of the Trustees Association. Members of the ICCB were urged to attend the national conference in Chicago during June-July.

Joe Cipfl thanked Dr. Goodnow for hosting the ICCB at Illinois Valley Community College. Dr. Cipfl also commended Dr. Goodnow for her leadership at IVCC and her success in addressing an asbestos issue at IVCC during the General Assembly's 2001 session.

Teacher preparation was the main focus at the ICCB's January 18 Work Session. A Governor's Education Summit was reassembled on January 28 to address this issue. Several community college presidents were present at this summit. A document entitled *Governor's Education Summit* was provided to the Board which highlighted summit discussion.

The Governor will deliver his State of the State Message and Budget Message on February 20. Teacher preparation is anticipated to be a fundamental part of the message.

On January 18, Governor Ryan terminated vocational education programs at Illinois prisons due to budget constraints. The Governor announced the reinstatement of these programs following discussions with the Illinois Community College Board, the Department of Corrections, the Department of Employment Security, and the Bureau of the Budget. The continuation of these programs will provide instruction and training for both adult male and female inmates in building trades, culinary arts, commercial custodian, horticulture, and auto mechanics courses. Almost 2,500 inmates are being provided training at any given time. Numerous research studies indicate that inmates with vocational training are less likely to return to prison than offenders who chose not to participate in these courses. The Workforce Investment Act program will provide \$4 million in federal dollars to reinstate the programs. Baccalaureate programs, however, were not reinstated. The Governor encourages colleges to use other resources to offer as many baccalaureate completion opportunities as may be possible.

Item #7 - Consent Agenda

James Zerkle made a motion to approve the following items, which was seconded by Inez Galvan:

Item #7.1 - Minutes of the January 18, 2002, ICCB Meeting (Work Session)

The Illinois Community College Board hereby approves the minutes of the January 18, 2002, meeting as recorded.

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Item #7.2 - New Units of Instruction

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**

Danville Area Community College

< Health Information Technician A.A.S. degree - 67 semester credit hours

College of DuPage

< Dental Hygiene A.A.S.degree - 128 quarter credit hours/85 semester credit hours

Joliet Junior College

< Medical Coding Specialist Certificate - 30 semester credit hours

Kankakee Community College

< Paralegal/Legal Assistant Studies A.A.S.degree - 66 semester credit hours

< Paralegal/Legal Assistant Studies Certificate- 36 semester credit hours

Oakton Community College

< Photography Certificate - 33 semester credit hours

Richland Community College

< Radiologic Technology A.A.S. degree - 72 semester credit hours

Triton College

< Leadership for Paramedics A.A.S. degree - 65 semester credit hours

Item #7.3 - Support of Resolution for Study of High School Graduation Requirements

The Illinois Community College Board hereby recommends legislative approval of a resolution calling for examination of the need for and impact of enhancing high school graduation requirements in Illinois.

Item #7.4 - Extension of Courses and Curriculum Out of State

The Illinois Community College Board hereby:

1. approves the out-of-state extension of courses for the College of DuPage in mid-level and advanced-level Spanish and the culture and civilization of Spain to be offered in Madrid, Spain; and

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2. approves the out-of-state extension of up to 32 semester credit hours of general education courses from Parkland College to be offered both on-site and online to students in Nairobi, Kenya.

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

\* \* \*

At 9:50 a.m., Chairman Duffy handed the meeting gavel to Vice Chairman Joseph Neely in order that he could participate in a telephone conference call with the Illinois Board of Higher Education to vote on the next Executive Director of the IBHE.

\* \* \*

Item #8 - Adult Education Advisory Council

Marilyn Schmidt, Chair of the newly formed Adult Education and Family Literacy Advisory Council, provided the Board with an overview of Council structure and activities. The Council was established in statute when the administration of Adult Education and Family Literacy programs was transferred to the Illinois Community College Board in 2001. The Advisory Council is composed of 25 members plus the chair from relevant state, local, and other interested entities. A member of the Legislature serves on the council.

\* \* \*

10:15 - 10:30 a.m. - Break

Chairman Duffy returned to the meeting and announced that Dr. Daniel J. LaVista, president of McHenry County College, has been selected to be the next Executive Director of the Illinois Board of Higher Education upon the retirement of Dr. Keith Sanders on May 31, 2002. The vote was unanimous.

\* \* \*

Item #9 - Community College System Funding Study Task Force

The Community College System Funding Study Task Force co-chairs, Dr. Robert Luther, President of Lake Land College, and Lin Warfel, Trustee at Parkland College, along with ICCB Chief Financial Officer Don Wilske made a presentation on funding issues under consideration for the community college system.

Task force meetings are being conducted and recommendations will be completed by June 2002.

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Item #10 - Legislative Update

Item #10.1 - State Legislative Report

Tom Ryder reported the Governor's State of the State and Budget message will be delivered on February 20. The House is not expected to meet between February 20 and March 19, the date of the Primary Election. The Senate may continue meeting during that period.

The Board received a Legislative Update and other legislative information in a prior mailing. A Legislative Update will continue to be sent to the Board every two weeks. Preferred style and format of Legislative information was discussed with the Board.

On March 14, staff will appear before the House Higher Education Committee for the fiscal year 2003 budget. The Senate Higher Education Committee hearing will be held on April 8.

Item #10.2 - Federal Legislative Report

The Board received a report on federal legislative issues affecting the Illinois Community College System.

Item #11 - Advisory Organizations

Item #11.1 - Presidents Council

Gretchen Naff commended Dr. Daniel LaVista's selection as the next Executive Director of the Illinois Board of Higher Education.

The Presidents Council's major focus at the present time is the system budget and capital projects for the Illinois community colleges.

The Council also supports the IBHE's study on high school graduation requirements, and commended Chairman Duffy's work with the BHE's *Study of Nontenure-Track Faculty at Illinois Public Colleges and Universities*. Comments in regard to the study will be collected from presidents and presented to Chairman Duffy.

Teacher preparation is a key issue for the Council and several presidents participated in the Governor's Education Summit. Comments are also being collected from presidents in regard to the final recommendations.

On March 6-7, a teachers quality conference will be held in Bloomington. Community college representatives will attend to discuss this system's role in teacher preparation.



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The Council will be working with the AACC, universities and local hospitals to block the initiative of the American Association of Colleges of Nursing (AACN) to prevent associate degree nursing graduates from sitting for the registered nursing exam and receiving accreditation.

Bob Luther, Lin Warfel, Joe Cipfl, Don Wilske, and the ICCB Finance Advisory Committee were commended for their work on the community college funding study.

Dr. Naff thanked the Illinois Community College Board, Joe Cipfl, and ICCB staff for their efforts on the reinstatement of prison programs offered by community colleges.

#### Item #11.2 - Illinois Community College Faculty Association

Leo Welch asked that President Gretchen Naff include the Faculty Association in addressing the associate degree nursing accreditation issue.

The Executive Committee of the Faculty Association recently met on February 7 in Springfield to analyze the 2001 Teaching/Learning Excellence Conference. The conference exceeded the previous year's attendance. Appreciation was expressed to Joe Cipfl and ICCB staff for their assistance in making the conference a success.

Also at the February 7 meeting, endorsement was given on the House Joint Resolution on adoption of the core curriculum which was generated by the Illinois Board of Higher Education. Mr. Welch addressed other issues of the core curriculum, specifically the vocational programs — medical laboratory technology is struggling.

Mr. Welch also reported on his plans to attend an upcoming meeting of the American Association of University Professors in Chicago.

#### Item #11.3 - Student Advisory Committee

Dawood Nagda reported that, at the next SAC meeting, the 2002-2003 ICCB Student Member will be selected. Board input was requested on the type of information next year's student might report at future meetings. Chairman Duffy suggested that cooperation and interaction be continued with the Board of Higher Education's student member and this Board might be informed of their activities. Dawood will bring BHE updates to the ICCB's June meeting.

A report was also given on plans for Student Lobby Day.

ICCB staff is assisting in the establishment of a student website.

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Item #11.4 - Illinois Community College Trustees Association

Gary Davis reported that the trustees are very pleased that Dr. Daniel LaVista will be the next Executive Director of the Illinois Board of Higher Education.

The Trustees Association was pleased that Tom Ryder was in attendance at the recent Trustees Legislative Seminar in Washington D. C. Members of Congress were thanked for distribution of Pell Grants which enabled 54,000 students to attend the Illinois community colleges. Several community college presidents and Representative Manzullo were commended for their congressional efforts in securing these grants.

The Illinois Community College Board, Joe Cipfl, and ICCB staff were commended for their efforts in the reinstatement of prison programs offered by the Illinois community colleges.

The Trustees Lobby Day is scheduled for April 16-17.

The Trustees Annual Convention will be held on June 13-15 at the Crowne Plaza in Springfield. The convention theme is "Results", which will focus on the way community colleges improve the quality of life for Illinois residents.

Item #12 - Information Items

Item#12.1 - Summary of Capital Projects Approved by the President/CEO During Calendar Year 2001

This report provides the Board with information on the 114 capital projects totaling \$51.0 million that were granted approval by the President/CEO during the calendar year 2001.

Item #12.2 - Fiscal Year 2002 Financial Statements (July 1, 2001 - January 31, 2002)

Financial statements are provided for the Board's information and review

Item#12.3 - Student Enrollments and Completions in the Illinois Community College System - Fiscal Year 2001

This report reflects results of analysis of fiscal year 2001 data on students as provided by the colleges at the close of the fiscal year.

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Item #14 - Adjournment

Dawood Nagda made a motion, which was seconded by Lee Walker, to adjourn the meeting at 12:15 p.m. The motion was approved by unanimous voice vote.

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Edward T. Duffy, Chair

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Joseph J. Cipfl, President/CEO

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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**

Elgin Community College

- < Entrepreneurship AAS (63 credit hours)
- < Advanced Entrepreneurship Certificate (48 credit hours)
- < Intermediate Entrepreneurship Certificate (30 credit hours)

Illinois Valley Community College

- < Graphic Design Technology AAS (65 credit hours)

Morton College

- < Early Childhood Education AAS (63 credit hours)
- < Early Childhood Education Certificate (30 credit hours)

Southwestern Illinois College

- < Respiratory Care AAS (71 credit hours)

Waubonsee Community College

- < TV/Internet/Radio Broadcasting AAS (67 credit hrs)
- < TV/Internet/Radio Broadcasting Cert (30 credit hrs)

**BACKGROUND**

**Elgin Community College** is seeking approval to offer a series of certificate programs (Introductory Entrepreneurship-12 semester credit hours; Intermediate Entrepreneurship-30 semester credit hours; and Advanced Entrepreneurship-48 semester credit hours) that ladder into an A.A.S. degree in "Entrepreneurship" (63 semester credit hours). The Introductory certificate will provide students with a foundation of information to evaluate his/her ideas for business, to formulate those ideas into

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a concrete business plan, and to learn how to manage and market a small business. Each of the certificate builds knowledge and skills onto the previous one leading to the A.A.S. degree which will provide students with in-depth training in finance, management, marketing and sales to prepare the student for a successful entrepreneurial experience. The curricula consists of coursework in introductory, intermediate and advanced entrepreneurship, small business management, introductory and intermediate business plan writing, sales, marketing, financial accounting and small business finance, software applications, leadership development, e-Commerce and an optional series of special topics courses in small business management. In addition the degree program includes general education requirements. The college anticipates a combined enrollment of 40 part-time students the first three years. Alternate labor market information provided by the college supports student and community interest in an entrepreneurship program within this district. The programs will require six new part-time and two existing full-time instructors the first year. Costs for implementing this program will be approximately \$12,850 the first year, \$23,312 the second and third years.

**Illinois Valley Community College** is seeking approval to offer a 65 semester credit hour Associate in Applied Science degree program in “Graphic Design Technology”. This program will prepare individuals for entry-level employment as graphic designers in a variety of settings, including newspapers, magazines, advertising agencies, print companies and other publishing-related businesses. The program was designed to align closely with businesses that use computer design technology, animation, web page design and development. The curriculum consists of coursework in graphic design, visual communications, web design, using Adobe Photoshop and Illustrator, and Quark, print technology, multimedia and a graphic design internship in addition to general education studies.

The college anticipates an enrollment of 10 part-time and 5 full-time students the first year, increasing to 20 part-time and 10 full-time students by the third year. Labor market information provided by the college supports the need for a formal training program in graphic design for within the college district. The program will require one existing full and part-time faculty member the first year. The cost of implementing this program will be approximately \$80,650 the first year, \$65,328 the second year, and \$70,065 the third year. Costs reflect the purchase and upgrade of equipment and the addition of one part-time instructor the second and third years.

**Morton College** is seeking approval to offer a 63 semester credit hour A.A.S. degree program and a 30 semester credit hour certificate program in “Early Childhood Education”. The degree program will train individuals for employment in daycare and preschool settings as teachers, managers and administrators. The program provides both the theoretical knowledge and practical skills needed for dealing with young children in these settings. The certificate program will train individuals for employment as daycare providers or teacher-assistants in the child care field. The curricula consists of coursework in early childhood education, early childhood growth and development, health, safety and nutrition for young children, language arts, math and science for young children, family, school and the community, the exceptional child, and activities and resources for young children, in addition to an internship in early childhood education. The degree program builds on the certificate

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to include play and assessment of young children, music and art for young children, literacy in children, observation and guidance of children, daycare facility management and general education studies. The college anticipates a combined enrollment of 15 full-time students the first year, increasing to 30 full-time students by the third year. Labor market information provided by the college indicates the need for skilled early childhood education teachers and facilities managers and administrators both within the district and statewide. The programs will require nine existing part-time instructors and one new full-time instructor the first year. Costs for implementing these programs will be approximately \$10,870 the first year, \$16,510 the second year, and \$20,740 the third year.

**Southwestern Illinois College** is seeking approval to offer a 71 semester credit hour Associate in Applied Science degree program in Respiratory Care. This program will train individuals for employment as entry-level and advanced-level respiratory care practitioners capable of safely and effectively administering respiratory services to all types of patients of all ages, in and out of the hospital setting. The degree program will train students at the advanced-practitioner level and builds upon the college's existing certificate program which trains students as entry-level practitioners. The curriculum consists of coursework in entry-level, intermediate- and advanced-level respiratory care practices and procedures, patient assessment, pharmacology, cardiopulmonary anatomy, physiology, and pathology, and a required respiratory care clinical, in addition to general education studies. The existing and proposed curricula were developed according to the new standards and guidelines for respiratory care programs published by the Committee on Accreditation for Respiratory Care Education (CoARC), the accrediting body for respiratory care programs, and will prepare students for completing the National Board for Respiratory Care (NBRC) examination to obtain their licensure as a Respiratory Care Practitioner. Licensure is required for employment in the State of Illinois. SWIC's existing certificate program currently holds CoARC accreditation, and approval of the proposed degree program will meet their new standards and guidelines for continued accreditation. The college anticipates an enrollment of six full-time and four part-time students the first year, increasing to ten full-time and six part-time by the third year. Labor market information provided by the college supports the need for respiratory care practitioners both district and statewide. The program will require two existing faculty the first year. No new costs will be incurred for the implementation of this program.

**Waubonsee Community College** is seeking approval to offer a 67 semester credit hour Associate in Applied Science degree program and a 30 semester credit hour certificate program in "Television/Internet/Radio Broadcasting". The programs will prepare individuals for entry-level employment in program production, news-related broadcasting, technical assistance, sales and general administration at both large and small broadcast stations. The certificate curriculum consists of coursework in mass communications, television production, broadcast writing and announcing, radio production, internet broadcasting, business of radio/TV/internet, and a broadcasting internship. The A.A.S. curriculum builds on this to include focused electives in the areas of program production, news-related broadcasting, mass media ethics and law in addition to general studies. The radio/tv/internet broadcasting internship is also required for completion of the degree program. Because many courses in this program are approved by the Illinois Articulation Initiative (IAI), they

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are transferrable, making articulation to four-year degree programs in broadcasting or mass communications easy for students. Course by course articulations would allow WCC graduates to transfer coursework into seven four-year institutions statewide.

The college anticipates a combined enrollment of three full-time and 10 part-time students the first year, increasing to 10 full-time and 30 part-time students by the third year. Labor market information provided by the college supports the need for and interest in a program in broadcasting within this district. The programs will require one existing and three new part-time faculty the first year. Costs for implementing these programs will be approximately \$29,000 the first year, \$31,000 the second year, and \$10,000 the third year. Higher first and second year costs reflect the purchase of equipment.

### **TEMPORARY PROGRAM APPROVAL**

#### Lewis & Clark Community College

- < Web Design AAS (66 credit hours)
- < Web Application Developer AAS (66 credit hours)
- < Computer Graphics AAS (65 credit hours)
- < Computer Graphics Certificate (40 credit hours)

### **BACKGROUND**

**Lewis & Clark Community College** is seeking temporary approval for a period of three years to offer an Associate in Applied Science degree program in “Web Design” (66 semester credit hours). The program will prepare individuals for employment as web designers, those individuals who are capable of creating, building and maintaining corporate and public web sites. The curriculum will consist of coursework in computer literacy, e-commerce, Adobe Photoshop, web page design essentials, computer animation, digital photography, Adobe GoLive, Macromedia Dreamweaver and Flash, specific programming languages Java Script/HTML, and technical writing and mathematics, in addition to general studies. This program was designed according to the requirements for certification of WebMasters and Web Designers through the World Organization of WebMasters (WOW). The college developed this program to meet the emerging needs of its numerous information technology and business employers within their district and anticipates an enrollment of 10 full-time and five part-time students the first year, increasing to 15 full-time and 10 part-time students by the third year. *Permanent approval of this program will be considered at the end of a three year period based on program outcomes.*

**Lewis & Clark Community College** is seeking temporary approval for a period of three years to offer a “Web Application Developer” Associate in Applied Science degree program (66 semester credit hours). The program will prepare individuals for employment as web programmers in both public and corporate settings. The curriculum will consist of coursework in computer literacy, e-

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commerce, Adobe Photoshop, web page design essentials, and specific web programming languages such as JavaScript/HTML, C, CGI/Perl, VB Script, C++, XML, Java, and Active Server Pages, in addition to general studies. This program was designed according to the requirements for certification of Web Application Developers through the World Organization of WebMasters (WOW). The college developed this program to meet the emerging needs of its numerous information technology and business employers within their district and anticipates an enrollment of 10 full-time and five part-time students the first year, increasing to 15 full-time and 10 part-time students by the third year. This program compliments the college's existing degree programs in Mainframe/Microcomputer Programming and Database Programming. *Permanent approval of this program will be considered at the end of a three year period based on program outcomes.*

**Lewis & Clark Community College** is seeking temporary approval to offer a 40 semester credit hour advanced-level certificate program in "Computer Graphics" for a period of three years. The program will prepare individuals who already possess education and/or training in the art field for entry-level employment in computer graphics or graphic design. The curriculum consists of coursework in basic and intermediate design, introductory and intermediate graphic design, desktop publishing, digital imaging, presentation graphics, electronic illustration, art and three-dimensional design. Elective options for students include photography, journalism, video production, and web page design. Labor market information provided by the college supports the need for individuals with training in computer graphics at both the entry- and advanced-levels throughout the college district and statewide. The college anticipates enrollments of 10 full-time and five part-time students the first year, increasing to 15 full-time and 10 part-time students by the third year. *Permanent approval of this program will be considered at the end of a three year period based on program outcomes.*

**Lewis & Clark Community College** is seeking temporary approval to offer a 65 semester credit hour Associate in Applied Science degree program in "Computer Graphics" for a period of three years. The program will prepare individuals for entry-level employment in computer graphics or graphic design with the option to specialize in one of four areas: art, journalism, web publishing or video production. The curriculum consists of coursework in basic and intermediate design, introductory, intermediate and advanced graphic design, desktop publishing, presentation graphics, art and three-dimensional design, computer animation, and a cooperative education experience, in addition to general education studies. Focused elective options for students include photography, journalism, video production, and web page design. Labor market information provided by the college supports the need for individuals with training in computer graphics at both the entry- and advanced-levels throughout the college district and statewide. The college anticipates enrollments of 10 full-time and five part-time students the first year, increasing to 15 full-time and 10 part-time students by the third year. *Permanent approval of this program will be considered at the end of a three year period based on program outcomes.*

### **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:



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College of Lake County

- < Automotive Damage Estimator Certificate (14 credit hours)
- < Refinish Technician Certificate (16 credit hours)
- < Structural Repair Technician Certificate (21 credit hours)
- < Small Business Management Certificate (21 credit hours)

Elgin Community College

- < Introductory Entrepreneurship Certificate (12 credit hours)

Illinois Valley Community College

- < Graphic Design Technology Cert (25 credit hours)

Kaskaskia College

- < Massage Therapy Certificate (29 credit hours)

Lake Land College

- < Psychiatric Rehabilitation Certificate (14 credit hours)

Moraine Valley Community College

- < Polysomnography Certificate (23 credit hours)

Waubensee Community College

- < Beginning Health Care Interpreting Certificate (7 credit hours)

Wm. Rainey Harper College

- < Mammography Certificate (12 credit hours)

Wilbur Wright College

- < Forensic Computer Investigation Cert (19 credit hours)

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**AUTHORIZATION TO ENTER INTO CONTRACT FOR  
THE PURCHASE OF EDP EQUIPMENT**

ICCB policy provides for contracts over \$20,000 to be approved by the Board. Contracts under require written notification to the Board before execution and those under \$5,000 require no Board approval. This authorization will allow the President/CEO to enter into contract to purchase the equipment.

**RECOMMENDED ACTION**

It is recommended that the following motion be adopted:

The Illinois Community College Board hereby authorizes its President/CEO to enter into a contract for up to \$160,000 for the purchase of a mid-range computer system.

**BACKGROUND.** The ICCB purchased its existing minicomputer, an IBM RS/6000, in 1992. As demands upon it have increased, the performance of this primary computing system has deteriorated to the point of disrupting normal business functions. Recently, two periods of downtime of at least three weeks have occurred. Replacement of this system has been planned for several years. The new system will be competitively bid.

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**PROPOSED POLICY GUIDELINES FOR RESTRICTED  
GRANT EXPENDITURES AND REPORTING FOR FISCAL YEAR 2003**

In order to have ICCB fiscal year 2003 restricted grant policy guidelines in place by July 1, 2002, the Board is now being presented with a set of proposed policy guidelines. Formal approval will be requested at the June 14, 2002 meeting. Policy guidelines for the following programs are included: Workforce Development, P-16 Initiative, Advanced Technology, Special Populations, Deferred Maintenance, and Retirees Health Insurance. ICCB staff have/will review these proposed policy guidelines with various constituent groups from the community college system before the June meeting. Changes from the current language for grants existing in fiscal year 2002 are indicated by strikeouts for deletions and underlining for additions. There are no new grants proposed for fiscal year 2003.

**FOR FUTURE CONSIDERATION**

Illinois Community College Board

**PROPOSED POLICY GUIDELINES FOR RESTRICTED GRANT  
EXPENDITURES AND REPORTING  
FISCAL YEAR 2003**

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

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

Activities in the Workforce Development Grant-Business and Industry Services Component may include any of the following:

1. Conduct customized training programs for new or existing businesses and industry through the following activities:
  - C develop and offer customized industrial or commercially sponsored courses
  - establish apprenticeship, internship, or work-based learning programs with area business and industry.
  
2. Provide the following employment training services for unemployed or underemployed adults to improve their job skills and assist them in seeking employment:
  - C establish and/or operate career counseling and testing programs
  - C provide job placement assistance
  - C conduct courses, workshops, and seminars not claimed for credit hour grant funding.
  
3. Cooperate with business and industry and economic development entities such as Chambers of Commerce, economic development commissions, and local governments involved in commercial and industrial expansion and/or retention to:
  - provide courses, workshops, seminars, or conferences to area business and industry and economic development entities on such topics as training; financing, starting and operating a business; government contract procurement; export assistance; purchasing and accounting; occupational/workforce training open to the general public, such as continuing professional development; and use of advanced technology equipment, such as computers
  - C identify and develop educational programs needed by business and industry for emerging or high growth occupations

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- C obtain the use of equipment from business and industry for employment training programs
  - C assist with assessments of the area's assets and liabilities in attracting and retaining business and industry
  - C assist with retention surveys to assess the need for training or other assistance by area businesses and other organizations
  - C provide appropriate training assistance or services determined necessary by surveys or assessments
  - C help to market the area to prospective business and industry.
4. Cooperate with community colleges, public universities, private colleges, and other organizations to conduct assessments of the need for higher education, to articulate the educational services being provided, and to utilize telecommunications networks for instructional delivery and support.

**Allowable Expenditures**

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

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

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

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

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

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

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

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

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

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

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

### **Expenditure Limitations**

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

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

### **Grant Administrative Standards**

Those courses eligible to be claimed on the ICCB S3 instructional credit hour claim, but are funded by this grant, must be reported as nonreimbursable on the ICCB S3 instructional credit hour claim.

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

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

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

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

**Transfer of Funds.** Up to one-half (50 percent) ~~one-third (33 percent)~~ of the Workforce Development Grant-Business and Industry Services Component may be transferred, at the district's discretion, to other components of the Workforce Development Grant. A minimum of one-half (50 percent) ~~two-thirds (67 percent)~~ of the initial Workforce Development Grant-Business and Industry Services Component received by the district must be expended on the activities and expenditures listed above.

Example:

	<u>Original</u>	<u>Transfer</u>	<u>Revised</u>
Business and Industry Services	\$300,000	( <del>\$150,000</del> <del>+00,000</del> ) 50% <del>33%</del>	<u>\$150,000</u> <del>200,000</del> 50% <del>67%</del>
Education-to-Careers	\$120,000	(\$ <del>6,000</del> <del>20,000</del> ) 5% <del>16.7%</del>	<u>\$114,000</u> <del>+00,000</del> 95% <del>83.3%</del>
<del>Welfare-to-Work</del>	<del>\$150,000</del>	<del>+\$120,000</del>	<del>\$270,000</del>
<u>Welfare/Low-Income Support Services</u>	<u>\$150,000</u>	<u>+\$156,000</u>	<u>\$306,000</u>
<u>Current Workforce Training</u>	<u>\$100,000</u>		<u>\$100,000</u>
Total Workforce Development Grant	<u>\$670,000</u> <del>570,000</del>	-0-	<u>\$670,000</u> <del>570,000</del>

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**PROPOSED POLICY GUIDELINES FOR RESTRICTED GRANT  
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***Workforce Development Grant  
Current Workforce Training Component Grant***

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

**Allowable Expenditures**

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

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

**Expenditure Limitations**

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



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

### **Grant Administrative Standards**

Those courses eligible to be claimed on the ICCB S3 instructional credit hour claim, but are funded by this grant, must be reported as nonreimbursable on the ICCB S3 instructional credit hour claim.

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

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

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

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

### **Transfer of Funds**

Up to one-half (50 percent) of the Workforce Development Grant-Current Workforce Training Component may be transferred, at the district's discretion, to other components of the Workforce Development Grant. A minimum of one-half (50 percent) of the initial Workforce Development Grant-Current Workforce Training Component received by the district must be expended on the activities and expenditures listed above.

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<u>Example:</u>	<u>Original</u>	<u>Transfer</u>	<u>Revised</u>
<u>Business and Industry Services</u>	<u>\$300,000</u>	<u>(\$150,000)</u> <u>50%</u>	<u>\$150,000</u> <u>50%</u>
<u>Education-to-Careers</u>	<u>\$120,000</u>	<u>(\$ 6,000)</u> <u>5%</u>	<u>\$114,000</u> <u>95%</u>
<u>Welfare/Low-Income Support Services</u>	<u>\$150,000</u>	<u>+\$156,000</u>	<u>\$306,000</u>
<u>Current Workforce Training</u>	<u>\$100,000</u>		<u>\$100,000</u>
<u>Total Workforce Development Grant</u>	<u>\$670,000</u>	<u>-0-</u>	<u>\$670,000</u>

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**PROPOSED POLICY GUIDELINES FOR RESTRICTED GRANT  
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***Workforce Development Grant  
Education-to-Careers Component***

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

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

1. Integration of ETC components into academic and technical instruction through:
  - development of integrated and articulated curricula between secondary, community college, and baccalaureate degree-granting institutions.
  - restructured and updated academic training programs, equipment, and work-based learning experiences to meet current industry standards.
  - integration of academic and technical instruction with work-based experiences, including applied methodologies, team-teaching strategies, and instruction in all aspects of an industry.
2. Development of school-based and work-based and/or work-site learning experiences.
3. Development and implementation of seamless programs of study through such mechanisms as articulation, faculty exchanges, or dual enrollment.
4. Sustainment of local ETC partnerships through:
  - implementations and operation of the local One-Stop Career Center and support of associated program, service site, and One-Stop system costs (refer to HRIC/IWIB Sharing Policy Framework).
  - integration of local ETC partnership activities into the college system for sustainability.

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

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

Development of continual assessment procedures for ETC programs and activities.

**Allowable Expenditures**

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

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

*Materials*

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

*Equipment* - the lease or purchase of equipment used to update academic and training programs to meet current industry standards, or to develop school or work-based learning experiences, or to assist students with career selection or development. Equipment may not be used for administrative purposes.

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

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

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

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

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

**Expenditure Limitations** — None

**Grant Administrative Standards**

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

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

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

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

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

**Transfer of Funds.** Up to one-half (50 percent) ~~one-third (33 percent)~~ of the Workforce Development Grant - Education-to-Careers Component may be transferred, at the district's discretion, to other components of the Workforce Development Grant. A minimum of one-half (50 percent) ~~two-thirds (67 percent)~~ of the initial Workforce Development Grant-Education-to-Careers Component received by the district must be expended on the activities and expenditures listed above.

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Example:	Original	Transfer	Revised
Business and Industry Services	\$300,000	<del>(\$150,000 100,000)</del> <u>50% 33%</u>	<del>\$150,000 200,000</del> <u>50% 67%</u>
Education-to-Careers	\$120,000	<del>(\$ 6,000 20,000)</del> <u>5% 16.7%</u>	<del>\$114,000 100,000</del> <u>95% 83.3%</u>
<del>Welfare-to-Work</del>	<del>\$150,000</del>	<del>+\$120,000</del>	<del>\$270,000</del>
<u>Welfare/Low-Income Support Services</u>	<u>\$150,000</u>	<u>+\$156,000</u>	<u>\$306,000</u>
<u>Current Workforce Training</u>	<u>\$100,000</u>		<u>\$100,000</u>
Total Workforce Development Grant	<del>\$670,000 570,000</del>	-0-	<del>\$670,000 570,000</del>

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**PROPOSED POLICY GUIDELINES FOR RESTRICTED GRANT  
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***Workforce Development Grant  
Welfare/Low-Income Support Services ~~Welfare-to-Work~~ Component***

**Purpose of Grant.** The Workforce Development Grant–Welfare/Low-Income (working poor) Support Services ~~Welfare-to-Work~~ Component is designed to fund the infrastructure for working with welfare recipients and the working poor at each community college. These funds help provide support for welfare clients and/or low-income students ~~welfare-to-work initiatives~~ at the college and/or in cooperation with local Department of Human Services offices (DHS) and to support educational activities allowed under the Illinois Welfare-to-Work law. The grant funds specifically support a welfare/low-income ~~welfare-to-work~~ liaison at each college to work with all existing entities who interact with welfare recipients, such as business and industry, job training, local DHS offices, and other education and training entities. The liaison provides and identifies linkages to educational services such as career assessment, financial aid, instruction, job coaching, mentoring, and counseling for welfare recipients who are presently working or need skills to enter the workforce and the working poor. They also work with business and industry to identify skill upgrading and career opportunities where jobs are available.

**Allowable Expenditures**

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

*Career and skill assessment testing* as needed for recipients.

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

*Equipment* - computers and components for 1) reporting and tracking welfare recipients and working poor students, and 2) for use by welfare recipients and working poor students in education, career assessment, and job preparation activities.

*Operating Costs* - includes copying, consumable supplies, utilities and telephone, promotional materials, and facility rental associated with welfare/working poor support ~~welfare-to-work~~ activities.

*Travel* - travel expenses as related to welfare/working poor support ~~welfare-to-work~~ activities.

*Staff development* - seminars, courses, and conferences for staff.

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

**Expenditure Limitations** — None

**Grant Administrative Standards**

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

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

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

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

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

**Transfer of Funds**

Up to one-half (50 percent) ~~one-third (33 percent)~~ of the Workforce Development Grant–Welfare/Low-Income Support Services ~~Welfare-to-Work~~ Component may be transferred, at the district's discretion, to other components of the Workforce Development Grant. A minimum of one-half (50 percent) ~~two-thirds (67 percent)~~ of the initial Workforce Development Grant–Welfare/Low-Income Support Services ~~Welfare-to-Work~~ Component received by the district must be expended on the activities and expenditures listed above.



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Example:

	<u>Original</u>	<u>Transfer</u>	<u>Revised</u>
Business and Industry Services	\$300,000	( <del>\$150,000</del> <del>100,000</del> ) 50% 33%	<del>\$150,000</del> <del>200,000</del> 50% 67%
Education-to-Careers	\$120,000	(\$ <del>6,000</del> <del>20,000</del> ) 5% 16.7%	<del>\$114,000</del> <del>100,000</del> 95% 83.3%
<del>Welfare-to-Work</del>	<del>\$150,000</del>	<del>+\$120,000</del>	<del>\$270,000</del>
<u>Welfare/Low-Income Support Services</u>	<u>\$150,000</u>	<u>+\$156,000</u>	<u>\$306,000</u>
Current Workforce Training	\$100,000		\$100,000
Total Workforce Development Grant	<u>\$670,000</u> <del>570,000</del>	-0-	<u>\$670,000</u> <del>570,000</del>

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**PROPOSED POLICY GUIDELINES FOR RESTRICTED GRANT  
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***P-16 Initiative Grant Accelerated College Enrollment (ACE)***

**Purpose of Grant.** ~~P-16 Initiative Accelerated College Enrollment Grant~~ funding is intended to allow community colleges to address the need to strengthen student preparation within the P-16 education spectrum in two ways: expand their service to high school students desiring to take college-level classes prior to receiving their high school diploma. The grant is designed to assist high school students desiring to enroll in college-level classes to accelerate their college coursework.

1. expand their service to high school students desiring to take college-level classes prior to receiving their high school diploma to accelerate their college coursework (formerly known as the Accelerated College Enrollment Grant). Funds are to be used primarily to support in-district high school students. In instances where students from outside the college district are being served, a written agreement must be in place between the community college providing the instruction and the student's home community college;
  
2. implement and/or expand programs and services that relate to teacher preparation (certification) and professional development (recertification). The intent is to allow colleges to enhance or expand current activities. Funds used for this purpose must **supplement, not supplant**, funds currently being directed to teacher preparation and/or professional development programs and services for K-12 teachers and for college faculty involved in delivering instruction directly related to teacher preparation or recertification.

**Allowable Expenditures**

*Tuition and Fees for Dual Credit/Dual Enrollment* - the expense of course tuition and universal fees associated with the coursework of the high school student participating in dual credit or dual enrollment opportunities ACE student. The student must be enrolled as of the midterm to receive the funding (i.e., eligible for credit hour grant funding). Funds are to be used primarily to support in-district high school students. In instances where students from outside the college district are being served, a written agreement must be in place between the community college providing the instruction and the student's home community college.

College districts will receive credit for eligible midterm student enrollments at ~~the rate of \$55 per credit hour regardless of the local district's in-district~~ tuition and universal fee rates, up to the total amount allocated to the district. The college may use these funds for full or partial coverage of the

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high school student's tuition and universal fees for courses generating ICCB reimbursable credit hours during a semester in the current fiscal year.

Teacher Preparation and Professional Development - the expenses associated with:

1. the development and/or implementation of new professional education courses, including related professional development for faculty
2. partnerships with teacher preparation programs at senior institutions for the purpose of increasing articulation opportunities or developing new models of teacher preparation curricula
3. development and/or implementation of professional development opportunities for current teachers, particularly related to recertification requirements
4. partnerships with K-12 schools, districts, or regional offices of education to enhance professional development opportunities for current teachers.

### **Expenditure Limitations**

Dual Credit/Dual Enrollment - All allowable expenditures must be directly associated with high school students involved in dual credit/dual enrollment opportunities ~~the Accelerated College Enrollment student.~~ The student must be taking college-level courses offered during a semester in the current fiscal year. Funds may not be used for coursework in Adult Basic or Secondary Education (ABE/ASE), English as a Second Language (ESL), General Educational Development (GED), or Remedial/Developmental (i.e., the courses must be approved by the ICCB as funding category: Baccalaureate, Business, Technical, or Health).

Teacher Preparation and Professional Development: The intent of this category of expenditures is to allow colleges to enhance or expand current activities. All allowable expenditures must **supplement, not supplant**, funds currently being directed to teacher preparation and/or professional development programs and services for K-12 teachers and for college faculty involved in delivering instruction directly related to teacher preparation or recertification.

### **Grant Administrative Standards**

Report of activities supported by the P-16 Initiative ~~Accelerated College Enrollment~~ Grant shall be filed with the ICCB by August 1 following the end of the fiscal year on forms provided by the ICCB.

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

The grant funds shall be expended or obligated prior to June 30 each year, the last day of the fiscal year. Grant funds should be accounted for in the same period as in the credit hour claiming process. Unexpended funds totaling \$100 or more shall be returned to the ICCB by October 15 following the

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

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

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***Advanced Technology Grant  
ILCCO Student Support Center Component ~~Illinois Community Colleges Online Grant~~***

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

**Allowable Expenditures**

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

*Library support and test proctoring services* for online students.

*Marketing & promotional activities* for online students.

Travel costs associated with staff attending ILCCO and IVC student support center meetings and events.

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

**Expenditure Limitations**

These grant funds may NOT be used to purchase equipment, software, and/or software license. All expenditures shall serve to continue, increase, and/or improve student support services and offerings for online students ~~in Illinois~~.

**Grant Administrative Standards**

Reports of activities and services supported by the Advanced Technology Grant-ILCCO Student Support Center Component ~~Illinois Community College Online Grant~~ shall be filed with the ICCB by August 1 following the end of the fiscal year on forms provided by the ICCB.

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

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

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

**Transfer of Funds.** Up to one-half (50 percent) of the Advanced Technology Grant–Illinois Community Colleges OnLine Component may be transferred, at the district’s discretion, to other components of the Advanced Technology Grant. A minimum of one-half (50 percent) of the initial Advanced Technology Grant–Illinois Community Colleges OnLine Component received by the district must be expended on the activities and expenditures listed above.

<u>Example:</u>	<u>Original</u>	<u>Transfer</u>	<u>Revised</u>
<u>Instructional Equipment</u>	<u>\$300,000</u>	<u>\$120,000</u>	<u>\$420,000</u>
<u>Technology Support</u>	<u>\$120,000</u>		<u>\$120,000</u>
<u>Staff Technical Skills Enhancement</u>	<u>\$240,000</u>	<u>(\$120,000)</u>	<u>\$120,000</u>
		<u>50%</u>	<u>50%</u>
<u>Illinois Community Colleges Online</u>	<u>\$ 10,000</u>		<u>\$ 10,000</u>
<u>Total Advanced Technology Grant</u>	<u>\$670,000</u>	<u>-0-</u>	<u>\$670,000</u>

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**PROPOSED POLICY GUIDELINES FOR RESTRICTED GRANT  
EXPENDITURES AND REPORTING  
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*Advanced Technology Grant  
Instructional Equipment Component*

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

**Allowable Expenditures**

Lease or purchase demonstrators, models, trainers, and other instructional equipment needed for instruction or instructional support services, including:

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

**Expenditure Limitations** — None

**Grant Administrative Standards**

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

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

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

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

**Transfer of Funds.** Up to one-half (50 percent) ~~one-third (33 percent)~~ of the Advanced Technology Grant-Instructional Equipment Component may be transferred, at the district's discretion, to other components of the Advanced Technology Grant. A minimum of one-half (50 percent) ~~two-thirds (67 percent)~~ of the initial Advanced Technology Grant-Instructional Equipment Component received by the district must be expended on the activities and expenditures listed above.

Example:	<u>Original</u>	<u>Transfer</u>	<u>Revised</u>
Instructional Equipment	\$300,000	<u>\$120,000</u> <del>80,000</del>	<u>\$420,000</u> <del>380,000</del>
Technology Support	\$120,000		\$120,000
Staff Technical Skills Enhancement	\$240,000	<u>(\$120,000</u> <del>80,000)</del> 50% <del>33%</del>	<u>\$120,000</u> <del>160,000</del> 50% <del>67%</del>
Illinois Community Colleges Online	\$ 10,000		\$ 10,000
<b>Total Advanced Technology Grant</b>	<u>\$670,000</u> <del>660,000</del>	-0-	<u>\$670,000</u> <del>660,000</del>



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**PROPOSED POLICY GUIDELINES FOR RESTRICTED GRANT  
EXPENDITURES AND REPORTING  
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*Advanced Technology Grant  
Technology Support Component*

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

**Allowable Expenditures**

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

*Contractual expenses* related to engineering/technological support

*Staff development*

*Salaries and benefits* for technical personnel

*Maintenance agreements* for technology equipment

*Structural changes or remodeling* to support technology enhancements

*Wiring projects* in support of technology enhancements

*Wireless communications projects*

*Voice technology enhancements*

*Telecommunications line charges*

*Access provider fees*

*Local area and wide area networks*

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Course Management Systems (e.g., licensing fees, maintenance agreements, etc.)

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

**Expenditure Limitations** — None

**Grant Administrative Standards**

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

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

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

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

**Transfer of Funds.** Up to one-half (50 percent) ~~one-third (33 percent)~~ of the Advanced Technology Grant–Technology Support Component may be transferred, at the district’s discretion, to other components of the Advanced Technology Grant. A minimum of one-half (50 percent) ~~two-thirds (67 percent)~~ of the initial Advanced Technology Grant–Technology Support Component received by the district must be expended on the activities and expenditures listed above.

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Example:	<u>Original</u>	<u>Transfer</u>	<u>Revised</u>
Instructional Equipment	\$300,000	\$ <del>120,000</del> 80,000	\$ <del>420,000</del> 380,000
Technology Support	\$120,000		\$120,000
Staff Technical Skills Enhancement	\$240,000	(\$ <del>120,000</del> 80,000) <u>50%</u> 33%	\$ <del>120,000</del> 160,000 <u>50%</u> 67%
Illinois Community Colleges Online	\$ 10,000		\$ 10,000
<hr/>			
Total Advanced Technology Grant	\$ <del>670,000</del> 660,000	-0-	\$ <del>670,000</del> 660,000

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**PROPOSED POLICY GUIDELINES FOR RESTRICTED GRANT  
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*Advanced Technology Grant  
Staff Technical Skills Enhancement Component*

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

**Allowable Expenditures**

*Support of institutional instructional technology centers* that provide faculty and staff training in the use of computers, software, the Internet, multimedia presentations, distance learning, etc.

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

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

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

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

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

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

**Expenditure Limitations**

These grant funds may **NOT** be used to purchase for equipment purchases; software or software licenses; or for technology infrastructure, transmission, and maintenance costs.

**Grant Administrative Standards**

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

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

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

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

**Transfer of Funds.** Up to one-half (50 percent) of the Advanced Technology Grant–Staff Technical Skills Enhancement Component may be transferred, at the district’s discretion, to other components of the Advanced Technology Grant. A minimum of one-half (50 percent) of the initial Advanced Technology Grant–Staff Technical Skills Enhancement Component received by the district must be expended on the activities and expenditures listed above.

Example:	<u>Original</u>	<u>Transfer</u>	<u>Revised</u>
Instructional Equipment	\$300,000	<del>\$120,000</del> 80,000	<del>\$420,000</del> 380,000
Technology Support	\$120,000		\$120,000
Staff Technical Skills Enhancement	\$240,000	<del>(\$120,000</del> 80,000) 50% 33%	<del>\$120,000</del> 160,000 50% 67%
Illinois Community Colleges Online	\$ 10,000		\$ 10,000
<b>Total Advanced Technology Grant</b>	<b><u>\$670,000</u></b> <del>660,000</del>	-0-	<b><u>\$670,000</u></b> <del>660,000</del>

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**PROPOSED POLICY GUIDELINES FOR RESTRICTED GRANT  
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*Special Populations Grant*

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

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

**Allowable Expenditures**

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

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

*Testing and assessment* - assessment materials, instruments, fees, cost of test administration, and fees associated with the students' cost for taking the GED or ACT/SAT review course.

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

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*Auxiliary aids and services* - includes qualified interpreters and readers, notetakers, transcription services, written material, assistive listening devices, open and closed captioning, taped texts, audio recordings, Brailled materials, or other effective methods that make aurally or visually delivered materials available to person with visual or hearing impairments.

*Instructional equipment* - lease, acquisition, or modification of equipment or devices such as tape recorders, small computers, readers, desks, and special lab equipment.

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

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

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

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

### **Expenditure Limitations**

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

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

### **Grant Administrative Standards**

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

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

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

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



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**PROPOSED POLICY GUIDELINES FOR RESTRICTED GRANT  
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*Deferred Maintenance Grant*

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

**Allowable Expenditures**

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

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

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

**Expenditure Limitations**

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

**Grant Administrative Standards**

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

The grant funds shall be accounted for in a set of self-balancing accounts within the operations and maintenance fund (restricted).

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

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

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

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**PROPOSED POLICY GUIDELINES FOR RESTRICTED GRANT  
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***Retirees Health Insurance Grant***

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

**Allowable Expenditures**

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

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

**Expenditure Limitations**

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

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

**Grant Administrative Standards**

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

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

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