

# Illinois Community College Board

## 366th Meeting Agenda and Materials

September 15, 2006

John A. Logan College  
700 College Road  
Carterville, Illinois



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Agenda  
366<sup>th</sup> Meeting of the  
Illinois Community College Board  
John A Logan College  
700 Logan College Road  
Carterville, Illinois 62918

September 15, 2006

Committee Meetings

8:00 a.m. - Adult Education & Family Literacy Committee

8:00 a.m. - Budget and Finance Committee

9:00 *Tour of Campus*

9:30 - 12:00 noon

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Illinois Community College Board

**ILLINOIS COMMUNITY COLLEGE BOARD  
CALENDAR OF MEETINGS**

**RECOMMENDED ACTION:**

It is recommended that the following motion be adopted:

The Illinois Community College Board hereby approves the following new board meeting calendar dates listed below:

Calendar Year 2007

January 22 <sup>nd</sup>	9:00 a.m. -	ICCB Office, 401 East Capitol Avenue, Springfield
March 26 <sup>th</sup>	9:00 a.m. -	Southwestern Illinois College, Belleville
May 14 <sup>th</sup>	9:00 a.m. -	Illinois Central College, Peoria
June 8 <sup>th</sup>	9:00 a.m. -	ICCTA - Chicago
July 16 <sup>th</sup>		(Subject to Call)
September 10 <sup>th</sup>	9:00 a.m. -	ICCB Office, 401 East Capitol Avenue, Springfield
November 5 <sup>th</sup>		
December 17 <sup>th</sup>	9:00 a.m. -	Lake Land College, Mattoon
		(Subject to Call)

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**COMMUNITY COLLEGE TASK FORCE UPDATE**

There will be an oral report given to the board at the September 15<sup>th</sup> board meeting.

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**ICCB WEBSITE UPDATE**

There will be an oral report given to the board at the September 15<sup>th</sup> board meeting.

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**HOMELAND SECURITY INITIATIVE STATUS REPORT**

**Homeland Security Industry Education and Training Program**

The Illinois Community College Board and the Illinois Department of Commerce and Economic Opportunity in June, 2006, issued a Request for Proposals for innovative approaches that would provide an immediate contribution to the homeland security industry in Illinois. For the purposes of the Request for Proposal, homeland security was viewed in a broad context and includes such diverse needs as public safety, public health, integrity of computer networks, nanotechnology, sustainable energy production, and manufacture of vaccines.

There were twelve responses received from community colleges requesting a total of \$708,441. The Department of Commerce and Economic Opportunity through the Illinois Community College Board is making approximately \$200,000 available to fund the projects. Priority is being given to proposals that demonstrate a demand for homeland security related training and that addresses current or emerging workforce and professional skills needs in the homeland security industry. The proposals are being reviewed with grant awards to be announced in September.

**Illinois Community College System Homeland Security and Emergency Response Institute**

The second Illinois Community College System Homeland Security and Emergency Response Institute will be held on February 21-22, 2007 at the Crowne Plaza Hotel in Springfield, Illinois. The Institute's goal is to create awareness of campus security issues; identify the connection between homeland security, emergency response, and workforce/economic development; and to promote the development and coordination of homeland security and emergency response instruction focusing on innovations to satisfy unmet needs. More information about the Institute will be available this fall.

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**

Richard J. Daley College

- ▶ Community Health Care Worker A.A.S. degree (63 semester credit hours)
- ▶ Advanced Community Health Care Worker Certificate (47 semester credit hours)

Harper College

- ▶ Associate in General Studies (60 semester credit hours)
- ▶ Emergency Management Systems Certificate (31 semester credit hours)

Heartland Community College

- ▶ Medical Transcription Certificate (34 semester credit hours)

Joliet Junior College

- ▶ Game Design & Development Certificate (39 semester credit hours)
- ▶ Global Supply Management Certificate (30 semester credit hours)

Lincoln Trail College

- ▶ Industrial Management A.A.S. degree (69 semester credit hours)

McHenry County College

- ▶ Digital Media A.A.S. degree (60-62 semester credit hours)
- ▶ Health & Human Performance A.A.S. degree (60 semester credit hours)

Moraine Valley Community College

- ▶ Associate of Arts in Teaching, Secondary Science (62 semester credit hours)

Rend Lake College

- ▶ Radiologic Technology A.A.S. degree (70 semester credit hours)

Richland Community College

- ▶ Entrepreneur Certificate (31 semester credit hours)



## **BACKGROUND**

**Richard J. Daley College**, one of the City Colleges of Chicago, is seeking approval to offer a “Community Health Care Worker” Associate of Applied Science (A.A.S.) degree (63 semester credit hours) and a related Advanced Certificate program (47 semester credit hours). These programs will prepare individuals for employment as community liaisons in public and private community health agencies and organizations. The degree curriculum consists of 23 semester credit hours of required general education coursework, and 40 semester credit hours of required career and technical coursework. The career and technical component of the curriculum includes instruction in introductory community health work, accessing community resources, community health problems, communicable diseases, nutrition and disease, human development, adult and senior health, substance abuse issues, mental health issues, case management, and a required work-based learning experience in community health. The certificate program reflects the 40 semester credit hours of career and technical coursework and seven (7) semester credit hours of general education coursework included in the degree program. Assessment of student learning objectives will be accomplished through the evaluation of a student portfolio containing artifacts of their educational career and reviewed by faculty in the program.

Labor market information provided by the college supports the interest in and need for a formalized training program for community health liaisons within the college’s district. The college anticipates a combined enrollment of nine (9) part-time students the first year. The programs will require six (6) new part-time faculty the first year. Costs of implementing this program will be approximately \$24,710 the first year, and \$36,695 per year during the second and third years.

**William Rainey Harper College** is seeking approval to offer a 60 semester credit hour Associate in General Studies (AGS.) degree. The AGS degree is designed for students who want to complete an individualized associate degree that provides educational options beyond those available in other degree programs. To ensure that certain standards are met, the college will require students to establish a formal degree plan with an academic counselor and participate in the college assessment process for appropriate course placement in English and math. The 60 credits in the degree are comprised of 24 credits in general education (including a World Cultures and Diversity course), and 36 credits in electives.

ICCB Rules for AGS. programs specify that proposals meet three degree intentions. The first is that the proposal must show that it is a liberal studies program. The college responds that the program requires 24 credit hours of coursework in humanities, social sciences, mathematics, sciences, and communication.

The second intent is to meet needs of students that are not met by other programs. Through the AGS degree, William Rainey Harper College will provide a broad array of courses so that students are allowed considerable freedom in designing and pursuing a course of study that meets their individualized learning goals. Students collaborate with an advisor or counselor to develop a plan of study. Changes to this contract must be agreed upon by the student and the advisor/counselor.

The third intent is to provide a capstone program for graduates of occupational certificate programs.

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Because some certificates do not naturally lead to an associate degree, the college's proposal allows students to utilize the AGS as a capstone program, thereby shortening students' time to degree.

Area baccalaureate degree-granting institutions have indicated an interest in articulating this degree program with Harper College.

The college anticipates enrollment of students of diverse ages and backgrounds. The specific target audience of the program will be returning adults with a wide variety of work, military, and higher education experiences.

**William Rainey Harper College** is also seeking approval to offer a 31 semester credit hour certificate program in "Emergency Management Systems". This program will prepare individuals for entry-level employment in the field of emergency management. The curriculum consists of coursework in introductory emergency management, leadership/influence and problem solving strategies, public information and community relations, emergency management policy and planning, hazard analysis and mitigation, social dimensions of disaster, crisis exercise design and evaluation, ideologies of terrorism, topics in emergency management and an emergency management systems work-based learning experience. Labor market information provided by the college supports the interest in and need for a formalized training program for emergency management workers. The college anticipates an enrollment of five (5) full- and five (5) part-time students each year during the first three years. Two (2) new part-time faculty will be required during the first year of the program. The costs of implementing this program will be approximately \$51,000 the first year, \$96,250 the second year, and \$90,250 the third year. These costs also reflect the implementation of two additional programs being proposed by the college. Higher second and third year costs reflect the addition of two more faculty to cover projected increases in enrollments.

**Heartland Community College** is seeking approval to offer a 34 semester credit hour "Medical Transcription" certificate program. This program will prepare individuals for employment as medical transcriptionists in a variety of allied health environments. The curriculum consists of 10 semester credit hours of required general education coursework, and 24 semester credit hours of required career and technical education coursework. The technical component of the program includes instruction in introductory and advanced medical terminology, pharmacology, medical transcription, records management, professional issues in health care and a work-based learning experience in medical transcription. The curriculum was developed based on standards of the American Association of Medical Transcriptionists (AAMT). Labor market information provided by the college supports the interest in and need for a certificate-level training program in medical transcription within the college's district. The college anticipates an enrollment of four (4) full-time and five (5) part-time students the first year, increasing to eight (8) full-time and 12 part-time students by the third year. The program will require one (1) existing full-time and one (1) new part-time faculty the first year. Costs of implementing this program will be approximately \$12,600 the first year, and \$8,200 per year the second and third years.

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**Joliet Junior College** is seeking approval to offer a 39 semester credit hour Game Design & Development Certificate program. This program will prepare individuals for entry-level employment as game programmers, as well as providing cross-training for individuals in related design and programming positions who are interested in focusing on gaming. The curriculum consists of 35 semester credit hours of course work in C programming, Advanced C using C++, Java programming, data structures, game design, computer visual graphics, introductory and advanced game development, and four (4) semester credit hours in related career and technical electives.

The college anticipates an enrollment of 30 part-time students the first year, increasing to 40 part-time students by the third year. The program will require two (2) existing full-time and one (1) existing part-time faculty member the first year. Costs for implementing this program will be approximately \$4,550 the first year, \$1,500 the second year, and \$1,700 the third year.

**Joliet Junior College** is also seeking approval to offer a 30 semester credit hour “Global Supply Chain Management” certificate. This program is being offered collaboratively with three other community colleges, including Kankakee Community College, Prairie State College, and South Suburban College. The proposed program was developed in response to the governor’s Critical Skill Shortage Initiative which has identified labor force inadequacies in the Transportation, Warehousing and Logistics industry of Illinois. The primary audience for this curriculum include incumbent workers, WIA-eligible clients and those interested in entry-level employment in warehousing and logistics.

The 30-hour certificate includes coursework in transportation/physical distribution, introductory supply chain management, introductory importing/exporting, principles of operations management, and transportation and cargo security, as well as additional coursework in business, human relations, technical communications, management principles and computer applications. The first career and technical course required for the program, “Transportation/Physical Distribution” will be offered online. Assessment of student learning objectives will be accomplished through an end of program simulation of product movement from overseas to the United States.

The college anticipates a combined enrollment (students enrolled in each of the curricula at each community college) of 40 part-time students the first year. The combined faculty needs to implement these programs will require three (3) new part-time, one (1) existing part-time, and five (5) existing full-time faculty the first year. Combined costs for operating these programs will be approximately \$9,200 the first year, \$22,500 the second year, and \$6,300 the third year. Higher second year costs reflect the purchase of equipment. Grant money available to the colleges through Perkins will partially finance these programs.

**Lincoln Trail College**, one of the Illinois Eastern Community Colleges, is seeking approval to offer a 69 semester credit hour “Industrial Management” Associate of Applied Science (A.A.S.) degree program. This program will prepare individuals for employment and advancement opportunities in industrial manufacturing and related settings. The curriculum consists of 17 semester credit hours of required general education coursework, 49 semester credit hours of required career and technical education coursework, and three (3) semester credit hours of related technical electives.

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The career and technical component of this curriculum includes instruction in manufacturing processes, computer applications for industrial settings, industrial electricity, occupational safety, topics and issues in engineering technology, customer and quality improvement, process improvement, leadership management, facilitator training, and field experiences in manufacturing and supervision. Assessment of student learning objectives will be accomplished through the evaluation of a student portfolio containing artifacts of their educational career and reviewed by faculty in the program, as well as an evaluation of the student's work-based learning experiences by the employer.

Labor market information provided by the college is supportive of the interest in and need for a two-year degree program in industrial management. The college previously offered several certificates and a degree program in a similar programmatic area, however low enrollments and lack of employer interest caused the college to discontinue these offerings for several years. The proposed degree program and three recently approved related basic certificate programs have been updated and revised to better reflect the needs of local business and industry. The college anticipates an enrollment of five (5) part-time students the first year, increasing to 15 part-time students by the third year. Two (2) existing part-time faculty will be required to implement this program. Costs of implementing this program will be approximately \$7,650 the first year, and \$8,250 per year during the second and third years.

**McHenry County College** is also seeking approval to offer a 60 semester credit hour Associate of Applied Science (A.A.S.) degree program in "Digital Media". This program will prepare individuals for employment in the field of animation and game development. The curriculum consists of 15 semester credit hours of required general education coursework, 30 semester credit hours of required career and technical education coursework and 15 semester credit hours of related career and technical electives focusing in either animation or game development. The career and technical education component of the curriculum includes instruction in computer literacy, introductory programming, 2D animation, introductory and advanced game design, digital storytelling, digital 2D design, electronic commerce, systems design and digital project management. Assessment of student learning will be accomplished through evaluation of a student portfolio and the completion of a final cumulative project in digital media design.

Labor market information provided by the college supports the interest in and need for a two-year degree program in digital media. Currently the college offers several related certificate programs that will provide students with an educational ladder into the A.A.S. degree. While digital media design is still considered a new and emerging field of study, according to the Illinois Department of Employment Security the demand for individuals with related skills is growing at a rate much faster than the average for growth of all occupations statewide. The college anticipates an enrollment of 20 full-time and 24 part-time students the first year. This program will also be targeted towards dual credit high school students in related digital and multi-media programs within the college's district. The program will require three (3) new part-time faculty the first year. Costs of implementing this program will be approximately \$10,000 the first year, and \$12,000 per year during the second and third years.

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**McHenry County College** is also seeking approval to offer a 60 semester credit hour Associate of Applied Science (A.A.S.) degree program in “Health and Human Performance”. This program will prepare individuals for employment or advancement opportunities as health and fitness management. The curriculum consists of 16 semester credit hours of required general education coursework, 33 semester credit hours of required career and technical education coursework and 14 semester credit hours of related technical electives. The career and technical component of the curriculum includes instruction in contemporary health issues, first aid/CPR, fitness/human performance professions, introductory and advanced exercise science, strength and conditioning principles, nutrition for wellness, drugs in a contemporary society, exercise program design, application of fitness instruction, classroom observation and a required fitness instructor internship.

The curriculum was developed according to guidelines established by the American College of Sports Medicine (ACSM) and the National Strength and Conditioning Association (NSCA) for fitness instructor programs. Assessment of student learning objectives will be accomplished through a comprehensive final examination as well as a portfolio evaluation by program faculty. Students will also be assessed on their performance during the work-based learning experience.

Labor market information provided by the college supports the interest in and the need for a two-year degree program in this field. According to the Illinois Department of Employment Security, employment of “fitness professionals” is expected to increase faster than the average for all occupations statewide and within the college’s district. Furthermore, there are only three (3) other community colleges in the state offering A.A.S. degree programs in this field of study. The college anticipates an enrollment of 33 part-time students the first year. The program will require one (1) new and one (1) existing full-time faculty, as well as 18 existing part-time the first year. Costs of implementing this program will be approximately \$58,500 the first year, \$126,684 the second year, and \$126,548 the third year.

**Moraine Valley Community College** has submitted a proposal for 62 semester credit hours to offer an Associate of Arts in Teaching Secondary Science, Statewide Model Curriculum. The 60-64 credit hour model curriculum consists of 35-38 semester credit hours of general education coursework, 3 semester credits of professional education and an additional 18-23 semester credit hours in the major core. The college’s proposal meets the model guidelines endorsed by the Illinois Community College Board and the Illinois Board of Higher Education.

**Rend Lake College** is seeking approval to offer a 70 semester credit hour Associate of Applied Science (A.A.S.) degree program in “Radiologic Technology”. This program will prepare individuals for entry-level employment as radiologic technologists. The curriculum consists of 23 semester credit hours of required general education coursework and 47 semester credit hours of required career and technical education coursework. The career and technical component of the curriculum includes instruction in introductory radiology, radiographic procedures, patient care, radiographic equipment and imaging, radiology pathology, radiation biology, cross-sectional anatomy, medical terminology, and radiology clinical experience.

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This program was developed according to the guidelines established by the Joint Review Committee on Education in Radiologic Technology (JRCERT) and will prepare graduates for the required licensure exam offered through the Illinois Department of Nuclear Safety. Assessment of student learning will be accomplished through evaluation of the students' performance during their clinical experiences by both employer and program faculty.

Labor market information provided by the college supports the interest in and need for a radiologic technology program within the college's district. Currently, Rend Lake College sends students to a neighboring district for this training. According to the Illinois Department of Employment Security, employment of "radiologic technologists" is expected to increase faster than the average for all occupations within the college's district. The college anticipates an enrollment of 15 full-time and 10 part-time students the first year. The program will require two (2) new full-time and one (1) new part-time faculty the first year. Costs of implementing this program will be approximately \$270,000 the first year, and \$161,000 per year during the second and third years.

**Richland Community College** is seeking approval to offer a 31 semester credit hour "Entrepreneur" certificate program. This program will prepare individuals for self-employment as small business owners. The curriculum consists of coursework in small business development, cost management, small business accounting, security and loss prevention, business law for entrepreneurs, strategic decision making, strategic performance for productivity, strategic tax management, finance and insurance, and customer service fundamentals. Labor market information provided by the college supports and interest in and need for a formalized training program for small business owners within the college's district. The college anticipates an enrollment of five (5) part-time students the first year, increasing to 15 part-time students by the third year. The program will require two (2) existing full-time and two (2) existing part-time faculty the first year. Costs of implementing this program will be approximately \$9,450 the first year, and \$11,250 per year the second and third years.

## **TEMPORARY PROGRAM APPROVAL**

### College of DuPage

- ▶ Cosmetology A.A.S. degree (64 semester credit hours)
- ▶ Cosmetology Certificate (46 semester credit hours)

## **BACKGROUND**

The **College of DuPage** is seeking temporary approval to offer a 64 semester credit hour Associate of Applied Science (A.A.S.) degree and a 46 semester credit hour Certificate program in "Cosmetology". These programs will prepare individuals for entry-level employment as well as advancement opportunities in the field of cosmetology. The certificate program curriculum consists of coursework in salon safety and sanitation, basic hairstyling, cosmetic chemical services, basic thermal styling, salon operations, esthetics and nail technology and license review. The degree curriculum builds on this by adding 17 semester credit hours of general education requirements. Both curricula will prepare students for licensure in the State of Illinois. These programs are a collaborative effort between the college and the Technical Center of DuPage, which currently offers cosmetology training to students at the high school level.

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This partnership will allow the college to offer training during the evening to the adult population in the district. The college anticipates an enrollment of 30 students the first year. Temporary approval is being sought to determine the sustained need for this program within the district over the next three years. *Permanent approval will be considered after the temporary approval 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:

**Permanent Approval**

Richard J. Daley College

- ▶ Basic Community Health Care Worker Certificate (18 semester credit hours)

Harper College

- ▶ Computer Forensics Certificate (24 semester credit hours)
- ▶ ProStart Hospitality Management Certificate (16 semester credit hours)
- ▶ Public Relations Certificate (21 semester credit hours)
- ▶ Public Relations for the Web Certificate (22 semester credit hours)
- ▶ Public Safety Dispatcher Certificate (6 semester credit hours)

Illinois Central College

- ▶ Geospatial Technologies Certificate (10 semester credit hours)

Joliet Junior College

- ▶ Global Supply Management Certificate (14 semester credit hours)
- ▶ Warehousing & Distribution Specialist Certificate (10 semester credit hours)

Wilbur Wright College

- ▶ Homeland Security Certificate (18 semester credit hours)
- ▶ Incident Command Certificate (18 semester credit hours)
- ▶ Emergency Preparedness Certificate (18 semester credit hours)

Sauk Valley Community College

- ▶ Certified Manufacturing Assistant Certificate (6 semester credit hours)
- ▶ Graphic Design Specialist Certificate (15 semester credit hours)
- ▶ Warehousing & Distribution Specialist Certificate (10 semester credit hours)

South Suburban College

- ▶ Global Supply Chain Management Certificate (29 semester credit hours)
- ▶ Supply Chain Management Certificate (14 semester credit hours)

Southwestern Illinois College

- ▶ Recording Technology Certificate (12 semester credit hours)

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**Temporary Approval**

Olive-Harvey College

- ▶ Emergency Medical Technician-Basic (EMT-B) Certificate (9 semester credit hours)



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Illinois Community College Board

**UPDATE ON 2006 PERFORMANCE REPORT/EFFECTIVE PRACTICE**

There will be an oral report given to the board at the September 15<sup>th</sup> board meeting.

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Illinois Community College Board

**UPDATE ON ILLINOIS BOARD OF HIGHER EDUCATION HIGHER EDUCATION  
COOPERATION ACT (HECA) GRANTS/TRANSFER CENTERS**

There will be an oral report given to the board at the September 15<sup>th</sup> board meeting.

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September 15, 2006

UNAPPROVED

Retreat Minutes of the  
Illinois Community College Board  
June 8, 2006  
Hilton Hotel  
700 East Adams  
Springfield, Illinois

1. The retreat took place in the Springfield Hilton Hotel. It began with lunch at noon and ended at 4:45 p.m. All the board members except Diane Meeks, Rudolph Poppa, Judith Rake, and student member Jenna Altadonna were present. Also present were President/CEO Geoffrey Obrzut, Secretary to the Board Ann Chandler, Senior Director for Workforce Development Preston Morgan, Vice President for External Affairs Randy Barnette, Interim Chief Financial Officer Ellen Andres, Vice President for Instruction and Policy Elaine Johnson, and Senior Director for Adult Education Jennifer Foster, and facilitator Gary Davis.
2. Members reviewed the purpose and nature of the retreat. Retreats give boards an opportunity to reach agreement on how they will do their work. They allow boards to perfect processes that will increase the chances of board success. Some board members expressed disappointment that not all the board members were present for the retreat. One board member suggested that the board plan retreats only for dates on which full attendance could be expected. The board previewed the agenda and agreed to eliminate for the day discussion of the first two items. The board discussed the legal requirement for a board's meeting. The facilitator noted that legally board minutes should record the date and place of the meeting, the persons who attended and any decisions reached. The minutes need not be a transcript of the meeting. The board noted that the retreat was a public meeting and had been posted publicly in the usual way.
3. A board member asked that the members be given every opportunity to contribute to the formation of future retreat agendas.
4. Board members discussed ICCB's meeting format. There was some discussion of holding more than six meetings per year but no consensus formed on that issue. The board discussed recent legislation on electronic meetings. (Facilitator's comment: Illinois law DOES require that a quorum be physically present in a previously announced, open location. It does require that all meetings be posted and open to the public. Closed sessions are allowed within the context of a public meeting. The reason for the closed meeting must be announced.)
5. Board members noted the advantage of quoting the statutes in explaining the purpose of closed sessions. Board members agreed that every future ICCB agenda should contain a closed meeting. They noted that in the event that late-breaking events required the closed session, the public would have the legally required notification that such a closed meeting would take place. If the closed session is not needed, the board could simply move on to the next item.

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6. Similarly, each ICCB agenda will contain a “Comments from the Public” section. A sign-up sheet will be used and comments will be limited to three (3) minutes. Comments from the public will come immediately after the Report of the ICCB Chairperson.

7. Advisory Committee comments will be held to no more than five (5) minutes.

8. The board discussed the advantages of having an attorney at its meetings and noted that the Illinois Board of Higher Education pays its attorney to be present at all of its meetings. Randy Barnette and Geoff Obrzut noted that Brenda Pryor, a member of the board’s External Relations staff, is an attorney and is well qualified to advise the board on issues of parliamentary procedure.

9. The board discussed the processes that are used to notify the public of its meetings. Several board members suggested that the meeting schedule be sent periodically to a list of press outlets. President/CEO Obrzut asked Randy Barnette to work with Steve Morse of the ICCB staff to see that this was done on a regular basis.

10. The board discussed its calendar. A calendar of meetings and topics/issues to be discussed at each meeting is being prepared and will be circulated to the board in August. For example, at its June meeting each year the board will address issues related to: recent legislation, adult education reports, fiscal reports, new fiscal year issues, and new unit approvals. The calendar will be formatted on a calendar year (rather than fiscal year) basis.

11. The board asked the staff to make very clear to the colleges the fact that new program approvals must be submitted in a timely fashion because in many months the board does not meet. The board is willing to meet on an emergency basis if a new unit approval must be approved quickly but such meetings will be rare.

12. The board discussed its committee structure. There was consensus on the following points.

- A. There will be three new committees
  - 1. Academic Affairs
  - 2. External Relations (including awards)
  - 3. Student Relations (chaired by student member)
  
- B. Existing committees will continue
  - 1. Adult Education (and Workforce Preparation)
  - 2. Budget and Finance
  - 3. Personnel (may not have to meet as regularly)
  
- C. The board chair appoints members to the committees each September based on their interest and talents
  
- D. Each board member can expect to serve on two committees.

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- E. Committees may meet prior to the day of the ICCB meeting or by telephone.
- F. When they have been discussed by the committees, action items will be moved by the committee chairpersons. No second is required.
- G. Regular ICCB meetings could usually begin earlier; e.g., at 8 a.m.
- H. Board members would like meetings to be moved to Monday in 2007. Current hotel contracts will be honored before the change takes place. The change will reduce the amount of vacation and personnel days that members are taking to attend to their ICCB responsibilities.
- I. The board will meet on a day other than Monday in June in order to schedule a meeting close to the annual meeting dates of the Presidents Council and ICCTA.
- J. Board members believe that campus tours are valuable but they asked President/CEO Obrzut to see that the tours were shorter, focused, and that they involved some contact with students. A mid-meeting (10:00-10:30) tour format was suggested as a way to re-energize the board at the halfway point of meetings. Another approach is to hold the tour from 8:00 to 9:00. There was no consensus on the hourly format of the new ICCB meetings. (Facilitator's note: A number of combinations could be tried and then at a future retreat the board could discuss which format ought to be adopted.)

13. The board discussed communications. There was consensus on the following:

- A. all press releases will be sent to board members as soon as possible, preferably the day before the press release goes to the public
- B. as much as possible, board members should refer questions from the press to the board chair and to the ICCB President/CEO. This will help avoid creating confusion in the press.
- C. the staff will begin to require acknowledgments in emails it sends to the ICCB members; (some members are not getting emails after they are sent)
- D. to insure delivery, emailed material will also be mailed to board members
- E. new board members will be informed of the reasons why they regular receive two copies of the same press release or announcement.

14. Some board members expressed an interest in receiving a clipping service compilation of newspaper stories on community colleges. Randy Barnette will investigate the feasibility of such a service.

15. Board members were reminded that community college news stories are often summarized on listservs operated by ICCTA and Board Solutions. ICCB members can avail themselves of these listservs by emailing an "add me to your list" message to either [kvillanueva@communitycolleges.org](mailto:kvillanueva@communitycolleges.org) or [gwdavis@insightbb.com](mailto:gwdavis@insightbb.com).

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16. Because at least one board member would like to review payments made by the board, upon request a listing of payments made will be sent to a board member. Any board member may request such a listing.

17. The board urged the Chairperson and President/CEO to discontinue use of the EPAR hiring system. The board noted that it is not working, that ICCB attorneys do not believe that it is required (because ICCB is not a “Code Agency”), that it is not used by IBHE, and that it has proved costly in terms of good people lost to the system. As a result the ICCB staff is overworked and underpaid. It was suggested that a copy of the attorney’s opinion, regarding code agency, be sent to each board member. For the first step, the board agreed to have President Obrzut contact the Governor’s Chief of Staff John Harris to set up a meeting regarding ICCB personnel issues.

18. Board members noted that the State has fallen far short of its obligation to cover one-third of system costs. Currently the State pays for only about 23 percent of system costs. In 2001, the State contributed \$1200 per full time equivalent study. In 2006 that figure has fallen to \$784. The board sees this as a significant decrease and it is concerned about the impact of such a change.

Some staff believe that inevitably the political leadership of the State will see the need to pass a tax increase to remedy the current “structural deficit.” In the meantime, the task of the community colleges is to do a good job and let everyone know what is being done. In this spirit, the ICCB staff is updating its earlier “Economic Impact” study.

Others are less optimistic about a tax increase. One board member noted that the board would do well to concentrate on what it could do to improve the situation of colleges and students even without additional resources. For example, the ICCB could recognize achievement and present ICCB awards in local ceremonies where press coverage would be highest.

19. President/CEO Obrzut noted his desire to increase ICCB efforts at the federal level to increase the federal commitment to community colleges and their students. A board member noted the existence of the “Illinois Higher Education Funding Coalition.” ICCB sends a staff member to their meetings.

20. Members noted that plans are underway at the Community College Foundation to enlarge the building at Fourth and Capitol so that all ICCB employees could be stationed there.

21. Members noted that the day’s earlier “New Board Member Orientation” had been valuable. Those who participated suggested that future orientations be more interactive.

22. Scanning the environment, board members noted the threat of avian flu, the need for disaster planning, the increasing flow of veterans to the colleges, the negative effect that high fuel prices have on enrollment, the growth of online enrollments, and the likelihood of a lawsuit by the colleges and ICCTA against the Attorney General challenging the Attorney General’s recent opinion that threatens the colleges’ standing as “local units of government” and therefore exempt from the most recent ethics law affecting state agencies.

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23. Facilitator Gary Davis commended the Board for its hard work and noted that the retreat had revealed a Board consensus on many key points. He promised to produce a record of the retreat in the form of retreat notes. He will send the summary to Ann Chandler who will share it with the Board after Chairperson and Alongi and President/CEO Obrzut have reviewed and approved it. If Board members find the report deficient in any respect, they may contact either President Obrzut or Chairperson Alongi and request a change in the record.

24. Because the board achieved consensus on several issues during the retreat, it is essential to send a record of the retreat to the absent board members so they will understand the board's intentions. Should they have concerns, the absent members should immediately make them known to both President Obrzut and Chairperson Alongi.

Agenda Item #14.2  
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UNAPPROVED

Minutes of the 365<sup>th</sup> Meeting of the  
Illinois Community College Board  
Business Session  
June 9, 2006  
Hilton Hotel  
700 East Adams  
Springfield, Illinois

Item #1 - Roll Call and Declaration of Quorum

Chairman Alongi called the meeting to order at 9:00 a.m. Roll call was taken with the following members present: Jenna Altadonna, John Aurand, Marikay Hegarty, Bill Naegele, Jake Rendleman, John Donahue, Suzanne Morris, Angela Perez Miller, Guy Alongi, and non-voting member Addison Woodward. Dianne Meeks, Judith Rake, and Rudolph Papa were absent.

Item #2 - Announcements and Remarks by Guy H. Alongi, Chair

Chairman Alongi extended his thanks to all the Board members who participated in the Board Retreat held Thursday, June 8, at the Hilton Hotel in Springfield. There were a lot of issues discussed and the session went very well.

A lunch will be hosted by the ICCTA held at the Abraham Lincoln Hotel and Conference Center today. Chairman Alongi encouraged the Board members and audience to attend and to have a chance to listen to the guest speakers.

\* \* \* \* \*

Chairman Alongi stated there needs to be a change made to the consent agenda. Items #12.4 and #12.5 need to be removed from the consent agenda. Item #12.4 will be discussed and voted on during the Budget and Finance Committee report.

Sue Morris made a motion, seconded by Bill Naegele, to remove Items #12.4 and #12.5 from the consent agenda.

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

\* \* \* \* \*

Ann Chandler, Executive Assistant to the President/CEO, will send a memo to Board members in mid-July requesting what Committees each of them would like to serve on. The requests are going to be due at the end of the first week of August.



Item #3 - Acknowledgments

Item #3.1 - Recognition of Jenna Altadonna, Student Member, Illinois Community College Board; Alice Jacobs, President of Danville Area Community College; Tom Bennett, President of the Illinois Community College Trustees Association; Kevin Weston, President of the Illinois Community College Faculty Association

Geoff Obrzut, President/CEO of the Illinois Community College Board, presented Student Member Jenna Altadonna with a plaque for her service to the ICCB. She will be attending McKendree College. Sarah Anderson, of Lake Land Community College, will be the new Student Member who will begin serving on the board in September.

Geoff presented Dr. Alice Jacobs, President of Danville Area Community College, with a certificate for this being her last meeting as the President of the President's Council. Dr. Keith Miller, President of Black Hawk College, will be taking her place.

Tom Bennett and Kevin Weston were both honored with certificates for their service to the ICCB. However, they were unable to attend this meeting.

Item #4 - Committee Reports

Item #4.1 - Adult Education & Family Literacy Committee

Marikay Hegarty reported there are two new staff members who were added to the ICCB staff recently. Kelly Danlow, Associate Director for Adult Education & Family Literacy/Program Support Specialist - Region IV, and Jay Brooks, Associate Director for Adult Education & Family Literacy/Program Support Specialist - Region II. The Board would like to welcome them to the ICCB.

Three-hour training sessions are being conducted for the Examiners and Chief Examiners in charge of the GED Testing. The first session was held at the ICCB downtown office on June 5-6, 2006, and additional training sessions are scheduled for June 13-14 at Kaskaskia College and June 27 at the Cook County Regional Office of Education.

The GED Director and GED clerk positions at the ICCB still need to be filled.

Item #4.2 - Budget and Finance Committee

Sue Morris reported that fiscal year 2007 office budget issues were discussed. Agenda Items 12.6, 12.7, and 12.8 are annual items that are approved by the Board. These three items allow the President to enter into grant agreements and contracts for our services, to transfer up to 2 percent of the operating funds among lines, and to enter into contracts for services. The Committee has discussed them and recommends the items for approval.

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This item details the formula to be used by the staff to allocate the new legislatively approved \$3 million Student Success Grant. This grant is not a continuation or recreation of the Special Populations Grant. Furthermore, it was strongly endorsed and supported through the legislative process by the Chief Academic Officers and the Chief Student Services Officers. Along with the community-based organization, Women Employed, these groups felt that more funds were needed for remedial education. In previous decisions, the Chair of the Illinois Board of Higher Education expressed an interest in helping colleges with necessary services for students with disabilities. Keeping those goals in mind, the components of the formula include: remedial hours, number of minority students, number of Pell grants, and number of students with disabilities. We debated the importance of each component and how much to weight each component. Last Monday, the Finance Advisory Committee, made up of representatives from the chief financial officer's, presidents, academic officers, faculty, and students met and made a recommendation to our committee. That recommendation was considered as well as others.

\* \* \* \* \*

Sue Morris made a motion, seconded by Bill Naegele, to authorize the President/CEO to allocate the Student Success Grant by calculating the number of remedial hours at 50%, by calculating the number of disabled students a 12.5% , by calculating the number of minority students at 25%, and by calculating the number of Pell grants at 12.5%.

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

\* \* \* \* \*

Item #5 -President/CEO Report

Geoff Obrzut, President/CEO of the Illinois Community College Board, reported that Board member Judy Rake apologized for not being present at the retreat and meeting. She is representing the ICCB by attending the Midwest Higher Education Compact.

The ICCB Executive Staff held a new board member orientation for board members Angela Perez Miller, Bill Naegele, Jake Rendleman, and Addison Woodward (non-voting member) Thursday morning. It seemed to be very helpful for the members.

Elliot Regenstein, the Governor's Director of Education Reform, will be stepping down from his position. Geoff extended a big thanks to Elliot for all the effort and support he has put in to helping the ICCB.

On behalf of the ICCB staff, Geoff congratulated Chairman Alongi on receiving the Certificate of Meritorious Service from the ICCTA. The Executive Staff and some of the board members will be present at the reception to support him tonight.

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Negotiations are still going on between the Union and the ICCB management. It seems to be going well, and both teams are working together to create a contract. The next meeting will be held at the ICCB downtown office on Thursday, June 15, 2006.

Mr. Obrzut introduced Ray Hancock, President of the Foundation, to give a brief update.

Ray Hancock reported the Foundation's textbook plan has just been pitched to the Horizon Group. He will update the ICCB as progress is made on it.

The building of the third floor on the downtown ICCB building has been agreed on. ICCB has committed to rent the entire floor. The ICCB staff located in the Workforce Development Center at Lincoln Land Community College will all be able to fit on the third floor.

Item #6 - Committee Reports

Item #6.1 - Presidents Council

Dr. Alice Jacobs, President of Danville Area Community College, reported there have been three members selected to serve on the Task Force established by House Joint Resolution 122. They are Dr. Charles Guengerich, President of Wilbur Wright College; Sr. Patricia Granados, President of Triton College; and Dr. Alice Jacobs, President of Danville Area Community College.

The President's Council supports the ICCTA's decision to support local governing of community colleges under the Illinois Ethics Act. Community colleges throughout Illinois are currently in compliance with provisions of the Ethics Act that apply to local units of government. Following the Illinois Attorney General's opinion last October, the Illinois Inspector General is requiring that community colleges come into compliance with the Ethics Act as it applies to state agencies and state employees.

Dr. Jacobs concluded her final report for the Board by introducing the new President of the Presidents' Council: Dr. Keith Miller, President of Black Hawk College. Dr. Robert Mees, President of John A. Logan College, is the new Secretary-Treasurer.

Item #6.2 - Adult Education and Family Literacy Advisory Council

Gay Graves, Adult and Family Education Director for the St. Clair County Regional Office of Education, reported that the Adult and Family Education Advisory Board met on June 1, 2006. The five committee reports are as follows:

1. The Student Support Service Committee has been working to improve transitions. They have contacted other states for new ideas. The committee has developed an online survey for administrators to learn what works and what doesn't.

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These transitions can be Adult Education to postsecondary, into vocational programs, into employment, or from one provider to another. The information gathered will be shared at the administrators' meeting in August along with article summaries and website information.

2. The Policy Studies Research and Accountability Committee is looking into issues related to fixed and open enrollment programs, what are the effects and implications on generation, funding and persistence.

3. The Professional Development, Training and Marketing Committee recommends that the following statement be added to the adult education manual:

ICCB requires teachers to obtain six professional development hours each fiscal year. Not all continuing professional development units (CPDU's) will qualify for this requirement. For specific information regarding the CPDU system, contact the Illinois State Board of Education.

4. Curriculum and Instruction Committee, after much research and discussion, recommends that 60 hours of attendance be used as the amount of attendance between testing dates.

5. Workforce Coordination Committee is continuing its work regarding the identification of the various aspects of workplace literacy training. The committee plans to work on efforts to assist collaboration between local WIA Title I and Title II Directors.

The next Advisory Board meeting will be held September 28, 2006 at the ICCB downtown Springfield office.

Item #6.3 - Illinois Community College Faculty Association

Faculty Representative Kevin Weston was unable to make this meeting.

Item #6.4 - Student Advisory Committee

Jenna Altadonna, Student Board Member, stated that 29 fifty-nine pound boxes were shipped to the soldiers as planned. She also wanted to mention moving the Board meetings to Mondays, as the Board had discussed during the retreat on Thursday, will be bad for the student members. They usually have classes on those days and not so much on Fridays.

Jenna concluded her final report by introducing the new Student Board member, Sarah Anderson.

Item #6.5 - Illinois Community College Trustees Association

Mike Monaghan reported that the ICCTA Conference is being held at the Abraham Lincoln Hotel and Conference Center today and tomorrow.

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The awards reception will be held tonight. Guy Alongi, John Donahue, Jake Rendleman, and Dr. Alice Jacobs will be receiving awards.

The Trustees Association have not selected their three members to the House Joint Resolution 122 Task Force. Their submissions will be provided to the ICCB by next week.

The Trustees Association would like to acknowledge ICCB member Bill Naegele for his work in helping secure the ICCB's budget for fiscal year 2007.

Item #7 - Adult Education and Family Literacy Update

Item #7.1 - Revised State Plan

Jennifer Foster, Senior Director for Adult Education, reported the current State Plan has been extended to FY 2007. On March 28, 2006, the Illinois Community College Board submitted a revised State Plan for Illinois Adult Education and Family Literacy to the Office of Vocational and Adult Education (OVAE.).

Upon approval by the U.S. Department of Education, Office of Adult and Vocational Education, the Illinois State Plan will be posted to the ICCB website.

If the reauthorization does not take place by November, it will have to be started all over due to the changes in Congress.

Item #7.2 - Adult Education Monitoring Process

Jennifer Foster reported that, in fiscal year 2005, Illinois Community College Board began an annual monitoring process of the ICCB-funded Adult Education and Family Literacy Programs. Each year, approximately one third of the funded programs in each of the four adult education regions in Illinois are monitored.

The purpose of the monitoring process is to promote continuous program improvement and to ensure compliance with state and federal policies and requirements. Following the monitoring visit, an exit interview is conducted with the program director at the conclusion of the monitoring visit.

Thirty-seven programs are scheduled to be monitored in FY 2007.

Item #8 - Essential Skills Work Group Update

Dr. Elaine Johnson, Vice President for Instruction and Policy Studies, reported that the Essential Skills Work Group conducted its first meeting on March 24, 2006.

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Dr. Maryam Mostoufi, Chief of Bureau of Best Practices with the Illinois Office of Developmental Disabilities, provided information and definitions of individuals with developmental disabilities. The definitions provided the framework for the following topics:

- Discussion of postsecondary education needs for the identified populations.
- Discussion on how community colleges and others currently serve the identified populations.
- Identification of gaps.
- Discussion on how community colleges can assist in filling the gaps.
- Future directions.

The Work Group formed three subcommittees to work on the identified issues and will provide information at its next meeting on Wednesday, June 7, 2006. The next meeting will be conducted at the Trutter Center Building on the Lincoln Land Community College campus in Springfield.

\* \* \* \* \*

The meeting recessed for a short break at 10:00 a.m.

\* \* \* \* \*

The meeting reconvened at 10:15 a.m. Chairman Alongi announced there was an item missing on the agenda, the Vice Chair reelection. Last year the board voted on this item in the September meeting instead of the July meeting. Due to the laws of the Open Meetings Act, the Board may not change the agenda and vote on this item. The Chairman announced that the Board should consider Sue Morris to remain Vice Chair until the Friday, September 15th meeting where the item will be voted on.

Item #9 - Community College Guaranteed Admission Programs

Geoff Obrzut gave a brief description of other states Guaranteed Admission Programs for community college students. He had come across a press release from the State of Virginia about an article regarding “Guaranteed Admission Program” they had for community colleges. This could be a starting point for the Illinois Community College System to pick up.

Dr. Elaine Johnson, Vice President for Instruction and Policy Studies, reported the University of Virginia’s program is only directed toward the top notch students within the high school system. The program is only guaranteed admission to one college, the College of Arts and Sciences. There is also criteria the student has to meet in order to apply:

1. Acquire an associate’s degree in arts, sciences, or both.
2. Maintain a 3.4 GPA throughout their two years of coursework.
3. Have to complete the two year associates degree, two years prior to starting at the university.

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4. Receive a grade of B or higher in every class.
5. The University will give them only two years to complete their degree.

This program is a good tool for recruiting high school students to attend community colleges. Wisconsin and Florida is also developing programs similar to Virginia's. There was a consensus from the Board to send this issue back to the Committee for further review.

Item #10 - External Affairs Report

Randy Barnette, Vice President for External Affairs, reported on the current redesigning of the ICCB website. The original website was created in 1996 and, in 2001, the website was totally redesigned. There have been complaints regarding the current website, how it was to difficult to navigate through and it was not visually appealing.

There have been several meetings already taken place. The first step was to find out from every department what they would like to be included. The advisory groups were also consulted on their views. The Request For Proposal (RFP) was sent out three or four weeks ago to local designers to get their ideas and estimates. The group is expecting the reports to be coming within the next week. The next meeting they will be looking at what is available and what the ICCB can afford. Hopefully, there will be a whole new website ready by Labor Day or early fall.

Chairman Alongi suggested showcasing each community college campus on the ICCB homepage.

Item #11 - New Units of Instruction (ACTION)

Jake Rendleman made a motion, which was seconded by Bill Naegele, to approve the following new units of instruction:

**PERMANENT PROGRAM APPROVAL**

Illinois Central College

- ▶ Games Programming A.A.S. degree (69 semester credit hours)
- ▶ Surgical Technology A.A.S. degree (65 semester credit hours)

John A. Logan College

- ▶ Business Management A.A.S. degree (65-67 semester credit hours)
- ▶ RCT-Judicial Reporter A.A.S. degree (70 semester credit hours)

**TEMPORARY PROGRAM APPROVAL**

Rend Lake College

- Wireless Communications Technology A.A.S. degree (69 semester credit hours)

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

Item #12 - Consent Agenda (ACTION)

Jake Rendleman made a motion, which was seconded by John Aurand, to approve the following items:

Item #12.1 - Minutes of the May 19, 2006 Meeting

The Illinois Community College Board hereby approves the minutes of the May 19, 2006 meeting, as recorded.

Item #12.2 - Review of Executive Session Minutes

The Illinois Community College Board hereby determines that minutes of its executive sessions held on June 14, 2002, September 20, 2002, October 18, 2002, January 17, 2003, May 15, 2003, November 13-14, 2003, November 18, 2003, December 8, 2003, June 18, 2004, September 17, 2004, April 22, 2005, June 17, 2005, September 16, 2005, and September 21, 2005, are to remain confidential. All other executive session minutes have been made available for public inspection.

Item #12.3 - Fiscal Year 2007 Grant Policy Guidelines

The Illinois Community College Board hereby approves the Fiscal Year 2007 Grant Policy Guidelines as presented.

Item #12.6 - Authorization to Enter Into Interagency Contracts and/or Agreements

The Illinois Community College Board hereby authorizes its President/CEO, in concurrence with the ICCB Chair, to enter into interagency contracts/agreements, as needed for fiscal year 2007.

Item #12.7 - Authorization to Transfer Funds Among Line Items

The Illinois Community College Board hereby authorizes its President/CEO to transfer funds among fiscal year 2007 appropriated operating line items, as needed.

Item #12.8 - Contracts for the Illinois Community College Board Office

The Illinois Community College Board hereby approves the following fiscal year 2007 contractual agreements:



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<u>Vendor</u>	<u>Purpose of Contract</u>	<u>FY 2007 Estimated Annual Cost</u>
Illinois Community College System Foundation - renewal	Rental of Office Space	\$268,640
Lincoln Land Community College- renewal	Rental of Office Space	\$56,228
Dougherty, Bridget - renewal	State Legislative Services	\$45,000
Kerber, Eck & Braeckel	Annual GAAP Statements	\$24,500
Sorling Law Offices	Legal Services	\$25,000 **
Career and Technical Education	Liaison Services	
Terry Clark		\$45,000 *
Bernie Ferreri		\$36,000 *
Sue Petrilli		\$32,800 *
Dan Segebarth		\$36,000 *
Valdez and Associates	Grant Writing Minority Retention	\$25,000 *

\* Billed daily, annual cost is estimated but will not exceed a set maximum

\*\* Billed hourly, estimated annual cost

\* \* \* \* \*

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

Item #13 - Information Items

Item #13.1 - Fiscal Year 2006 Financial Statements

Documents were provided to the Board for their information and review.

Item #13.2 - Fiscal Year 2006 Salary Report

The Fiscal Year 2006 Salary Report was provided to the Board for their information.

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Item # 14 - Adjournment

At 10:30 a.m., Bill Naegele made a motion, which was seconded by Marikay Hegarty, to adjourn the meeting. The motion was approved by unanimous voice vote. Student advisory vote: Yes.

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Guy H. Alongi  
Chairman

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Geoffrey S. Obrzut  
President/CEO

Illinois Community College Board

**CERTIFICATION OF ELIGIBILITY FOR SPECIAL TAX LEVY  
(CHAPTER 122, PARAGRAPH 3-14.3)**

Section 3-14.3 of the Public Community College Act allows districts eligible for equalization grants in fiscal year 2006 or fiscal year 2007 to levy up to or at the combined statewide average tax rate for educational and operations and maintenance purposes if they currently are levying less than that amount. The ICCB is required to certify the eligibility of districts to levy by November 1 of each year.

**RECOMMENDED ACTION**

It is recommended that the following motion be adopted:

The Illinois Community College Board hereby certifies that the following community college districts were (1) eligible to receive equalization grants either in fiscal year 2006 or fiscal year 2007 and (2) had combined educational and operations and maintenance purposes tax rates less than 25.63 cents per \$100 of equalized assessed valuation and are, therefore, eligible to levy at a combined educational and operations and maintenance purposes rate up to and including 25.63 cents per \$100 of equalization assessed valuation in accordance with the provisions of Section 3-14.3 of the Public Community College Act:

Black Hawk College  
Heartland Community College  
Illinois Central College  
Illinois Eastern Community Colleges  
Illinois Valley Community College  
Kankakee Community College  
Kaskaskia College  
Lake Land College  
Lewis and Clark Community College  
Moraine Valley Community College  
Prairie State College  
Rend Lake College  
Richland Community College  
Carl Sandburg College  
South Suburban College  
Southwestern Illinois College  
Spoon River College  
John Wood Community College

Agenda Item #14.3  
September 15, 2006

**BACKGROUND.** Pursuant to Section 3-14.3 of the Public Community College Act, the following table identifies the eligible districts and the additional levy authority they have, should they choose to exercise it, along with an estimate of how much additional tax revenues will be available because of this additional levy authority.

District	Current Combined Maximum Authorized Operating Tax Rates	Additional Tax Rate Authority	Estimated Additional Tax Revenue
Black Hawk	19.00¢	6.63¢	\$1,871,453
Heartland	22.50¢	3.13¢	\$1,017,313
Illinois Central	25.00¢	.63¢	\$318,734
Illinois Eastern	25.00¢	.63¢	\$65,056
Illinois Valley	17.00¢	8.63¢	\$2,035,632
Kankakee	18.00¢	7.63¢	\$1,297,543
Kaskaskia	25.00¢	.63¢	\$64,570
Lake Land	18.00¢	7.63¢	\$1,483,398
Lewis and Clark	25.00¢	.63¢	\$166,705
Moraine Valley	22.50¢	3.13¢	\$2,789,232
Prairie State	23.00¢	2.63¢	\$818,364
Rend Lake	25.00¢	.63¢	\$38,654
Richland	25.31¢	.32¢	\$57,312
Sandburg	22.00¢	3.63¢	\$443,052
South Suburban	25.21¢	.42¢	\$140,483
Southwestern	16.00¢	9.63¢	\$4,753,066
Spoon River	25.00¢	.63¢	\$39,325
John Wood	22.50¢	3.13¢	\$305,811
			\$17,705,705

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The additional levy authority is subject to “backdoor” referendum. Within ten days after the adoption of a resolution expressing the district’s intent to levy all or a portion of the additional taxes, the district is required to publish notice of its intent. A petition signed by 10 percent or more of the registered voters in the district will cause the proposed increase to be placed on the ballot at the next regularly scheduled election. A 30-day period is allowed for such a petition to be received.

This special tax levy authority does not circumvent tax cap legislation. All tax cap legislation is still applicable to those districts that fall under it. The following districts that are eligible for the special tax levy are also subject to tax cap legislation:

Moraine Valley  
Prairie State  
South Suburban

Illinois Community College Board

**POLICY REQUIRING CERTIFICATION OF COMPLIANCE WITH REGARD TO  
CERTAIN PROHIBITED PREDATORY LENDING PRACTICES**

The Illinois Community College Board does not deposit money in financial institutions; however, the office of the Governor and the General Assembly have requested that agencies, boards, and commissions adopt the following policy in the event that monies are received and deposited in financial institutions.

**RECOMMENDED ACTION**

It is recommended that the following motion be adopted:

The Illinois Community College Board hereby adopts the following policy regarding depositing and investing monies received outside the state treasury:

It is the policy of the Illinois Community College Board that, unless otherwise inconsistent with and fiduciary duties that may apply, any financial institution that receives deposits of investments from the Illinois Community College Board, and that financial institution's affiliates and operating subsidiaries, shall not make, invest in, or service loans where the following conditions apply:

- (1) The loan is a "high risk home loan," identified as a loan meeting one of the following two triggers:
  - (a) The annual percentage rate on the loan exceeds the return on U.S. Treasury securities with comparable maturity periods by more than 6% for a first mortgage or more than 8% for a second mortgage; or
  - (b) The total points and fees paid by the borrower at or before the loan closing exceed the greater of 5% of the total loan amount or \$800 (the \$800 figure shall be adjusted annually on January 1 by the annual percentage change in the Consumer Price Index for all Union Consumers for all items published by the United States Department of Labor).

And.

- (2) The loan contains any of the following prohibited terms or involves any of the following forbidden practices:

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- (a) Ability to repay. No high risk home loan may be made if the institution does not believe at that time that the borrower will be able to make the scheduled payments to repay the obligation based upon a consideration of his or her current and expected income, current obligations, employment status, and other financial resources (other than the borrower's equity in the dwelling that secures repayment of the loan). A borrower shall be presumed to be able to repay the loan if, at the time the loan is consummated, or at the time of the first rate adjustment, in the case of a lower introductory interest rate, the borrower's scheduled monthly payments on the loan (including principal, interest, taxes, insurance, and assessments), combined with the scheduled payments for all other disclosed debts, do not exceed 50% of the borrower's monthly gross income;
- (b) Fraudulent or deceptive practices. No institution covered by this policy may employ fraudulent or deceptive acts or practices regarding a high risk home loan, including deceptive marketing and sales efforts;
- (c) Prepayment penalty. No high risk home loan may include a penalty provision for payment made; (i) after the expiration of the 36-month period following the date the loan was made; or (ii) that is more than:
  - (1) 3% of the total loan amount if the prepayment is made within the first 12-month period following the date the loan was made;
  - (2) 2% of the total loan amount if the prepayment is made within the second 12-month period following the date the loan was made; or
  - (3) 1% of the total loan amount if the prepayment is made within the third 12-month period following the date the loan was made.
- (d) Pre-paid insurance products and warranties. No high risk home loan may finance a single premium credit life, credit disability, credit unemployment, or any other life or health insurance, directly or indirectly. Insurance calculated and paid on a monthly basis shall not be considered to be financed by the institution;
- (e) Refinancing prohibited in certain cases. No institution covered by this policy may refinance any high risk home loan resulting in charges of additional points and fees within a 12-month period after the original loan agreement was signed, unless the refinancing results in a tangible net benefit to the borrower;
- (g) Financing of points and fees. No high risk home loan may finance points and fees in excess of 6% of the total loan amount;
- (h) Payments to contractors. No institution covered by this policy may make a payment of any proceeds of a high risk home loan directly to a contractor under a home improvement contract other than:

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(1) by instrument payable to the borrower or payable jointly to the borrower and contractor; or

(2) at the election of the borrow, by a third-party escrow agent in accordance with the terms established in a written agreement that is signed by the borrow, the lender, and the contractor before the date of payment.

(i) Negative amortization. No high risk home loan, other than a loan secured only by a reverse mortgage, may have terms under which the outstanding balance will increase at any time over the course of the loan because the regular periodic payments do not cover the full amount of the interest due, unless the negative amortization is the consequence of a temporary forbearance sought by the borrower;

(j) Negative equity. No high risk home loan may exceed the value of the property securing the loan;

(k) Late payment fee. No high risk home loan may provide for a late payment fee, except under the following conditions:

(1) the late payment fee shall not be in excess of 5% of the amount of the payment past due;

(2) the late payment fee shall only be assessed for a payment past due for 15 days or more;

(3) the late payment fee shall not be imposed more than once with respect to a single late payment;

(4) a late payment fee that an institution has collected shall be reimbursed if the borrower presents proof of having made a timely payment; and

(5) an institution shall treat each payment as posted on the same business day as it was received by the institution, the institution's agent, or at the address for making payments provided to the borrower by the institution.

(l) Payment compounding. No high risk home loan may included terms under which more than 2 periodic payments required under the loan are consolidated and paid in advance from the loan proceeds provided to the borrower, or

(m) Call provision. No high risk home loan may contain a provision that permits the lender, in its sole discretion, to accelerate the indebtedness, provided that this provision does not prohibit acceleration of a loan in good faith due to a borrower's failure to abide by the material terms of the loan.



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2. In order for the financial institution to be eligible for investment or deposit of public funds by the Illinois Community College Board, the financial institution must submit a certification form by May 15 of each calendar year certifying that the institution and any of its affiliates and operating subsidiaries do not make, invest in, or service loans described in the provisions of Paragraph 1., above.

**Revised**  
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Illinois Community College Board

**FY 2006 LINCOLN'S CHALLENGE REPORT**

The Lincoln's Challenge Academy (LCA) initiated operations in July 1993 with the intent to help students who have dropped out of high school to improve their likelihood of academic and personal success. During two classes within an academic year, the program offers 16-18 year old young men and women the social and employment skills necessary to be contributing members of their communities. The Lincoln's Challenge Academy includes a 17-month program starting with a 22 week residential experience where students learn self discipline, leadership, and responsibility. Following the residency, the graduates enter a second phase, which includes returning to their respective communities to seek employment or pursue educational opportunities. Prior to the second phase, each student is matched with a mentor who advises him or her on employment and educational matters. To date, 9,041 students have graduated from the resident phase of the program and approximately 64% (6,213) of the students admitted to the program have earned their GEDs.

The Illinois Community College Board is a partner with Lincoln's Challenge through an annual state appropriation to provide scholarships for graduates of the Academy. These scholarships give students an opportunity to continue their education at one of the 48 community colleges in Illinois. The scholarship award is \$1,000 per semester for the fall and spring semesters and is offered for a maximum of two consecutive years. Recipients of the scholarship must meet specific qualifications, including completion of the Lincoln's Challenge Academy's eight core values program and earn their GED certificate. To date, 1,886 students have received scholarship awards from this program.

Funding for the program has varied. In FY 1995 to 1998, the state allocation was \$150,000 with a subsequent increase to \$175,000 from fiscal years 1999-2001. In FY 2002, the allocation was reduced to \$125,000 and further reduced to \$120,100 in FY 2003 due to state budget constraints. The allocation has remained at this level. Expenditures for FY 2006 were \$97,000, serving 132 students.

During FY 2003, the program was altered to better track student progress and expenditures. Before FY 2003, all graduates received a scholarship and had three years in which to activate the scholarship. The current guidelines specify a particular number of scholarships issued each semester counting renewals, and students must use the scholarship the semester following their graduation.

An unexpected challenge in FY 2004 arose when the legislature decided to place the Lincoln Challenge Program under the direction of the Illinois Student Assistance Commission. In a last minute reversal, the program returned to the ICCB. Unfortunately, focus for the program became one of transition causing some lag in enrollments. During FY 2005 and FY 2006, emphasis was placed on rebuilding enrollment along with other endeavors.

Another major challenge continues to be the attrition rate among scholarships recipients. The Academy offers potential high school drop outs an opportunity to succeed in an educational setting.

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Many students who received their GED certificates and expressed a desire to pursue a college education need intensive support services and mentoring. While a concerted effort is made at colleges to help these students, a significant number find the experience overwhelming for a variety of reasons and decide not to re-enroll the following semester. Due to the “at risk” nature of this population, renewal for enrollments are approximately 35 percent of the total scholarships issued each semester. Several initiatives have been implemented to encourage stronger communications among ICCB, the Lincoln’s Challenge Academy and the colleges in an effort to support LCA graduates. Some initiatives are described below.

**College Contacts**—A community college contact has been designated at each community college. This listing is available in a directory along with other appropriate Academy contacts. The directory has been shared among the three partners as well as placed in LCA student graduation packets. Establishing the directory has been a significant benefit to students as they have a specific person who can be reached at each college in an easily accessible manner. The other benefit of the directory has been the increased communication among the students, community colleges, the Academy, and ICCB staff.

**Data Base**—A Lincoln’s Challenge data base was created to obtain pertinent student and program information. (i.e., new and returning enrollees, expenditures, college attended, semesters attended, grade point average, and graduation date). Reports generated from this information indicate program strengths and areas of needed improvement.

**Dual Credit Enrollment**—A dual credit enrollment was created in FY04 with the Academy and Parkland College allowing those students who completed the GED and wished to pursue further education at a community college the opportunity to earn three semester credit hours in computer technology and three semester credit hours in English. This is the only program in the state that has a dual credit agreement with a GED program. Students who graduated in the spring semester 2004 class were the first to utilize this dual credit arrangement.

**Advisory Committee**—This committee comprises representation from the ICCB, the Academy, and five community colleges. Its purpose is to create stronger communication among the three partners, thus improving services and the transition from the Academy to the community colleges for Lincoln’s Challenge graduates. The committee meets quarterly via teleconferences to review, develop, and suggest program implementation of goals and objectives. Input from the committee has been instrumental in adopting methods and strategies to enhance the program.

**Listserv**—In addition to the directory, a listserv was established to keep the partners informed on policy changes and exchange suggestions and ideas. This, too, has strengthened the communication process among the partners and enhanced services to students.

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**New Initiatives**—Several new initiatives are planned for FY 2007. A website for forms and other information is being developed. Workshops for student orientation are being planned with Lincoln Academy counselors. Stricter guidelines with more student-community college counselor contacts has been established for the fall 2006 class. Marketing strategies and other initiatives to further strengthen retention are also being discussed.

**Conclusion**—Annually more than 34,000 Illinois students drop out of high school. Many of these students do not have the family support and encouragement needed to succeed in school. Several are faced with the challenges of gangs, substance abuse, and an environment of violence. The Academy offers students an opportunity to reorient their lives. The ICCB's Lincoln's Challenge Scholarship Program offers these graduates an opportunity to continue their education, reach their career goals, and become successful and productive residents of Illinois.

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**APPOINTMENTS OF BOARD MEMBERS TO COMMITTEES**

The following is a list of the approved new committees and the board members who will be serving on each.

- 1. Academic Affairs**  
Angela Miller  
Jake Rendleman  
Bill Naegele  
Sarah Anderson
- 2. External Affairs (Including Awards)**  
Jake Rendleman  
John Donahue  
Marikay Hegarty  
Sue Morris
- 3. Student Relations (Chaired by the Student Member)**  
Sarah Anderson - Chair  
Judy Rake  
Dianne Meeks
- 4. Adult Education and Workforce Preparation**  
Angela Miller  
Dianne Meeks  
John Aurand
- 5. Budget and Finance**  
Rudy Papa  
Sue Morris  
Bill Neagele
- 6. Strategic Planning Committee**  
Judy Rake  
John Donahue  
Bill Naegele  
Jake Rendleman
- 7. Personnel and Evaluation Committee**  
Rudy Papa  
John Aurand  
Marikay Hegarty  
Sue Morris

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**PROPOSED ILLINOIS COMMUNITY COLLEGE BOARD RULES  
CONCERNING COMMUNITY COLLEGE PERSONNEL POLICIES**  
*(Future Consideration)*

The State Officials and Employees Ethics Act (Public Acts 93-0615 as amended by 93-0617, effective November 19 and December 9, 2003, respectively) expanded and revised ethics laws in the State of Illinois. This Act not only calls for the adoption and implementation of personnel policies for all state employees and all boards and commissions, but also specifically requires the Illinois Community College Board to adopt and implement personnel policies “with respect to State employees of community colleges.”

On October 5, 2005, the Attorney General issued Opinion 05-009 stating that the employees of the public community colleges, for the purposes of the Ethics Act, are to be considered State employees, and she went on further to state that they must also comply with the personnel policies established by the Illinois Community College Board. Specifically, 5 ILCS 430 Sec. 5-5c requires the personnel policies to include documentation of work time requirements, time worked requirements, reimbursement of travel on official state business, compensation, and the earning and accrual of benefits for time.

In order to be in compliance with the Act, rules shall be adopted by the Board and filed with the Joint Committee on Administrative Rules. The proposed amendment is offered for discussion purposes at this time and will be presented in November for initial approval.

**SUBPART H: PERSONNEL**

**Section 1501.801 Definition of Terms**

Compensated Time. Time worked by or credited to a State employee that counts toward any minimum work time requirement imposed as a condition of employment with a State agency, but does not include any designated State holidays or any period when the employee is on a leave of absence.

Employee. Any person employed full time, part time, or pursuant to a contract and whose duties are subject to the direction and control of an employer with regard to material details of how the work is to be performed, or any appointee.

**Section 1501.803 Personnel Policies for the State Officials and Employees Ethics Act**

Each community college must adopt and implement the following personnel policies.

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Work Time Requirements. Each college shall have a written description of work time requirements.

Documentation of Work Time. Employees must submit time sheets documenting spent each day on official business to the nearest quarter hour. Time sheets may be submitted on paper, electronically, or both and must be maintained in either paper or electronic form by the fiscal office for at least two years.

Documentation for Reimbursement for Travel on Official Business. The colleges must adopt travel policies and procedures for reimbursement of expenses for employees traveling on official business.

Compensation. Each college must adopt a policy on employee compensation.

Accrual of Benefits. Each college must adopt a policy on the earning or accrual of benefits.