

Item #9.1  
September 17, 2021

UNAPPROVED

Minutes of the 446<sup>th</sup>  
Meeting of the  
Illinois Community College Board

Marriott Bloomington-Normal Hotel & Conference Center  
Room Redbird F/G  
201 Broadway  
Normal, IL

June 4, 2021

## RECOMMENDED ACTION

It is recommended that the following motion be adopted:

The Illinois Community College Board hereby approves the Board minutes of the June 4, 2021 meeting as recorded.

### **Item #1 – Roll Call and Declaration of Quorum**

Chair Lopez called the Board meeting to order at 9:00 a.m. and asked Ann Knoedler to call roll. The following Board members were present on the call: Paige Ponder, Doug Mraz, Larry Peterson, Terry Bruce, Lynette Stokes, Suzanne Morris, Teresa Garate, and Nick Kachiroubas. Enrique Velazquez, Student Board member, was absent. A quorum was declared.

### **Item #2 – Announcements and Remarks by Dr. Lazaro Lopez, Board Chair**

Chair Lopez welcomed everyone to the first in-person Board meeting since January 24, 2020, when COVID-19 was still a foreign concept to all of us. Chair Lopez expressed his thankfulness to see everyone.

Speaking of the budget, the ICCB and the community college system were level funded and there were a number of new pieces related to federal funds that came out of the effort, not the least of which was an appropriation for 25 million for addressing shortages in the Early Childhood Education field. It all started with pressure around the ECE applied baccalaureate, which maybe didn't get done, but did lead to an acknowledgement of the need in this area and the necessity of resources to address that need.

The IBHE is likely to approve their strategic plan very soon. Once it is, the Board will need to think about when ICCB should consider endorsing that plan. It probably makes the most sense to do this at the Retreat in August.

Chair Lopez acknowledged Sylvia Jenkins, President of Moraine Valley Community College, who is finishing her term as the President of the IL Council of Community College Presidents, as well as, the Student Board Member, Enrique Velazquez, from Kankakee Community College, who is not present at this meeting, is his last meeting. The Board looks forward to welcoming the new student Board member Jaleel Harris, from South Suburban College, who will join the Board at the August Retreat.

The Chair concluded his remarks by stating that the Board Retreat will be held on August 19 at the ICCB Springfield Office. During this meeting the Board would like to discuss the Free College initiative, the Future of Work and will most likely endorse the IBHE Strategic Plan which will be an action item.

**Item #3 – Board Member Comments**

There were no comments.

**Item #3.1 – Illinois Board of Higher Education Report**

Dr. Teresa Garate stated the IBHE will be voting to approve the new strategic plan at a Special Board meeting on June 13<sup>th</sup>.

**Item #4 – Nomination of the Illinois Community College Board Vice Chair**

Larry Peterson nominated Suzanne Morris for the position of Vice Chair of the Illinois Community College Board. Seeing as there were no other nominations, Chair Lopez closed the floor. Paige Ponder made a motion, which was seconded by Nick Kachiroubas, to re-elect Suzanne Morris as the Vice Chair of the Illinois Community College Board.

A roll call vote was taken with the following results:

Terry Bruce	Yea	Larry Peterson	Yea
Teresa Garate	Yea	Paige Ponder	Yea
Nick Kachiroubas	Yea	Lynette Stokes	Yea
Doug Mraz	Yea	Lazaro Lopez	Yea
Suzanne Morris	Yea		

The motion was approved. The motion to nominate and re-elect Suzanne Morris for the position of Vice Chair of the Illinois Community College Board was approved. The Board thanked member Morris for serving as ICCB Vice Chair.

**Item #5 – Executive Director Report**

Dr. Brian Durham began by stating thanking Dr. Sylvia Jenkins and appreciate her leadership. He also thanked student member Enrique Velazquez for his service to the Board during this difficult time. The new student member, Jaleel Harris from South suburban College, will begin his role on July 1, 2021. Dr. Durham continued his report by stating the Board’s responses to the IBHE’s Strategic Plan that were put in letter form was sent to the IBHE. As of today, there has not been a response; however, Dr. Durham explained he has seen some changes made to the Plan. Board member Teresa Garate explained that Ginger Ostro did acknowledge ICCB’s letter during the IBHE meeting.

The Executive Director stated that it is not set in stone that the disaster proclamations set in place by the Governor’s Office will continue. It seems meetings are well attended virtually vs in person, which is one of the reasons the upcoming Board retreat was planned on being virtual. However, it may be better to hold it at the ICCB Springfield Office just in case the previous OMA rules are put back in place. This would mean the meetings will have to have an in-person quorum.

**Item #5.1 - Illinois Community College Board Goals Update**

Dr. Durham gave a brief update of the progress on all the board goals which occurs annually during the June Board meeting. He distributed a memo which detailed the progress ICCB has made on the Board goals, based upon the report provided at the January 15, 2021 Board meeting. Dr. Durham highlighted a few key initiatives for each Board Goal: Goal 1: Diversity, Equity, and Inclusion Plan (DEI): In July 2020, Governor Pritzker required each of the state agencies to develop a DEI plan; Workforce Equity Initiative (WEI): For the past two years (FY20 and FY21) the ICCB has awarded \$18.7 million dollars to ensure workforce equity for African Americans in Illinois, who must represent 60% population served; P20 Council Revised Focus on COVID-19: ICCB staff are participating in P20 Council efforts to address COVID 19 effect on students; Goal 2: Developmental Education Innovation Grant: Awarding up to \$250,000 in funding for 10 – 15 grants to support faculty, students and institutions to develop successful developmental education models that assist with moving students into gateway coursework.

Transitional Instruction Innovation Grant: ICCB is awarding up to \$200,000 in funding for 10 – 15 grants to support Transitional Instruction across the K-12 and community college system; Goal 3: ICCB Collective Conversations web series. A series of short videos with community college leaders to highlight best-practices and explore system efforts around timely topics of statewide interest (e.g. COVID response, enrollment, etc.). Released monthly; Economic Impact Study: An in-depth Economic Impact Study for the community college system. This updates the FY 2014 Economic Impact Study. There will be equity analysis as a part of this study; Illinois Postsecondary Profiles (IPP): A new regional planning path will allow for the synthesis of reporting elements to improve planning. A new equity path will allow for subgroup analysis.

## **Item #6 - Advisory Organizations**

### **Item #6.1 - Illinois Community College Trustees Association**

Mr. Jim Reed stated the last ICCTA meeting was in March. The members heard updates on activities of the Illinois Community College Board, the Illinois Council of Community College Presidents, the Illinois Board of Higher Education, and the Association of Community College Trustees; received the Nominating Committee's recommendations for 2021-2022 officers: Dr. Maureen Dunne (DuPage) – vice president, Maureen Broderick (Joliet) – treasurer, Bishop Wayne Dunning (Richland) – secretary; will vote on the recommended slate at today's annual meeting; were informed that within the last month, ICCTA staff has provided guidance, and research on such topics as trustee elections, legislation, student trustee eligibility, the Illinois Open Meetings Act, administrative succession policies, and board retreats.

They welcomed feedback and suggestions on ICCTA's proposed 2022 Strategic Plan, which lays out four goals: information exchange, training, advocacy, and administrative efficiencies and will be asked to adopt the proposal at ICCTA's June 5 annual meeting; adopted the association's 'back-to-normal' Fiscal Year 2022 budget, which includes no dues increase and a small surplus; adopted a resolution allowing eligible ICCTA employees to participate in the State Universities Retirement System Deferred Compensation Plan.

They also adopted the ICCTA Bylaws Committee's proposed amendments to add the Linden A. Warfel Trustee Education Award and the ICCTA Presidents Award to the association's Operations Manual; and learned that the ICCTA Executive Committee heard a presentation from One Point of Care health insurance consultants on a possible non-dues revenue source, which will be further discussed at the meeting in June.

The next meeting will be held on September 11, 2021, at the Wyndham Springfield City Centre Hotel in Springfield. Highlights will include leadership training, awards presentations, and networking opportunities for new and returning board members.

### **Item #6.2 - Illinois Council of Community College Presidents**

Dr. Sylvia Jenkins stated the last council meeting was held in March and heard updates on the Illinois Supreme Court's ruling regarding faculty layoffs. Shawn Jackson discussed Senate Bill 1832 proposing the ability of community colleges to offer an Applied Bachelor's Degree in Early Childhood Education (ECE).

There was much discussion of the possible harm to the ECE legislation if the Presidents pursued a BSN at the same time. The group decided to make the ECE a priority and pause any larger effort for the BSN at this time. Transferability is still a big issue.

Many of the community college courses are still not being accepted by four-year universities when students transfer. It is unclear why since the community college courses are also approved by the IBHE. There continue to be return to campus issues which include, require a mask or not since it's hard to know who is vaccinated or not, social distance guidance has not been released, and employees wanting to continue to work remotely.

The American Association of Community Colleges presented awards to Joliet Junior College and College of DuPage. The next president of the ICCCP will be Dr. Josh Bullock.

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The Board took a BREAK at 10:14 a.m.

RETURNED at 10:25 a.m.

\* \* \* \* \*

## **Item #7 - Committee Reports**

### **Item #7.1 - Academic, Workforce, and Student Support**

The committee met on the morning of June 4th at 8:00a with Paige Ponder, Suzanne Morris and discussed the following items: Workforce Consolidation - the goal of the feasibility study is to examine possible consolidation scenarios as a part of its ongoing work to promote and structure an effective and equitable workforce system that benefits all Illinoisans. The report: gives a picture of the current state of the Illinois workforce system and indicates the areas where there is room for improvement; describes the range of workforce consolidation choices while identifying fundamental questions that still need to be answered; and identifies models and lessons learned from other states that have consolidated or partially-consolidated their workforce systems.

The report makes two recommendations as important next steps to be considered as part of the program improvement and consolidation decision-making process: Examine and memorialize participant and stakeholder experience in WIOA-funded and non-WIOA funded workforce development programs and evaluate infrastructure and technology systems across WIOA-funded and non-WIOA funded programs. GED Testing Online Proctored "OP" price change- given the impact of the COVID-19 virus on the availability of high school equivalency testing at physical testing centers, the Illinois Community College Board work with GED Testing Service®, in cooperation with other states, to begin offering an online proctored option for the GED® exam on June 1, 2020.

The online proctored GED® option (“OP”) was initially launched at the same pricing structure as in-person GED® exam. After further analysis it was determined that there is an increase in the cost of technology, test security and staff costs associated with online-proctored exams. The committee also discussed the Perkins waiver, ability to benefit plan, and the new units of instruction.

#### **Item #7.1a - GED® Online Proctored “Op” Test Price Change**

Doug Mraz made a motion, which was seconded by Terry Bruce, to approve the following amended item:

The Illinois Community College Board hereby approves the increase in the cost of the GED® online proctored test “OP” test to a cost of \$144.00 per battery or \$6.00 per test subject.

A roll call vote was taken with the following results:

Terry Bruce	Yea	Larry Peterson	Yea
Teresa Garate	Yea	Paige Ponder	Yea
Nick Kachiroubas	Yea	Lynette Stokes	Yea
Doug Mraz	Yea	Lazaro Lopez	Yea
Suzanne Morris	Yea		

The motion was approved.

**Item #8 - Economic Impact Study Presentation**

Nathan Wilson, Deputy Director for Research and Information Technology, gave a brief presentation on the findings from the three main components of the soon-to-be-released Illinois Community College System Economic Impact Study will be shared.

First, the need for and value of community colleges as a key factor in meeting the current demographic and economic conditions will be addressed. Second, a student level outcome analysis will highlight the return on investment of community college certificates and degrees for students. Third, an economic impact analysis will demonstrate the importance of colleges as economic engines and employment hubs in their host communities.

**Item #9 - Legislative and Budget Update**

The General Assembly was scheduled to adjourn May 31, 2021. ICCB staff provided an update on the fiscal year 2022 state budget and gave a legislative report highlighting action taken during the Spring 2021 legislative session. Illinois lawmakers approved a \$42 billion budget on June 1, 2021 and relies on a stronger-than-expected economy, federal relief dollars, and \$600 million in revenue by closing corporate tax loopholes; and allows pay back of \$2.0 billion in outstanding debt on an emergency Federal Reserve loan taken out last year amid the pandemic.

Illinois expects to receive \$8.1 billion from the federal American Rescue Plan, \$2.5 billion in fiscal year 2022, and remaining \$6 billion available to spend through 2024. Funding for public universities, community colleges, and adult education was kept at FY2021 appropriated levels. Also, funding for MAP increased to \$28 million.

The budget also includes federal relief funds for the following: \$27.0 million for community colleges from the Governor's Emergency Education Relief Fund (GEER) to overcome barriers created by the pandemic and support student learning renewal; \$25.0 million to support rapid expansion of the early childhood workforce and implementation of an Early Childhood Education Consortium (SB 2878); and \$10.0 million for the State Coronavirus Urgent Remediation Emergency Fund (CURE) for college bridge programs.

Illinois Community Colleges received the following stimulus funding: Stipulations in the stimulus bills required minimum percentages for spending on student aid; Coronavirus Aid, Relief, and Economic Security Act (CARES)– \$154.5 million; Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA) – \$299.6 million; and American Rescue Plan Act (ARP) - \$509.6 million, which comes to a total stimulus awarded to date - \$963.8 million.

The legislative report was given with the highlighting of the following bills: HB 2878 – Early Childhood Access Consortium for Equity Act; Student Supports: HB 374 - Community College Affordable Housing; HB 641 – Access to Menstrual Hygiene Products; HB 1778 - Suicide Prevention Information on Student ID; HB 3438 - Undocumented Student Resource Liaison; and HB 3950 - Students with Disabilities. Other bills mentioned were HB 1443 – Cannabis and SB815 – Commission on Equitable Public University Funding.

**Item #10 – New Units of Instruction**

Chair Lopez asked that the South Suburban College degree be approved separately from the other new units.

**Item #10.1 – Elgin Community College, Frontier Community College, John Wood College, Richard J. Daley College, Triton College, Joliet Junior College**

Suzanne Morris made a motion, which was seconded by Doug Mraz, to approve the following items:

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

**PERMANENT PROGRAM APPROVAL**

Elgin Community College

- Ophthalmic Technician Associate of Applied Science (A.A.S.) degree (62.5 credit hours)

Frontier Community College

- Coal Mining Technology A.A.S. degree (60 credit hours)

John Wood Community College

- Web Development A.A.S. degree (64 credit hours)

Richard J. Daley College

- CAD Engineering Technology A.A.S. degree (61 credit hours)
- CAD Engineering Technology Certificate (30 credit hours)
- CNC Engineering Technology A.A.S. degree (61 credit hours)
- CNC Engineering Technology Certificate (30 credit hours)
- Welding Engineering Technology A.A.S. degree (61 credit hours)
- Welding Engineering Technology Certificate (30 credit hours)

Triton College

- Social Media Digital Marketing Certificate (30 credit hours)

Joliet Junior College

- Respiratory Care Therapy A.A.S. degree (70 credit hours)

A roll call vote was taken with the following results:

Terry Bruce	Yea	Larry Peterson	Yea
Teresa Garate	Yea	Paige Ponder	Yea
Nick Kachiroubas	Yea	Lynette Stokes	Yea
Doug Mraz	Yea	Lazaro Lopez	Yea
Suzanne Morris	Yea		

The motion was approved.

**Item #10.1 – South Suburban College**

Teresa Garate made a motion, which was seconded by Terry Bruce, to approve the following items:

**PERMANENT PROGRAM APPROVAL**

South Suburban College

- Solar Photovoltaic Installation Technician Certificate (30.5 credit hours)
- Visual Communication Certificate (30 credit hours)

A roll call vote was taken with the following results:

Terry Bruce	Yea	Larry Peterson	Yea
Teresa Garate	Yea	Paige Ponder	Yea
Nick Kachiroubas	Yea	Lynette Stokes	Abstain
Doug Mraz	Yea	Lazaro Lopez	Yea
Suzanne Morris	Yea		

The motion was approved. Lynette Stokes abstained.

**Item #11 – Adoption of Minutes**

Nick Kachiroubas made a motion, which was seconded by Doug Mraz, to approve the following items:

**Item #11.1 – Minutes of the March 26, 2021 Board Meeting**

The Illinois Community College Board hereby approves the Board minutes of the March 26, 2021 meeting as recorded.

**Item #11.2 - Minutes of the April 30, 2021 Special Board Meeting**

The Illinois Community College Board hereby approves the Board minutes of the April 30, 2021 meeting as recorded.

A roll call vote was taken with the following results:

Terry Bruce	Yea	Larry Peterson	Yea
Teresa Garate	Yea	Paige Ponder	Yea
Nick Kachiroubas	Yea	Lynette Stokes	Yea
Doug Mraz	Yea	Lazaro Lopez	Yea
Suzanne Morris	Yea		

The motion was approved.

**Item #12 - Consent Agenda**

Terry Bruce made a motion, which was seconded by Nick Kachiroubas, to approve the following items:

**Item #12.1 - Calendar Year 2022 Board Meeting Dates and Locations**

The Illinois Community College Board hereby approves the Calendar Year 2022 Board Meeting Dates and Locations listed below:

**Calendar Year 2022 Board Meeting Dates and Locations**

**January 28**

9:00 a.m. – Harry L. Crisp II Community College Center, Springfield

**March 25**

9:00 a.m. – Heartland Community College, Bloomington

**June 17**

9:00 a.m. – Harry L. Crisp II Community College Center, Springfield

**July**

Subject to Call

**August - Board Retreat**

TBD

**September 16**

9:00 a.m. – Richland Community College, Decatur

**December 2**

9:00 a.m. – Harry L. Crisp II Community College Center, Springfield

**Item #12.2 - Authorization to Enter into Interagency Contracts and/or Agreements**

The Illinois Community College Board hereby authorizes its Executive Director, in concurrence with the ICCB Chair, to enter into interagency contracts/agreements, as needed for fiscal year 2022.

**Item #12.3 - Authorization to Transfer Funds Among Line Items**

The Illinois Community College Board hereby authorizes its Executive Director to transfer funds among fiscal year 2022 appropriated operating line items, as needed.

**Item #12.4 - Authorization to Enter into Contracts for Office Operations**

The Illinois Community College Board approves the following Fiscal Year 2022 contractual agreements:

<b>Funding Source</b>	<b>Contractor</b>	<b>Estimated Amount*</b>	<b>Contract Period</b>	<b>Description</b>
All funds /allocated	IL Community College System Foundation	\$576,831	7/1/21 - 6/30/22	Rental of Office Space
	Turn-Key Solutions			Sole Source Provider: High School Equivalency Testing
GED/GRF	International, Inc.	\$200,322	7/1/21 - 6/30/22	Data submission to feds
Adult Ed	Turn-Key Solutions			Sole Source Provider:
/Federal	International, Inc.	\$23,040	7/01/21 – 6/30/22	Data submission to feds
GRF	<del>Sorling</del> , Northrup, Hanna, Cullen & Cochran Ltd.	\$20,000	7/1/2021 - 6/30/2022	Legal, as needed

\* Amounts are estimated based on the Fiscal Year 2021 appropriation or obligations. Amounts may vary from the estimate. Any contract that exceeds 10 percent of the estimate will be brought back to the Board for approval.

**Item #12.5 - ICCB Employee Guidebook Updates**

The Illinois Community College Board hereby approves the following additions to the employee guidebook and further authorizes the executive director to make minor additions and modifications necessary to remediate agency audit findings.

**Section 8 Leave and Vacation**

**8.1 Holidays**

ICCB observes ~~nine-ten~~ and one-half (9.5) official holidays for which full-time (37.5 hours per week) employees will receive their usual compensation. Part-time employees' holiday time will be prorated. The official holidays are:

New Year's Day	January 1
Martin Luther King's Birthday	Third Monday in January
Presidents' Day	Third Monday in February
Memorial Day	Last Monday in May
<u>Juneteenth National Freedom Day</u>	<u>June 19</u>
Independence Day	July 4
Labor Day	First Monday in September
Thanksgiving	Fourth Thursday in November
Friday after Thanksgiving	Fourth Friday in November
Christmas Eve (half day)	December 24
Christmas Day	December 25



When an official holiday falls on Saturday, the preceding Friday will be treated as the observed holiday. When an official holiday falls on Sunday, the following Monday will be treated as the observed holiday.

Three floating holidays are available for each employee at the beginning of each fiscal year (July 1) and can be used at the discretion of the employee with prior approval from their supervisor; however, they must be used by the end of the fiscal year (June 30). Part-time employees will receive three prorated floating holidays. Floating holiday time may be taken in 15-minute increments.

New employees' floating holidays will be prorated based on their start date. Employees transferring from other State of Illinois agencies, boards, universities, or commissions will not receive floating holidays if they did with their previous employer. They may transfer in a maximum of three floating holidays from their previous employer. The new employee should secure a letter from their former employer which certifies the number of floating holidays to be transferred from that agency/department.

### **NEW SECTION**

## **Appendix III: Remote Work Policy and Procedures**

### **Objective**

Remote work is a work arrangement that allows employees to work at an alternate location, most often the employee's home. Although not all jobs can be performed satisfactorily from other locations, The Illinois Community College Board (ICCB) recognizes that, in some cases, these arrangements can provide a mutually beneficial option for both the agency and the employee when a thoughtful plan is in place. ICCB considers remote work to be a viable, flexible work option when both the employee and the position are suited for such an arrangement. Remote work may be appropriate for some employees and positions but not for others.

### **Policy Statement**

Remote work is not an employee right or benefit, but rather is permitted in accordance with the policies and procedures set forth herein. Establishment of a remote work agreement in no way changes the employee's obligation to observe all applicable rules, policies, and procedures. All existing terms and conditions of employment including, but not limited to, the job description, wages, benefits, vacation, leave, and time reporting remain the same as they would be if the employee worked in the office. Employee will be held to the same job performance standards as those established for the employees working on-site.

### **Eligibility Considerations for Remote Work**

Remote work is not an entitlement and can only be approved through a voluntary agreement between supervisor and employee. Supervisors have discretion in deciding whether an employee is a candidate for remote work. Some employees may not be eligible for remote work arrangements due to specific job requirements, impact on a team, or the supervisor's assessment of the employee's ability to be successful in this arrangement. Any remote work arrangement made will be on a trial basis for the first three months.

ICCB has the right to cancel, suspend or alter employee remote work privileges at any time for any reason.

### **Position Eligibility for Remote Work:**

- Has job functions that can be performed at a remote site without diminishing the quality of the work or disrupting productivity.
- Does not require an employee's presence in the office on a daily or routine basis.

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- Allows for an employee to be as effectively supervised as they would be if the job functions were performed in the office.
- Does not impact overall operations of the division and the agency and interactions required with colleagues or constituents is minimal.
- Involves measurable or quantifiable work product.
- Has minimal or flexible need for specialized materials or equipment available only in the office.

### **Emergency Authorized Remote Work**

In the event of an emergency, such as a weather disaster or pandemic, ICCB may allow or require employees to temporarily work from home to ensure the safety of its employees to maintain the continuity of agency business. These employees will be advised of such requirements by their supervisor.

### **Availability**

Staff are eligible for a maximum of two remote workdays per week. During the summer months (Memorial Day through Labor Day), staff are eligible for a maximum of three remote workdays per week. These days must occur on a fixed schedule established via an approved Remote Work Agreement. If a scheduled remote workday falls on a State holiday, employees are not entitled to adjustment.

### **Request Process**

Employees requesting to work from home shall submit a Work from Home Application to their supervisor. The employee and supervisor will evaluate the work habits of the employee and job responsibilities to determine suitability for remote work. Employees requesting remote work should provide an overview of technology services, equipment, and software resources that will be necessary to support the proposed remote work arrangement.

The request form must be completed and approved by the supervisor and appropriate Deputy Director. If approval is denied, the employee is not authorized to work remotely and the request form is placed in the personnel file.

A Remote Work Agreement must be reviewed and approved prior to an employee beginning remote work. The approval form and agreement shall be forwarded to Human Resources and placed in the personnel file.

### **Expectations**

It is important that expectations regarding productivity/volume of work, quality of work, and timelines must be clearly communicated with the employee in writing and that communication strategy and expectations are outlined in advance as part of the Remote Work Agreement.

When working remotely, an employee's job duties and expectations do not change. The employee will be held to the same job performance standards as those established for the employees working on-site.

### **Supervisors**

Supervisors are responsible for administration of the remote work policies and procedures within their respective areas of responsibility. In doing so, supervisors are responsible for:

- Determining if remote work arrangements are mutually beneficial prior to submitting request to the next higher level of approval. Supervisors should consider whether remote work will contribute to program objectives, while maintaining or improving efficiency, productivity, and customer service.

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- Overseeing the day-to-day performance of remote employees, as they would on-site employees, including communicating general office updates and related information to remote employees.
- Providing remote employees with specific, measurable, and attainable assignments, just as they would non-remote employees. These expectations shall be reviewed with the employee on a quarterly basis.
- Ensuring employees who remain in the office are not negatively impacted by handling the remote worker's regular assignments (answering telephone calls, dispensing information, etc.)
- Ensuring remote employees indicate the hours they worked remotely in accordance with the established policy and procedures.

Supervisors may need to adjust division and individual meetings to ensure remote employees are included and involved.

### **Employees**

While working remotely, employees must be available to supervisors and co-workers during regularly scheduled work hours. Employees are expected to attend scheduled meetings and participate in other required office activities when practical to do so or when required by their supervisor. Upon reasonable notice of the need to report to the workplace, a remote employee must forgo remote work when their physical presence is required in the office on regularly scheduled remote workdays.

Staff attending in-person meetings on their established workdays shall not use State time to travel to or from the work site. Staff may choose to use their appropriate benefit time or their non-compensated lunch period to travel between their worksite and remote work location. No exceptions to this policy shall be granted.

Employees are not permitted to meet with third-party representatives at their place of residence to conduct agency business. All in-person meetings should be scheduled for the ICCB office.

Employees that are working remotely are responsible for:

- Establishing a dedicated, appropriate workspace and maintaining a healthy and safe environment at their remote worksite. Employees working at home must complete the Safety Checklist/Acknowledgement, Attachment B, and certify its accuracy on an annual basis.
- Arranging for childcare during their work hours. Remote Work is not intended to serve as a substitute for child or adult care. If children or adults in need of primary care are in the alternate work location during employees' work hours, another person must be present to provide the care.
- Keeping personal disruptions, such as non-business phone calls and visitors to a minimum.
- Submitting vacation, sick, or personal leave according to policy and procedure when unable to maintain regular business hours or availability. Employees cannot use remote work in place of sick leave, FMLA, Workers' Compensation leave, or other types of leave.
- Reporting security incidents immediately to their supervisor.
- Determining any tax or legal implications under IRS, state, and local government laws, and/or restrictions for working out of a home-based office.
- Completing the Remote Work Plan Agreement and having the agreement approved prior to engaging in any regularly scheduled remote work.

### **Evaluation**

A system of evaluation of the employee's performance during the three-month trial period shall be established. This evaluation may include regular interaction by phone and e-mail between the employee and the supervisor, as well as weekly face-to-face meetings to discuss work progress

and problems. At the end of the trial period, the supervisor will determine if a continued agreement is appropriate and if any modifications need to be made. Any modification shall be documented accordingly on the agreement.

Evaluation of employee's performance beyond the trial period will be consistent with that received by employees working at the office in both content and frequency.

### **Equipment & Supplies**

If an employee is not otherwise provided a state-issued cell phone, internet hot spot, or laptop, ICCB will not provide an employee a state-issued cell phone, internet hot spot, or laptop for the sole purpose of participating in remote work.

Desks, chairs, and other furniture for the remote work location will not be provided by ICCB

### **Employee Expenses**

The ICCB will not compensate employees for expenses incurred because of remote work, such as cell phones and internet. Employee's personally owned equipment maintenance and repairs remain the responsibility of the employee. ICCB does not assume any liability for loss, theft, damage, or wear of employee's personally owned equipment because of remote work-related activity.

Employees will not be reimbursed for out-of-pocket expenses for materials and supplies that are normally available in the office.

### **Equipment Policy**

ICCB equipment located at the remote work site is subject to all policies and restrictions related to the management and use of agency property.

If agency equipment is lost, stolen, or damaged, the employee agrees to participate in any investigation and follow all other requirements (see 6.8 – Agency/State Property Policies).

### **Equipment Malfunctions**

If equipment malfunctions, the employee must notify his or her supervisor immediately.

- The supervisor, in consultation with IT, will determine if equipment down time warrants the employee to report to the office.
- IT will provide telephone service and assistance to teleworkers for state-owned network and connections. IT will not provide any at home service.

### **Health and Safety**

ICCB expects remote employees to maintain the same safe working environment at home as they would have at the office.

- Employees shall have a fire extinguisher and smoke detector in the home.
- Employees shall have pre-established evacuation plans and first aid supplies.
- In-home offices shall be clean and free of obstructions and hazards.

Employees are responsible for self-certifying that the in-home office complies with identified safety requirements by completing and signing the "Safety Checklist/Acknowledgement". ICCB retains the right to make inquiries as to the status of the in-home office work environment. Failure to maintain a safe work environment, in accordance with this policy, is cause for discontinuing employee participation in the Remote Work Program.

### **Workers' Compensation**

If a remote work employee sustains an injury arising out of and in the course of employment, workers' compensation laws and rules apply in the same manner as if such injury occurred at the office. An injured employee should notify human resources and complete the necessary paperwork within 24 hours of the incident as well as follow all other requirements as related to returning to work (*see 9.8.1 – Workers' Compensation*).

### **Data and Information Security**

Consistent with the ICCB's expectations of information security for employees working at the office, employees will be expected to ensure the protection and confidentiality of colleague, student, and any other information accessible from their remote worksite.

Copies of all records and correspondence must be safeguarded by the employee to protect them from unauthorized disclosure, loss, or damage. No original documents should be taken home and original records shall remain in the office. Release or destruction of any records shall only be done at the office according to policy and procedure.

### **Public Records Disclosure**

The work employees complete while remote working remains subject to ICCB and other applicable regulations including the Illinois Freedom of Information Act. Employees who use their personal computing equipment for work purposes subject their hard drive, software, and/or any other type of electronic storage media, to the possibility of subpoena or lack of privacy through legal action taken against, or by, the State (Electronic Communication Privacy Act).

### **Termination of Agreement**

The remote work agreement is a bilateral voluntary arrangement between ICCB and the remote employee that can be discontinued by either the agency or employee. Violations of the remote working agreement or ICCB policy and procedures will be subject to discipline up to and including termination for serious misconduct.

The employee may terminate participation in the Remote Work Program, without cause, at any time, for any reason, by written notice to his or her supervisor. The ICCB may terminate an individual employee's participation in

A roll call vote was taken with the following results:

Terry Bruce	Yea	Larry Peterson	Yea
Teresa Garate	Yea	Paige Ponder	Yea
Nick Kachiroubas	Yea	Lynette Stokes	Yea
Doug Mraz	Yea	Lazaro Lopez	Yea
Suzanne Morris	Yea		

The motion was approved.

### **Item #13 – Information Items**

There was no discussion.

#### **Item #13.1 - Fiscal Year 2021 Financial Statements**

#### **Item #13.2 - Workforce Consolidation Feasibility Study Report**

#### **Item #13.3 - Basic Certificate Program Approval Approved on Behalf of the Board by the Executive Director**

#### **Item #13.4 - Statewide Articulation Agreement with the University of Northern Iowa**

#### **Item #13.5 - ICCB Administrative Rules – Update of Required Reports & Due Dates**

**Item #14 - Other Business**

There was no other business.

**Item #15 - Public Comment**

Frank Brooks spoke to the Board on some community college employees, who work at multiple community colleges, are required to do the same trainings for each community college. He asked the Board and ICCB staff to review this requirement and help cut down the duplicate trainings.

**Item #16 - Executive Session**

**Item #16.1 - Employment/Appointments Matters**

Suzanne Morris made a motion, which was seconded by Nick Kachiroubas, to approve the following motion:

I move to enter Executive Session for the purpose of **Employment/Appointment Matters** which qualify as acceptable exceptions under Section 2(c) of the Open Meetings Act to hold a closed session.

A roll call vote was taken with the following results:

Terry Bruce	Yea	Larry Peterson	Yea
Teresa Garate	Yea	Paige Ponder	Yea
Nick Kachiroubas	Yea	Lynette Stokes	Yea
Doug Mraz	Yea	Lazaro Lopez	Yea
Suzanne Morris	Yea		

The motion was approved. The Board will take a break before entering executive session. The Board entered executive session at 11:19 a.m.

\* \* \* \* \*

Nick Kachiroubas made a motion, which was seconded by Terry Bruce, to reconvene Public Session at 11:36 a.m.

A roll call vote was taken with the following results:

Terry Bruce	Yea	Larry Peterson	Yea
Teresa Garate	Yea	Paige Ponder	Yea
Nick Kachiroubas	Yea	Lynette Stokes	Yea
Doug Mraz	Yea	Lazaro Lopez	Yea
Suzanne Morris	Yea		

The motion was approved.

**Item #17 - Executive Session Recommendations**

Suzanne Morris made a motion, which was seconded by Nick Kachiroubas, to approve the following motion:

The Illinois Community College Board authorizes the Executive Director to implement a cost of living adjustment of 3.5% to all staff and adjust ranges as necessary, pending budget authority on July 1 for FY 2021.

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A roll call vote was taken with the following results:

Terry Bruce	Yea	Larry Peterson	Yea
Teresa Garate	Yea	Paige Ponder	Yea
Nick Kachiroubas	Yea	Lynette Stokes	Yea
Doug Mraz	Yea	Lazaro Lopez	Yea
Suzanne Morris	Yea		

The motion was approved.

**Item #18 - Adjournment**

Paige Ponder made a motion, which was seconded by Larry Peterson, to adjourn the Board meeting at 11:37 a.m. The motion was approved by unanimous voice vote.