Welcome to the Illinois Community College Board Student Advisory Committee (ICCB-SAC). We are excited to have your participation in this year’s activities. Our first meeting is quickly approaching. Included with this memo, you will find a meeting agenda, description of committees and the forms necessary for the election and appointment of officers should you choose to seek to serve in this capacity.

This first meeting of the SAC will be held on Friday, September 9th and Saturday, September 10th, 2016, at the President Abraham Lincoln Hotel in Springfield. Our meetings are generally held in conjunction with the Illinois Community College Trustees Association.

A block of rooms at the President Abraham Lincoln Hotel has been set aside for the rate of $101/per night, single or double. This rate will be held until midnight on Thursday, August 18th and may sell out before that date, so please make your reservations as soon as possible. After you have completed the meeting registration form, the link for online hotel reservations will be provided to you in the “Thank you for registering” and confirmation emails.

At this meeting we will be electing officers for SAC Chair, Vice Chair, Recording Officer, Legislative Committee Chair, and the State and Local Issues Chair. The Legislative Committee and the State and Local Issues Committee are full SAC committees, so SAC members participate in each.

If you are interested in seeking election to one of these positions, please fill out the attached nomination form and submit the accompanying materials to the ICCB office in Springfield no later than Thursday, September 1, 2016. Late submissions will not be included on the election ballot.
There are also opportunities to serve in positions which will be appointed by the elected officers, immediately following the election of the above listed officers. The appointed officers are as follows:

Chair, Awards and Recognition Committee  
Chair, Outreach Committee  
ICCB SAC Liaison to the Illinois Community College Trustees Association  
ICCB SAC Liaison to the Illinois Board of Higher Education Student Advisory Committee (IBHE SAC)  
ICCB Advisory Committee Representative, Finance Advisory Committee  
ICCB Advisory Committee Representative, MIS/Research Advisory Committee  
ICCB Advisory Committee Representative, Program Advisory Committee

The committees meet during the ICCB SAC meetings. ICCTA meetings are held at the same time as the ICCB SAC meetings, except in January. IBHE SAC has a separate meeting schedule, which is not established for FY17.

The ICCB Advisory Committees are comprised of Community College Administrators and Trustees and have one student position each (advisory committee representative). Advisory Committees can meet three to four times per year in addition to the SAC meetings, or may not meet at all within an academic year. In the event that the committee does meet, serving on the committee may require your college’s willingness to cover travel costs to these meetings. It is not unusual for meetings to be conducted by conference call.

If you are interested in seeking one of the appointed officers position listed above, please complete the nomination form and submit to the ICCB office no later than Thursday, September 1.

The general SAC meeting will begin promptly at 1:00 p.m. on Friday, September 9th. All SAC members participate in the Legislative Committee and the State and Local Issues Committee. To participate as a member on ICCB-SAC committees, you do not need to submit any prior documentation, simply attend the committee meetings of your choice during their designated times.

Should you have any questions prior to our meeting, feel free to contact either Jeff Newell (217) 558-2066 or jeff.newell@illinois.gov or Susan Drone (217) 785-0028 or susan.drone@illinois.gov. We look forward to seeing you in Springfield for an exciting and productive year!
ILLINOIS COMMUNITY COLLEGE BOARD
Student Advisory Committee
Meeting Agenda – Friday, September 9th, 2016
President Abraham Lincoln Hotel, Springfield, IL

Room Assignment

I. Roundtable Discussion Session, 1:00 p.m. – 2:15 p.m. * Ottawa A/B
   a. Introductions
   b. Guest Speaker: Kyle Walsh, 2014-15 SAC Legislative Committee Chair

II. ICCB-SAC Leadership Election Meeting, 2:30 p.m. – 3:30 p.m. * Ottawa A/B
   a. Call to Order
   b. Roll Call
   c. Introduction of Candidates
      i. Legislative Committee Chair
      ii. State and Local Issues Committee Chair
      iii. Recording Officer
      iv. Vice Chair
      v. Chair
   d. Break
   e. Election of ICCB-SAC 2016-2017 Officers
   f. Appointment of Committee Chairs
   g. Appointment of ICCTA Liaison and IBHE-SAC Liaison
   h. Appointment of ICCB Advisory Committee Representatives
      i. Finance Advisory Committee
      ii. MIS/Research Advisory Committee
      iii. Program Advisory Committee
   i. Adjournment

III. Executive Committee Meeting, 3:30 p.m. – 4:00 p.m. Governors Cabinet
     (Newly elected SAC Chair, Vice Chair, Recording Officer, Legislative Committee
     Chair, State and Local Issues Chair, ICCTA Liaison & ICCB-SAC Advisor, only)

IV. ICCB Policy and Legislative Committee, 4:00 p.m. – 5:30 p.m. * Ottawa A/B
    ICCB Student Member and Legislative Chair

V. Adjournment – 5:30 p.m.

*All SAC Members and Guests should attend these events.
# ILLINOIS COMMUNITY COLLEGE BOARD

Student Advisory Committee

Committee Meeting Agenda – Saturday, September 10th, 2016

**Saturday, September 10, 2016**

<table>
<thead>
<tr>
<th>Time</th>
<th>Committee</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 a.m.</td>
<td>Executive Committee</td>
<td>Governor Cabinet</td>
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<tr>
<td></td>
<td>SAC Chair</td>
<td></td>
</tr>
<tr>
<td>9:00 a.m.</td>
<td>Awards &amp; Recognition Committee</td>
<td>Lincoln Room</td>
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<tr>
<td></td>
<td>Appointed Chair</td>
<td></td>
</tr>
<tr>
<td>9:00 a.m.</td>
<td>Outreach Committee</td>
<td>Ottawa</td>
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<tr>
<td></td>
<td>Appointed Chair</td>
<td></td>
</tr>
<tr>
<td>10:00 a.m.</td>
<td>State and Local Issues Committee</td>
<td>Ottawa</td>
</tr>
<tr>
<td></td>
<td>Appointed Chair</td>
<td></td>
</tr>
<tr>
<td>11:00 a.m.</td>
<td>ICCB-SAC BUSINESS MEETING</td>
<td>Ottawa</td>
</tr>
</tbody>
</table>

*** Please note that the schedule for this meeting is abbreviated due to the election of officers; the November 2016 meeting will feature more time for committees to deliberate.

You can serve on the committee of your choice. Each student will serve on a committee, in addition to the full SAC Committees (Policy and Legislative, and State and Local Issues).
I. Call to Order
II. Roll Call
III. Reading of the ICCB-SAC Mission – ICCB-SAC Vice Chair
IV. ICCB-SAC Chair Report
V. ICCB Student Member Report
VI. ICCB Legislative-Chair Report
VII. ICCB State and Local Issues-Chair Report
VIII. IBHE-SAC Report – IBHE-SAC Liaison
IX. ICCTA Report – ICCTA Liaison
X. ICCB-SAC Advisor Report – Jeff Newell and Susan Drone
XI. ICCB-SAC Committee Reports – Respective Chairs
   a. Awards and Recognition Committee
   b. Outreach Committee
XII. Actions on Items Presented from Committees (If Necessary)
XIII. Open for Members
XIV. Next Meeting – November 11th & 12th, 2016 – Chicago Marriott Naperville Hotel, Naperville, Illinois
XV. Good Will & Wishes
XVI. Adjournment
ILLINOIS COMMUNITY COLLEGE BOARD
Student Advisory Committee
Committee Structure

Executive Committee:
The primary charge of the executive committee shall be to maintain communication among the SAC leadership and ICCB staff. The committee shall also determine the overall direction of SAC throughout the year. Membership of the executive committee shall be comprised of the following members only: SAC Chair, Vice Chair, Recording Officer, ICCB Student Member, Legislative Committee Chair, State and Local Committee Chair, ICCTA Liaison, and ICCB-SAC Advisors. To accomplish this charge the committee shall:

- Maintain frequent communication through various means such as in person meetings at each gathering of the SAC, monthly conference calls and email messaging.
- Assist in keeping the members of the SAC focused on committee goals and motivating members to work together as a team.
- As a team, setting the overall direction of the SAC for the academic year.

ICCB Policy & Legislative Committee:
The primary charge of the ICCB Policy component shall be to provide a discussion forum for the ICCB Student Member to gather feedback on issues that are being considered by the Board. ICCB-SAC members can also provide their input and perspective to the ICCB Student Member on issues that may need Board involvement in the future. The legislative component charges the Legislative Chair with the responsibility to educate community college students in creating and maintaining good relationships with their state legislators. To accomplish this charge the committee will:

Policy Component:

- Have regular, discussion style meetings regarding topics selected by the ICCB Student Member.
- Provide the ICCB Student Member with statewide student perspective.
- Serve as a sounding board for ideas and possible courses of action for the ICCB Student Member.

Legislative Component:

- Encourage and educate ICCB-SAC members on how to begin a dialogue with their state legislators.
- Foster communication between the governmental liaisons of both the ICCB and the ICCTA.
- Be prepared to provide and coordinate student attendance and participation at committee meetings of the Illinois General Assembly and to testify on pending legislation should the need occur.
- Coordinate an Annual Statewide Community College Student Advocacy Day held in conjunction with the Phi Theta Kappa All-Illinois Academic Team Recognition Ceremony.
- Keep SAC members informed of upcoming legislative issues as necessary.
State and Local Issues Committee:
The primary charge of the state and local issues committee shall be to provide a forum of dialogue where student leaders can share issues happening on their individual campuses and seek advice and guidance from other student peers. Through listening to the individual issues that are presented, the committee shall also be responsible for monitoring trends that seem to have statewide implication and recommending future research or action by the entire SAC or consideration by ICCB staff. To accomplish this charge the committee will:

- Update and assist in the circulation of the Local Issues Procedure guide to campuses around the state.
- Provide a discussion forum for issues shared by student leaders regarding issues or concerns at their college and a suggested course of action for respectful resolution.
- Monitor statewide trends in community college issues and keep the Executive Committee, ICCB staff and SAC membership informed of these trends.
- At the will of the SAC, coordinate broader discussion if and when such trends are deemed necessary for further review.
- Serve as a resource and peer advisors to student organization throughout the state.

Awards & Recognition Committee:
The primary charge of the awards and recognition committee shall be to record the major activities of the SAC and to recognize members for their contributions to team effort. To accomplish this charge the committee will:

- Create select award categories and criteria and establish the nominating procedure for such awards.
- Assist ICCB staff with the coordination and set up of the Annual Awards Banquet in conjunction with the March ICCB-SAC meeting.
- Select all award winners and create awards to be given at the banquet.
- Design and coordinate printing with ICCB staff of the SAC scrapbook.
- Coordinate recognition of individuals providing assistance to the SAC throughout the year such as Round Table speakers, etc.

Outreach Committee:
The primary charge of the outreach committee shall be to build relationships on behalf of the SAC with key stakeholders in the Illinois Community College System, excluding state legislators. This includes coordinating projects and activities that help create and enhance the overall image of the SAC. To accomplish his charge the committee will:

- Actively reach out to SAC members who have not attended SAC meetings and make personal invitations.
- Reach out to facilitate community with and/or assign SAC members to serve as key liaisons with the following organizations, ICCTA, IBHE-SAC, Presidents council, ICCFA, and ISAC.
- Ensure ICCB-SAC is represented at all IBHE-SAC Meetings.
- At the will of the SAC coordinate a statewide service project for member colleges to participate.
Welcome newly elected student trustees and encourage their future involvement in the ICCB-SAC at the close of 2016-2017.
ELECTED POSITIONS:
Following are duties for each of the ICCB Student Advisory Committee officers:

The **Chair** shall:
- A. Preside over all meetings of the SAC.
- B. Serve as an ex officio member of all committees.
- C. Serve as the Chair of the SAC Executive Committee.

The **Vice Chair** shall:
- A. Perform, in the Chair’s absence, all the duties of the Chair.
- B. Chair all meetings of the Executive Committee.
- C. Assist the Chair.

The **Recording Officer** shall:
- A. Record all actions of the Committee and internal committees.
- B. Distribute all minutes and pertinent items to SAC members in a timely manner.

The **Legislative Chair** shall:
- A. Chair the legislative portion of the Policy and Legislative Committee Meeting
- B. Act as a point person and primary planner for Student Advocacy day in April

The **State and Local Issues Chair** shall:
- A. Chair the State and Local Issues Committee Meeting
- B. Act as a point person for discussions in between SAC meetings.
APPOINTED POSITIONS:

**Illinois Community College Trustees Association Liaison** will coordinate with the ICCTA to share information between ICCB-SAC and ICCTA.

**Illinois Board of Higher Education Student Advisory Committee Liaison** will attend IBHE-SAC meetings and share information between ICCB-SAC and IBHE-SAC.

**Illinois Community College Board Advisory Committees** can meet up to three to four times per year. Below is a description of the purposes of each committee. The SAC shall select a student representative to serve on each of the following committees.

**Finance Advisory Committee.** The purpose of the ICCB Finance Advisory Committee is to provide community college system input and advice to ICCB staff on matter relating to the ICCB *Fiscal Management Manual* and ICCB *Unit Cost Study*, procedures for calculating charge backs, procedures for reporting financial data to the ICCB, issues related to community college capital construction concerns, and other matters which relate to the operating finance issues in the community college system.  
*For more information, contact Ellen Andres, Chief Financial Officer, ICCB, 217/785-0087.*

**MIS/Research Advisory Committee.** The purpose of the MIS/Research Advisory Committee is to advise ICCB staff on management information system and research issues. The reviewing ICCB survey instruments, reviewing draft research reports, and reviewing changes to the management information system data elements and manual.  
*For more information, contact Nathan Wilson, Senior Director for Policy Studies, ICCB, 217/558-2067.*

**Program Advisory Committee.** The purpose of the Program Advisory Committee is to review and provide opinions to ICCB staff on various programmatic proposals prior to their Committee include, but are not limited to, such areas as rules and procedures regarding course and program approval processes and the development, classification, and evaluation of programs and courses.  
*For more information contact, Brian Durham, Deputy Director for Academic Affairs, ICCB, 217/524-5502*
ILLINOIS COMMUNITY COLLEGE BOARD
Student Advisory Committee

Election Process – 2016-2017 SAC Leadership Positions
Friday, September 9, 2016 – President Abraham Lincoln Hotel

Candidates must attend the September 9th & 10th ICCB-SAC Meetings at the President Abraham Lincoln Hotel in Springfield, Illinois.

Candidates need to check in with the ICCB-SAC Advisors, Jeff Newell and Susan Drone, by 12:45 p.m. on Friday, September 9, in the meeting room, Salon C/D.

Immediately following Friday afternoon’s Round Table Discussion, candidates will be allowed to briefly introduce themselves, their qualifications and vision for the position sought (Chair, Vice Chair, Recording Officer, Legislative Chair, State and Local Issues Chair). Each candidate will have up to three (3) minutes to make his/her presentation. The order of presentations shall be determined by lottery drawing immediately following the Roll Call.

After each candidate has presented, the ICCB-SAC will recess for fifteen (15) minutes. During this recess members of the ICCB-SAC can ask individual questions of the candidates or candidates may solicit the individual ICCB-SAC Members.

Upon reconvening, ICCB-SAC designated members shall vote upon 2016-2017 ICCB SAC Leadership positions by secret ballot. Each college shall be given one (1) vote which will be given by that college’s designated ICCB-SAC Member. If a member of the ICCB-SAC cannot be present, then the college can appoint an alternate member through a signed letter from that College’s President. Upon providing the letter to the ICCB-SAC advisors, the alternate member shall be given a ballot and allowed to cast a vote.

After each ICCB-SAC member has had a chance to vote, the ballots shall be counted by the ICCB-SAC Advisors, the results of the election shall be immediately announced to the ICCB-SAC as a whole. If two candidates receive the same number of ballots, then the FY 2017 Student Member shall cast the deciding vote.
ILLINOIS COMMUNITY COLLEGE BOARD  
2016-2017 Student Advisory Committee  
Nomination Form for Leadership Positions  

(Please Type or Print Clearly)

Name: ____________________________________________________________
(Note: Students seeking leadership positions must be their college’s designated representative to the ICCB-SAC)

Preferred Mailing Address Location: Home: _____ Office: _____

Street Address: __________________________________________________________________________

City/State/Zip: __________________________________________________________________________

Office Phone: ___________________ Home Phone: ___________________

Cell Phone: ___________________ Fax Number: ___________________

Email Address: ____________________________________________________________________________

College Attending: _________________________________________________________________________

Program of Study: _________________________________________________________________________

Elected Leadership Positions: (Circle your desired position)

CHAIR  VICE-CHAIR  RECORDING OFFICER

LEGISLATIVE CHAIR  STATE & LOCAL ISSUES CHAIR

Appointed Positions for ICCB SAC Leadership: (Circle your desired position)

AWARDS & RECOGNITION CHAIR  OUTREACH CHAIR

ICCTA LIAISON  IBHE-SAC LIAISON

Appointed Positions for ICCB Standing Committees: (Circle your desired position)

FINANCE  MIS/RESEARCH  PROGRAM
**Additional Required Materials:**

Students must submit the following: a) resume, b) 1-page response to each of the following questions:

1. **We are all members of various groups based on gender, race, ethnicity, socioeconomic class, age, sexuality, language, for example. How has your social identity and life experiences shaped your views about leadership? Please explain in a one-page statement.**

2. **What do you consider to be the most urgent issue effecting community college students today? In a one-page statement, discuss why you think this issue must be taken into serious consideration.**

**Declaration:**

_I, ___________________________________________, hereby declare my intent to seek the above leadership position for the 2016-2017 Illinois Community College Board Student Advisory Committee. If elected or appointed to such a position, I will abide by the policies of the Illinois Community College Board, the Illinois Community College Act, the Constitution of the State of Illinois and the Constitution of the United States._

Signed: __________________________________________________________

Date: __________________________

Submit completed nomination materials by **Thursday, September 1, 2016**, to:
Illinois Community College Board
401 E. Capitol Avenue
Springfield, Illinois 62701
Attn: Jeff Newell
jeff.newell@illinois.gov