

# Illinois Community College Board

## 419<sup>th</sup> Meeting Agenda and Materials

September 16, 2016

Sauk Valley Community College  
Room 2K2  
173 Illinois Route 2  
Dixon, IL



Printed by the Authority of the State of Illinois

401 East Capitol Avenue \* Springfield, Illinois 62701-1711 \* Telephone: (217) 785-0123

Agenda  
419<sup>th</sup> Meeting of the  
Illinois Community College Board

Sauk Valley Community College  
Room 2K2  
173 Illinois Route 2  
Dixon, IL

September 16, 2016

<u>9:00 a.m. – Board Meeting – Room 2K2</u>	<u>Page</u>
1. Roll Call and Declaration of Quorum	—
2. Announcements and Remarks by Dr. Lazaro Lopez, Board Chair	—
3. Welcoming Remarks from Dr. David Hellmich, President of Sauk Valley Community College	—
3.1 Highlights of Sauk Valley Community College’s Success in Partnerships	—
4. Election of the ICCB Board member representative on the Illinois Community College Foundation Board ( <i>ACTION</i> )	—
5. Board Member Comments	—
6. Executive Director Report	—
6.1 Acknowledgement of Ms. Krista Winters, President, Illinois Community College Faculty Association	—
7. St. Louis Higher Education Center Update ( <i>ACTION</i> )	—
8. Approval of Designated Emergency Funds ( <i>ACTION</i> )	—
9. Approval of Mandatory Community College Trustee Training Process ( <i>ACTION</i> )	1-2
10. Approval of the new ICCB Board Committees ( <i>ACTION</i> )	3
11. Illinois Board of Higher Education Report	—
12. Advisory Organizations	—
12.1 Illinois Community College Faculty Association	—
12.2 Illinois Council of Community College Presidents	—
12.3 Illinois Community College Trustees Association	—
12.4 Student Advisory Council	—
13. Cooperative Agreements ( <i>ACTION</i> )	—
13.1 Comprehensive Agreement Regarding the Expansion of Educational Resources	4-5
13.2 Cooperative Agreement between Illinois Eastern Community College and John A. Logan College	6-7

Agenda  
419<sup>th</sup> Meeting of the  
Illinois Community College Board

Sauk Valley Community College  
Room 2K2  
173 Illinois Route 2  
Dixon, IL

September 16, 2016

<b><u>9: 00 a.m. – Board Meeting – Room 2K2</u></b>		<b><u>Page</u></b>
14.	New Units of Instruction ( <i>ACTION</i> )	
<u>14.1</u>	College of DuPage, Harper College, Carl Sandburg College, Triton College	8-17
<u>14.2</u>	Malcolm X College	18-20
<u>14.3</u>	Wabash Valley College	21-23
15.	Consent Agenda ( <i>ACTION</i> )	
<u>15.1</u>	Minutes of the June 3, 2016 Board Meeting	24-36
15.2	Minutes of the June 3, 2016 Executive Session	—
<u>15.3</u>	Minutes of the August 10, 2016 Retreat	37-41
15.4	Approval of the Disposal of the Verbatim Recording of Minutes	—
<u>15.5</u>	Certification on Eligibility for Special Tax Levy	42-43
<u>15.6</u>	Administrative Rule Changes - PBVS Credits by Community Colleges	44-49
16.	Information Items	
16.1	Fiscal Year 2016 Financial Statements	—
16.2	Fiscal Year 2017 Financial Statements	—
<u>16.3</u>	Spring 2016 Legislative Update	50-61
<u>16.4</u>	Administrative Rule Changes - Freedom of Information Act	62-78
17.	Other Business	—
18.	Public Comment	—
19.	Executive Session ( <i>ACTION</i> )	
19.1	Employment/Appointments Matters	—
19.2	Review of Minutes of Closed Sessions	—
20.	Consent Agenda ( <i>ACTION</i> )	
20.1	Approval of Confidentiality of Executive Session Minutes	—
21.	Executive Session Recommendations ( <i>ACTION</i> )	
21.1	Employment/Appointment Matters	—
22.	Adjournment	—

Agenda Item #7  
September 16, 2016

Illinois Community College Board

**EAST ST. LOUIS HIGHER EDUCATION CENTER UPDATE**

State Community College of East St. Louis was officially created on August 8, 1969 and classes began in September, 1969. State Community College was funded entirely by state revenues and student tuition. On July 1, 1996 State Community College was closed and Metropolitan Community College was opened. It was established as a Class I community college district and was funded by state, local, and student revenues. Following a recognition visit and several focused recognition visits, the ICCB found severe financial and reporting mismanagement, and recognition was interrupted. Metropolitan Community College was closed in October, 1998, and the East St. Louis Higher Education Center was opened. The Higher Education Center is run by the ICCB through grants given for administration, education, and student services.

**RECOMMENDED ACTION**

It is recommended that the following motion be adopted:

The Illinois Community College Board hereby authorizes the Executive Director to enter into agreements with Southern Illinois University-Edwardsville and community colleges to provide district residents with access to community college educational services.

Agenda Item #7  
September 16, 2016

**BACKGROUND**

In 1968, 1977, and 1982 it was determined after extensive studies that a community college could not survive in the East St. Louis if a substantial part of funding was dependent upon local revenues. State Community College of East St. Louis was established with revenues appropriated by the General Assembly similar to the public universities. At the time of these studies, the citizens of the Belleville Area College<sup>1</sup> district were not interested in annexing East St. Louis. Through legislation, the ICCB was given power and duties to establish and maintain this “experimental” district. Then in 1996 the people of East St. Louis voted through referendum to create a Class I community college district and Metropolitan Community College was opened. It closed in December 1998.

Following the action of October 16, 1998, by the ICCB to approve the recommendations of the Special Study Committee for Metropolitan Community College to dissolve Metropolitan Community College, the ICCB began to establish transitional and permanent mechanisms for providing community college services to the citizens of East St. Louis. ICCB staff issued a request to all community colleges in Illinois to submit proposals to provide community college programs and services in that district. The ICCB selected the Southern Illinois Collegiate Common Market (SICCM) to provide the administration, student services, and the operation and maintenance for the East St. Louis Community College Center;<sup>2</sup> Kaskaskia College to provide the child care program at the Center; Shawnee College to provide the addiction counseling, nurse assisting, and truck driving programs; Lake Land College to provide the programs at the correctional institution in East St Louis; and Belleville Area College to provide adult education, remedial education, transfer courses, and business and industry services. Throughout the years, the colleges and the offerings have changed, but the administrative duties were continued to be provided through SICCM. In 2001 SIU-E spent \$27M to renovate and build a dental and medical educational facility on the campus. Since then, they have increased their presence by opening a charter high school, Head Start, Upward Bound, and other educational programs on the campus. The ICCB has partnered with SIU-E to share resources such as space, campus security, and maintenance.

In FY2016, there was no budget for the East St. Louis Higher Education Center, and SICCM was forced to lay off staff and close the doors of the facility. In the StopGap budget for FY2017, the ICCB received \$1.4M for the campus but was later informed by the Governor’s Office of Management and Budget and the budget negotiators of the four legislative caucuses that the funding was to be reduced by fifty percent to equal the amount that the majority of grantees received statewide for state programs. Due to the reduction in funding, the ICCB staff is proposing to enter into agreements with SIU-E and community colleges for select educational programs and limited administrative functions.

Currently SIU-E still maintains their presence at the Center, and Southwestern Illinois College is offering a few adult education and welding courses. A very small Certified Nursing Assistant program was begun. The community college student enrollment has shrunk from over 750 students to less than 100. With the approval by the Board to expand services, more certificate programs will be offered in needed careers areas.

---

<sup>1</sup> Belleville Area College was renamed Southwestern Illinois College in 2000.

<sup>2</sup> In 1993 SICCM was organized to provide a means of sharing human and material resources in higher education to institutions in southern Illinois. The current members of the regional consortium are John A. Logan College at Carterville, Kaskaskia College at Centralia, Rend Lake College at Ina, Shawnee Community College at Ullin, Southeastern Illinois College at Harrisburg, Southern Illinois University Carbondale, and Southern Illinois University Edwardsville.

Illinois Community College Board

**APPROVAL OF DESIGNATED EMERGENCY FUNDS**

Public Act 99-0524 is the “StopGap” budget for the State of Illinois. It includes appropriations for the community college system and the adult education providers. It has been named the “StopGap” budget because the funding and spending are for six months only. The General Assembly and the Administration are planning to negotiate the full budget after the November elections. Also included in the budget is an appropriation for \$20M to the Illinois Board of Higher Education (IBHE): “For payment to public universities and community colleges to provide for financial support for essential operations as determined by the Board in accordance with Section 9.35 of the Board of Higher Education Act.” Public Act 99-0523 referred to as the FY17 Budget Implementation Bill requires that the IBHE consult with the ICCB for community college financial emergencies.

**RECOMMENDED ACTION**

It is recommended that the following resolution be adopted:

**WHEREAS**, the State of Illinois budget for fiscal year 2016 was not passed until April, 2016 and was \$201M less than the last full State budget passed in fiscal year 2015; and

**WHEREAS**, the State of Illinois budget for fiscal year 2017 includes partial year funding and was \$160M less than the last full year State budget passed in fiscal year 2015; and

**WHEREAS**, the primary revenue source for the fiscal year 2017 operating grants is from the Personal Property Replacement Tax Fund which will cause a \$3M loss in local revenue statewide for the system; and

**WHEREAS**, every community college in the State has made reductions to staff, programs, and services, and

**WHEREAS**, the State of Illinois backlog of fiscal obligations ended fiscal year 2015 at \$-4.0B; and

**WHEREAS**, the State of Illinois backlog of fiscal obligations ended fiscal year 2016 at \$-7.6B; and

**WHEREAS**, the State of Illinois backlog of fiscal obligations ended September 14, 2016 at \$-8.7B; therefore, be it

**RESOLVED by the ILLINOIS COMMUNITY COLLEGE BOARD ON THIS 16<sup>TH</sup> DAY OF SEPTEMBER IN THE YEAR TWENTY –SIXTEEN**, that on behalf of the system by way of a general declaration the Illinois Community College System is in a state of financial emergency due to the drastic loss of State revenues over the last two years; and be it further

**RESOLVED** that each community college can adopt a resolution stating that fact for the sole purpose of qualifying for and satisfying statutory requirements for the twenty million dollar appropriation that can be allocated to

Agenda Item #8  
September 16, 2016

colleges and universities declaring a state of financial emergency; and be it further

**RESOLVED** that this resolution or any local resolution should not be considered a reason or grounds by any external agency to cause a review or visit; and be it further

**RESOLVED** that the Illinois Community College Board authorizes its Executive Director to refer recommendations to the Illinois Board of Higher Education for funding, as it relates to Article 149, Section 10 of Public Act 99-0524.

Agenda Item #8  
September 16, 2016

**BACKGROUND**

The Budget Implementation Bill added the following to the Board of Higher Education Act:

(110 ILCS 205/9.35)

Sec. 9.35. Assistance in financial emergencies.

(a) In this Section, “financial emergency” means a situation that requires a reduction or reallocation of staff and expenditures and the consequent reduction, reorganization, or termination of programs and activities that cannot be achieved through normal academic, administrative, budgetary, and personnel processes.

(b) In fiscal year 2017 the Board, in consultation with the Illinois Community College Board, shall conduct a review to determine the existence of a financial emergency at a public institution of higher education that requires financial assistance from the Board, but only after the institution's governing board has formally requested the review by adopting a resolution stating that the institution is in a state of financial emergency that requires financial assistance from the Board. To be in a state of financial emergency, the institution must demonstrate that it is significantly diminishing all available resources and must satisfy any other factors determined appropriate by the Board. Subject to appropriation, payments shall be made to institutions in a state of financial emergency, in such amounts as shall be deemed necessary by the Board, in order to minimize, to the extent practicable, adverse impacts to students as a consequence of emergent staff or programmatic reduction.

The corresponding appropriation language from Public Act 99-0524 is as follows:

Section 10. The sum of \$20,000,000, or so much thereof as may be necessary, is appropriated from the General Revenue Fund to the Board of Higher Education for payment to public universities and community colleges to provide for financial support for essential operations as determined by the Board in accordance with Section 9.35 of Board of Higher Education Act.

Section 15. Appropriations authorized in this Article may be used for costs incurred through December 31, 2016.

Staff from ICCB and IBHE was informed that it was not the intention of the Administration or the General Assembly to draw attention to the colleges and universities from accrediting agencies or other financial monitoring bodies.

This resolution is intended to meet the requirements of the statutes and offer some relief to the colleges from outside entities that may mistake a local resolution for something much more drastic.

Agenda Item #9  
September 16, 2016

Illinois Community College Board

**APPROVAL OF MANDATORY COMMUNITY COLLEGE  
TRUSTEE TRAINING PROCESS  
(110 ILCS 805, SECTION 3-8.5)**

Section 3-8.5 of the Public Community College Act is new legislation that will be effective January 1, 2017. It requires trustees elected or appointed to local community college boards after January 1, 2017 to complete four hours of training every two years. The training can be provided by the Illinois Community College Trustees Association (ICCTA) or any provider approved by the ICCB, in consultation with the ICCTA.

**RECOMMENDED ACTION**

It is recommended that the following motion be adopted:

The Illinois Community College Board hereby authorizes the Executive Director to establish minimum training requirements, subject matter, and teaching credentials for individuals and entities requesting to be an approved provider of trustee leadership training by the Board.

Agenda Item #9  
September 16, 2016

**BACKGROUND**

Public Act 99-0692 was signed by the Governor on July 29, 2017. It requires all community college trustees elected or appointed after January 1, 2017 to complete four hours of training during their first, third, and fifth year in office. Trustee terms of office are six years unless they are elected or appointed to a vacancy. The law also requires each district to list trustees that have completed training and those that have not completed training on the district website.

The legislation lists topics that must be covered during the training. The subject matter listed in the legislation that must be covered in the training is: open meetings law, community college and labor law, freedom of information law, contract law, ethics, sexual violence on campus, financial oversight and accountability, audits, and fiduciary responsibility of a community college trustee.

The Executive Director will collect information from individuals and entities requesting approval from the ICCB. Each provider will be required to submit trainer credentials, proposed syllabi or agendas, educational materials, and a schedule for the training. Staff will review and bring the providers to the Board for approval after consulting with the ICCTA, as required by the law.

Illinois Community College Board

**APPROVAL OF THE NEW ICCB BOARD COMMITTEES**

The Illinois Community College Board will approve the new committee structure recommended by staff at the August 10<sup>th</sup> retreat.

**RECOMMENDED ACTION**

It is recommended that the following motion be adopted:

The Illinois Community College Board hereby approves the following new committee structure and descriptions:

1. **The ICCB Academic, Workforce, and Student Support Committee** - will address issues in academic affairs, adult education, student services, policy studies and research, and workforce. This committee will examine policy, data and reporting, student topics and other support related activities that may have an impact on the Boards goals as well as functions within community colleges and other provider systems. The examinations may include, but are not limited to, approval of plans, units of instruction, data and reporting, policies that affect programs, and legislative needs. Issues will be brought to the committee that may require input and/or approval by the committee and subsequent approval by the Board. The committee will include members of the Board, as assigned by the chairperson, and one committee member will serve as the chair of the committee. The committee chair will be responsible for reporting to the Board. Each committee will be staffed by employees of the ICCB. The agenda will be developed by the staff members assigned to the committee, in consultation with the committee chair. When specific issues cut across board committees, the Executive Director will determine which board committee will address the topic; and
2. **The ICCB Finance, Operations, and External Affairs Committee** - has two primary responsibilities. The first is to approve ICCB office contracts over \$25,000; evaluate funding policies; and review state funding formulas, distributions to colleges, grant agreements, and inter-governmental agreements. The second primary responsibility of the committee is to direct staff in setting an overall State legislative agenda annually. Other important items of discussion for the committee will include, but are not limited to, public information plans and strategies, federal legislation, ethics and training, administrative rule changes, audit review, and human resources issues at a macro level. Issues will be brought to the committee that may require input and/or approval by the committee and subsequent approval by the Board. The committee will include members of the Board, as assigned by the chairperson, and one committee member will serve as the chair of the committee. The committee chair will be responsible for reporting to the Board. Each committee will be staffed by employees of the ICCB. The agenda will be developed by the staff members assigned to the committee, in consultation with the committee chair.

Agenda Item #13.1  
September 16, 2016

Illinois Community College Board

**COMPREHENSIVE AGREEMENT REGARDING  
THE EXPANSION OF EDUCATIONAL RESOURCES  
(CAREER AGREEMENT)**

The Illinois Community College Board is requested to approve the CAREER agreement, inclusive of the following additions to the agreement, College of DuPage, Illinois Eastern Community Colleges, John A. Logan College, Shawnee Community College, and Southeastern Illinois College.

**RECOMMENDED ACTION**

It is recommended that the following motion be adopted:

The Illinois Community College Board hereby approves the CAREER agreement including the additions of the College of DuPage, Illinois Eastern Community Colleges, John A. Logan College, Shawnee Community College, and Southeastern Illinois College, to the agreement.

**BACKGROUND**

**Section 1501.307 Cooperative Agreements and Contracts, section d) Interdistrict Cooperative Agreements for Instruction**, states that “a community college district may enter into interdistrict contractual arrangements with another community college district to enable its students to attend the other district's program(s)/course(s) upon approval by the ICCB...”

The CAREER agreement is entered into by and among the Boards of Trustees among the participating colleges for the expressed purpose of providing additional educational programs to the citizens of each district involved in this Agreement. Among its many benefits a citizen may take advantage of the educational opportunity provided through this Agreement to apply for acceptance at a program not available in his/her home district. Furthermore, colleges agree, as a part of this Agreement to forego the collection of chargebacks.

The following 33 college districts participate (inclusive of College of DuPage, Illinois Eastern Community Colleges, John A. Logan College, Shawnee Community College, and Southeastern Illinois College, if approved).

Black Hawk College  
Carl Sandburg College  
College of DuPage  
Danville Community College  
Elgin Community College  
Heartland Community College  
Highland Community College  
Illinois Central College  
Illinois Eastern Community Colleges  
Illinois Valley Community College  
John A. Logan College  
John Wood Community College  
Joliet Junior College  
Kankakee Community College  
Kaskaskia College  
Kishwaukee College  
Lake Land College  
Lewis and Clark Community College  
Lincoln Land Community College  
McHenry County College  
Moraine Valley Community College  
Morton College  
Prairie State College  
Rend Lake College  
Richland Community College  
Rock Valley College  
Sauk Valley Community College  
Shawnee Community College  
South Suburban College  
Southeastern Community College  
Southwestern Illinois College  
Spoon River College  
Waubonsee Community College

Agenda Item #13.2  
September 16, 2016

Illinois Community College Board

**COOPERATIVE AGREEMENT BETWEEN  
IL EASTERN COMMUNITY COLLEGE  
AND JOHN A. LOGAN COLLEGE**

The Illinois Community College Board is requested to approve the cooperative agreement between Illinois Eastern Community Colleges and John A. Logan College.

**RECOMMENDED ACTION**

It is recommended that the following motion be adopted:

The Illinois Community College Board hereby approves the cooperative agreement for instruction between Illinois Eastern Community Colleges and John A. Logan College.

**BACKGROUND**

**Section 1501.307 Cooperative Agreements and Contracts, section d) Interdistrict Cooperative Agreements for Instruction**, states that “a community college district may enter into interdistrict contractual arrangements with another community college district to enable its students to attend the other district's program(s)/course(s) upon approval by the ICCB...”

Illinois Eastern Community Colleges and John A. Logan College are seeking approval of a cooperative agreement for instruction that would enable John A. Logan College to accept students in the ASL/ Deaf Studies AAS Degree / Certificate programs, ASL/Deaf Studies, Interpreter Preparation AAS Degree program, Diagnostic Cardiac Sonography Advanced Certificate, Dental Assisting Certificate, Electronics Technology AAS Degree, Electrical Engineering Technology AAS Degree, Sustainable Energy AAS Degree.

In turn, Illinois Eastern Community Colleges would accept students from John A. Logan College in the following programs: Advanced Industrial Technician Certificate, Advanced CNC Program certificate, Advanced Manufacturing Degree, Advanced Machining Certificate, Agricultural Technology/ Business AAS Degree, Agricultural Technology/Production AAS Degree, Agriculture, Professional Ag Applicator Certificate, Alternative Fuels Certificate, Basic Quality Manufacturing Skills Certificate, Broadband Telecom AAS Degree and Certificate, Computer Telephony AAS Degree, Diesel Equipment Technology AAS Degree, Electrical Distribution Systems Certificate, Energy Technology AAS Degree, Entrepreneurship Certificate, Gunsmithing AAS Degree and Certificate, Horticulture AAS Degree and Certificate, Industrial Leadership and Organization (MANUF) Certificate, Industrial Management (INDMG) AAS Degree, Manufacturing Design Certificate, Phlebotomy Certificate, Process Technology AAS Degree and Certificate, Radio-TV Broadcasting AAS Degree, Real Estate Certificate, Reliability Maintenance Certificate and Turf and Landscape Design Certificate.

The colleges seek to enter into this cooperative agreement to expand educational services to the greatest number of students.

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**

College of DuPage

- Building Automation Systems Certificate (37 credit hours)

Harper College

- Surgical Technology A.A.S. degree (66 credit hours)

Carl Sandburg College

- Rail Off/Highway Motive Power Electrical Technician Certificate (32 credit hours)

Triton College

- Surgical Technology A.A.S. degree (63 credit hours)

## BACKGROUND

### College of DuPage

#### **Building Automation Systems Certificate (37 credit hours)**

**Program Purpose:** This program will prepare individuals for entry-level employment in the HVAC industry specializing in building automation technology including digital control and energy management.

**Catalog Description:** The graduates of this program will be qualified for entry-level employment positions in a variety of work settings, including companies that manufacture digital controls, contractors who sell and install building controls, and building maintenance personnel who must use these controls on a daily basis. Graduates of this certificate will have the opportunity to earn highly sought-after industry credential.

**Curricular Information:** The curriculum was developed according to the Building Efficiency for a Sustainable Tomorrow (BEST) Center, a national center supported through Advanced Technological Education funds from the National Science Foundation, a national leader in educational training and program development in this field. The curriculum includes coursework in introductory building controls, safety/materials/equipment, refrigeration principles, refrigerant certification, commercial air conditioning, HVAC control systems, building automation control devices, introductory and advanced levels of building automation systems object-oriented programming, building commissioning, building automation systems solutions, and building automation systems integration with open protocols. The program will also lead students towards the required EPA Refrigerant Certification.

**Justification for Credit hours required for the Certificate:** The curriculum includes requirements outlined by the BEST Center for a quality educational program in building automation systems. The proposed program falls slightly below the National trend for length and credit hours in this program area.

**Accrediting Information:** N/A

**Supporting Labor Market Data (including employer partners):** The program will provide students with an additional option beyond entry-level HVAC programs or specialized training for those already employed in the HVAC field. According to the Illinois Department of Employment Security (IDES), employment of “HVAC/R technicians” is expected to increase by 13.8% statewide through 2022.

*Table 1: Employer Partners*

<b>Employer</b>	<b>Location</b>
Trane Corporation	Willowbrook, IL
Automated Logic Controls	Lisle, IL
ABC Controls	Rolling Meadows, IL
Siemens Corporation	Buffalo Grove, IL
Precision Controls	Lisle, IL

*Table 2: Projected Enrollments*

<b>Building Automation Systems Certificate</b>	<b>First Year</b>	<b>Second Year</b>	<b>Third Year</b>
Full-Time Enrollments:	5	5	12
Part-Time Enrollments:	10	10	14
Completions:	-	13	22

**Financial / Budgetary Information:** Existing full- and one (1) new part-time faculty will be required to operate the program. The program will utilize all existing facilities. Equipment has been donated by local employers to support the program. The program will be fiscally supported through student tuition and fees. No new costs are anticipated to support the program over the next three years.

*Table 3: Financial Information*

	<b>First Year</b>	<b>Second Year</b>	<b>Third Year</b>
Faculty Costs	-	-	-
Administrator Costs	-	-	-
Other Personnel costs	-	-	-
Equipment Costs	-	-	-
Library/LRC Costs	-	-	-
Facility Costs*	-	-	-
Other (specify)	-	-	-
<b>TOTAL NEW COSTS</b>	-	-	-

*Table 4: Faculty Requirements*

	<b>First Year</b>		<b>Second Year</b>		<b>Third Year</b>	
	<b>Full-Time</b>	<b>Part-time</b>	<b>Full-Time</b>	<b>Part-time</b>	<b>Full-Time</b>	<b>Part-time</b>
New Faculty	-	1	-	-	-	-
Existing Faculty	1	1	1	2	1	2

**Harper College**

**Surgical Technology A.A.S. degree (66 credit hours)**

**Program Purpose:** The A.A.S. degree program will prepare individuals for entry-level employment or advancement into the position of surgical technologist.

**Catalog Description:** This 66 credit hour curriculum prepares the student for a career as a surgical technologist. Surgical Technologists are an integral part of the healthcare team, providing surgical care to patients in a variety of settings, such as operating rooms, and outpatient surgical centers. The surgical technologist works directly under the supervision of the surgeon during invasive surgical procedures to ensure that the operating room environment is fully prepared with surgical instruments, properly functioning equipment and environmental conditions that maximize patient safety. Students will engage in clinical experiences built upon didactic instruction in healthcare sciences, technological sciences, patient care concepts and surgical procedures.

**Curricular Information:** The degree program requires 20 credit hours of general education coursework and 46 credit hours of career and technical coursework. The career and technical component includes instruction in medical terminology, surgical pharmacology, orientation to the profession, fundamentals of surgical technology and laboratory, introductory through advanced levels of surgical procedures, fundamentals of sterile processing and laboratory, and introductory through advanced levels of clinical applications.

**Justification for Credit hours required for the degree:** The newly developed Surgical Technology curriculum was designed to prepare students for entry-level competency upon completion of the program. To confirm excellence in curricular design and instruction, the Harper College Surgical Technology program will seek programmatic accreditation from the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (NBSTSA). In addition to meeting accreditation requirements, the program curriculum was designed in consultation with industry employers who expressed the importance of early exposure to the fundamentals of sterile processing. Didactic and laboratory courses have been included in the curriculum to support the integration of this essential aspect of the profession in students' education and training.

**Accrediting Information:** The curriculum aligns with standards outlined by the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (NBSTSA) for credentialing and will prepare graduates for the Certified Surgical Technologist credential through the Association of Surgical Technologists (AST). The proposed program exceeds accreditation requirements of the Commission on Accreditation of Allied Health Education Programs (CAAHEP) and the college will be seeking program accreditation once all appropriate state level approvals have been granted.

**Supporting Labor Market Data (including employer partners):** According to the Illinois Department of Employment Security (IDES), employment "surgical technologists" is expected increase by 14.7%, and employment of "surgical technologists" in hospitals is expected to increase by 26.5% statewide through 2022. Local employers have expressed support for a program that will provide existing professionals holding certificate-level education credentials an avenue for meeting new credential requirements.

*Table 1: Employer Partners*

<b>Employer</b>	<b>Location</b>
Northwest Community Hospital	Arlington Heights, IL
Methodist Hospital	Crown Point, IN
Good Shepherd Advocate Hospital	Barrington, IL

*Table 2: Projected Enrollments*

<b>Surgical Technology AAS</b>	<b>First Year</b>	<b>Second Year</b>	<b>Third Year</b>
Full-Time Enrollments:	30	60	60
Part-Time Enrollments:	-	-	-
Completions:	-	30	30

**Financial / Budgetary Information:** Two (one full-time and one part-time) new faculty will be required to implement the program. One additional part-time faculty person will be budgeted for during the second and third years as necessary to address increases in enrollments. The program will be housed in a newly renovated state-of-the-art surgical suite on the college's main campus. Equipment donations to support the program have been provided by Good Shepherd Advocate Hospital. The program will be fiscally supported through student tuition and fees.

*Table 3: Financial Information*

	<b>First Year</b>	<b>Second Year</b>	<b>Third Year</b>
Faculty Costs	\$48,000	\$53,000	\$58,000
Administrator Costs	-	-	-
Other Personnel costs (adjunct faculty)	\$3,500	\$7,000	\$10,500
Equipment Costs	-	\$2,000	\$3,000
Library/LRC Costs	\$500	\$500	\$500
Facility Costs*	-	-	-
Other (specify) – Instructional supplies/Mileage	\$400	\$400	\$400
<b>TOTAL NEW COSTS</b>	<b>\$52,400</b>	<b>\$62,900</b>	<b>\$72,400</b>

*Table 4: Faculty Requirements*

	<b>First Year</b>		<b>Second Year</b>		<b>Third Year</b>	
	<b>Full-Time</b>	<b>Part-time</b>	<b>Full-Time</b>	<b>Part-time</b>	<b>Full-Time</b>	<b>Part-time</b>
New Faculty	1	1	0	1	0	1
Existing Faculty	0	0	1	1	1	2

**Carl Sandburg College**

**Rail Off/Highway Motive Power Electrical Technician Certificate (32 credit hours)**

**Program Purpose:** The purpose of this certificate program is to prepare individuals for entry-level employment as electrical maintenance and repair technicians in rail and off/highway motive power (such as steam, water or wind-powered) technologies.

**Catalog Description:** This program provides generalized knowledge of the electrical technology for locomotive and off/highway motive powered technologies. Through demonstration and applications of standard industry techniques and process that are included / embedded in the curriculum students will be able to assist with the assessment, troubleshooting, fixing and maintenance of the electrical components in these technologies.

**Curricular Information:** The curriculum consists of six (6) credit hours of required general education coursework and 26 credit hours of required career and technical education coursework. The career and technical component includes instruction in electrical fundamentals, rail and off/highway motive power electrical fundamentals, machine tool fundamentals, welding fundamentals, welding blueprints, welding survey, manufacturing processes, industrial electrical controls, computer essentials for technicians and additional coursework in applied technical math.

**Justification for Credit hours required for the Certificate:** The curriculum includes one additional 3 credit hour technical math course for completion. This course was identified as critical in preparing students for the level of math applications used on the job. Program faculty and advisory committee members support the inclusion of this additional content in the curriculum.

**Accrediting Information:** N/A

**Supporting Labor Market Data (including employer partners):** This program was granted temporary approval in September 2013 and has been in operation for three years. Labor market information provided by the college supports the continued interest in and need for this certificate-level program. According to the Illinois Department of Employment Security (IDES), employment of “electrical & electronic repairers/technicians” is expected to increase by about 2.7% and employment of “mobile equipment technicians” is expected to increase by about 9.3% statewide through 2022.

*Table 1: Employer Partners*

<b>Employer</b>	<b>Location</b>
Burlington Northern/Santa Fe Railroad	Galesburg, IL
National Railway Equipment Co.	Silvis, IL

*Table 2: Projected Enrollments*

<b>Rail Off/Highway Motive Pwr Elec. Tech Cert</b>	<b>First Year</b>	<b>Second Year</b>	<b>Third Year</b>
Full-Time Enrollments:			
Part-Time Enrollments:	13	8	5
Completions:	7	9	4

**Financial / Budgetary Information:** Existing full- and part-time faculty will be retained. The program will utilize all existing facilities and equipment to support the program. The program is fiscally supported through equipment donations & grants from local employers, student tuition and fees. No new costs are anticipated to support the program over the next three years.

*Table 3: Financial Information*

	<b>First Year</b>	<b>Second Year</b>	<b>Third Year</b>
Faculty Costs	-	-	-
Administrator Costs	-	-	-
Other Personnel costs	-	-	-
Equipment Costs	-	-	-
Library/LRC Costs	-	-	-
Facility Costs*	-	-	-
Other (specify)	-	-	-
<b>TOTAL NEW COSTS</b>	-	-	-

*Table 4: Faculty Requirements*

	<b>First Year</b>		<b>Second Year</b>		<b>Third Year</b>	
	<b>Full-Time</b>	<b>Part-time</b>	<b>Full-Time</b>	<b>Part-time</b>	<b>Full-Time</b>	<b>Part-time</b>
New Faculty	-	-	-	-	-	-
Existing Faculty	4	7	4	7	4	7

**Triton College**

**Surgical Technology A.A.S. degree (63 credit hours)**

**Program Purpose:** The purpose of the proposed degree program is to prepare individuals for obtaining entry-level employment as a surgical technologist, achieve national certification and register with the State of Illinois as a credential surgical technologist.

**Catalog Description:** The surgical technology program will provide the training and knowledge necessary for our students to gain employment as a competent entry-level surgical technologist and become health care contributors within the surgical team. This will be accomplished by promotion learning in the cognitive (knowledge), psychomotor (skills) and affective (behavior) learning domains, as well as meeting the Commission on Accreditation of Allied Health Education Programs (CAAHEP) Standards and Guidelines for Accredited Education Programs in Surgical Technology.

**Curricular Information:** The degree program requires 16 credit hours of general education coursework and 47 credit hours of career and technical coursework. The career and technical component includes instruction in surgical technology basics, surgical technology theory and laboratory, advanced surgical technology theory and laboratory, specialty surgical procedures, surgical simulation laboratory, allied health ethics, professional development, certification preparation, basic and advanced levels of clinical experience.

**Justification for Credit hours required for the degree:** The college currently offers an accredited Surgical Technology Certificate program. By August 2021, all existing programs will be required to award a minimum of an associate's degree for students to obtain national certification. The proposed degree curriculum exceeds content and competencies specified in the current edition of the Core Curriculum for Surgical Technology as outlined by the CAAHEP and reflect all of the requisite topics and learning objectives necessary to meet accreditation requirements.

**Accrediting Information:** The proposed degree program meets new accreditation requirements of the Commission on Accreditation of Allied Health Education Programs (CAAHEP). The curriculum aligns with standards outlined by the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (NBSTSA) for credentialing and will prepare graduates for the Certified Surgical Technologist credential through the Association of Surgical Technologists (AST).

**Supporting Labor Market Data (including employer partners):** By August 2021, all existing programs will be required to award a minimum of an associate's degree for students to obtain national certification. College faculty and members of the program advisory committee support the revision of the existing certificate program into a degree curriculum in order to meet accreditation standards and local labor force needs. Local employers indicate a need for not only the training of new surgical technologists, but also for a program that will provide existing professionals holding certificate-level education credentials an avenue for meeting new credential requirements. According to the Illinois Department of Employment Security (IDES), employment "surgical technologists" is expected increase by 14.7%, and employment of "surgical technologists" in hospitals is expected to increase by 26.5% statewide through 2022.

*Table 1: Employer Partners*

<b>Employer</b>	<b>Location</b>
Advanced Ambulatory Surgical Center	Chicago, IL
Advocate Lutheran General Hospital	Park Ridge, IL
Christ Advocate Hospital	Chicago & Oak Lawn, IL
Edward Hines Jr. VA Hospital	Hines, IL
Elmhurst Memorial Hospital	Elmhurst, IL
Gottlieb Memorial Hospital	Melrose Park, IL

*Table 2: Projected Enrollments*

<b>Surgical Technology AAS</b>	<b>First Year</b>	<b>Second Year</b>	<b>Third Year</b>
Full-Time Enrollments:	20	20	20
Part-Time Enrollments:	-	-	-
Completions:	-	14	14

**Financial / Budgetary Information:** One new full-time faculty will be required during the second year of the revised program. Existing full- and part-time faculty will be retained. The program will utilize all existing facilities and equipment to support the program. The program will be fiscally supported through student tuition and fees.

*Table 3: Financial Information*

	<b>First Year</b>	<b>Second Year</b>	<b>Third Year</b>
Faculty Costs	-	\$52,500	-
Administrator Costs	-	-	-
Other Personnel costs (adjunct faculty)	-	-	-
Equipment Costs	-	-	-
Library/LRC Costs	-	-	-
Facility Costs*	-	-	-
Other (specify) –Prof. Dev./Mileage	-	\$5,000	-
<b>TOTAL NEW COSTS</b>	-	<b>\$57,500</b>	-

*Table 4: Faculty Requirements*

	<b>First Year</b>		<b>Second Year</b>		<b>Third Year</b>	
	<b>Full-Time</b>	<b>Part-time</b>	<b>Full-Time</b>	<b>Part-time</b>	<b>Full-Time</b>	<b>Part-time</b>
New Faculty	0	0	1	0	0	0
Existing Faculty	1	3	1	3	1	3

**INFORMATION ITEM – BASIC CERTIFICATE PROGRAM APPROVAL**

Following is a list of Basic Certificates (less than 29 credit hours) that have been approved on behalf of the Illinois Community College Board by the President/CEO since the last Board meeting:

**Permanent Program Approval**

College of DuPage

- Power Equipment Technology Certificate (16 credit hours)

Black Hawk College

- Assistant Teacher Certificate (18 credit hours)
- Patient Care Assistant Certificate (23 credit hours)

Lake Land College

- Basic Welding Certificate (10.5 credit hours)
- Building Construction Certificate (25 credit hours)
- Public Safety Telecommunicator Certificate (17 credit hours)

Lewis & Clark Community College

- Green Roof Specialist Certificate (12 credit hours)

Parkland College

- Magnetic Resonance Imaging Certificate (15 credit hours)

Agenda Item #14.2  
September 16, 2016

Illinois Community College Board

**NEW UNITS OF INSTRUCTION  
MALCOLM X COLLEGE**

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**

Malcolm X College

- Health Information Technology A.A.S. degree (68 credit hours)

## BACKGROUND

### Malcolm X College

#### **Health Information Technology A.A.S. degree (68 credit hours)**

**Program Purpose:** This program will prepare individuals for entry-level employment as entry-level health information technicians in a variety of medical office settings.

**Catalog Description:** The Associate in Applied Science (A.A.S.) in Health Information Technology program is designed to prepare students for a variety of entry-level positions including health information technicians within the healthcare industry. This fast evolving field combines disciplines of medicine, computer technology and information management. Healthcare technology is driving the change and growth in healthcare today due to increased data and analysis needs. The students learn the knowledge and skills necessary to collect and analyze healthcare related data and successfully manage and support healthcare decision making. Working in the HIT field offers meaningful work environment and the opportunity to keep learning and advancing. Our stackable degree path allows students to apply all credit earned in the Medical Billing and Medical Coding certificates towards the A.A.S. in Health Information Technology.

**Curricular Information:** The curriculum consists of 16 credit hours of general education and 52 credit hours career and technical coursework. The career and technical component includes instruction in medical terminology for HIT professionals, foundations of health information technology, medical billing, basic and advanced levels of ICD-10-CM/PCS Coding, basic and advanced levels of CPT Coding, pharmacology for HIT professionals, fundamentals of medical science, reimbursement methodologies, health statistics and registries, quality and performance improvement, introduction to microcomputer, database management, supervisory and legal aspects and a required work-based learning/professional practical experience. Assessment of student learning will be achieved through an evaluation of a student portfolio by program faculty and by the work-site supervisor during the professional practical experience. Graduates of the program will be prepared for optional certification as a Registered Health Information Technician (RHIT) through the American Health Information Management Association (AHIMA). Students who have completed the related certificate programs in Medical Billing and Coding through Malcolm X College will also have had the opportunity to be credentialed as a Certified Professional Biller (CPB) through the American Academy of Professional Coders, and as a Certified Coding Associate (CCA) through AHIMA.

**Justification for Credit hours required for the degree:** The curriculum consists of content outlined by CAHIIM standards that will prepare students for industry credentialing and entry-level employment. Standards require an additional eight (8) credit hours of work-based learning incorporated into the curriculum.

**Accrediting Information:** The program was developed based upon standards of the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). The college plans to begin the accreditation process for the new program six months prior to the graduation of the first cohort of students.

**Supporting Labor Market Data (including employer partners):** According to the Illinois Department of Employment Security (IDES), employment of “health information technicians” is expected to increase by 11.8% statewide through 2022. Furthermore, the proposed program will be replacing an existing program being phased out by the college. The college currently offers related certificate programs in Medical Billing, Medical Coding and Medical Assisting. The proposed degree will provide educational ladder opportunities for those students and graduates.

*Table 1: Employer Partners*

<b>Employer</b>	<b>Location</b>
Northwestern Memorial Hospital	Chicago, IL
NorthShore University Health System	Chicago, IL
North Suburban Physician Group	Niles, IL
Christian Community Health Center	Chicago, IL
Rush University Hospital	Chicago, IL

*Table 2: Projected Enrollments*

<b>Health Information Technology AAS degree</b>	<b>First Year</b>	<b>Second Year</b>	<b>Third Year</b>
Full-Time Enrollments:	5	10	20
Part-Time Enrollments:	10	15	30
Completions:	-	5	18

**Financial / Budgetary Information:** One new full-time and three (3) new part-time faculty will be required to implement the program. Program accreditation requires qualified faculty to hold at least a Bachelor's degree in Health Information Technology or Management, hold a current AHIMA credential as a Registered Health Information Technician or Administrator, have 1-3 years related occupational experience and 1-2 year teaching experience. All facilities and equipment are adequately in place to support the program. The program will be fiscally supported through student tuition and fees.

*Table 3: Financial Information*

	<b>First Year</b>	<b>Second Year</b>	<b>Third Year</b>
Faculty Costs	\$90,000	\$160,000	\$170,000
Administrator Costs (Employee benefits)			
Other Personnel Costs			
Equipment Costs			
Library/LRC Costs			
Facility Costs			
Other: Professional Development	\$2,500	\$5,000	\$5,000
<b>TOTAL NEW COSTS</b>	<b>\$92,500</b>	<b>\$165,000</b>	<b>\$175,000</b>

*Table 4: Faculty Requirements*

	<b>First Year</b>		<b>Second Year</b>		<b>Third Year</b>	
	<b>Full-Time</b>	<b>Part-time</b>	<b>Full-Time</b>	<b>Part-time</b>	<b>Full-Time</b>	<b>Part-time</b>
New Faculty	1	3	-	-	-	-
Existing Faculty	1	5	2	8	2	8

Agenda Item #14.3  
September 16, 2016

Illinois Community College Board

**NEW UNITS OF INSTRUCTION  
WABASH VALLEY COLLEGE**

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**

Wabash Valley College

- Gunsmithing A.A.S. degree (63 credit hours)

## BACKGROUND

### Wabash Valley College

#### **Gunsmithing A.A.S. degree (63 credit hours)**

**Program Purpose:** The purpose of this program is to prepare individuals for employment as skilled gunsmiths and machinists who repair, modify, design, or build firearms to factory or customer specifications, using hand and machine tools.

**Catalog Description:** The Gunsmithing program provides training in custom gunsmithing and gun repair, and develops the basic knowledge and skills necessary to become a professional gunsmith. The program includes firearms design and function, stockmaking, bench metal work, machine metal work and gun bluing and metal finishing. The program also includes gun safety, Federal background checks and licensing, state and local rules and regulations. Students must be at least 18 years old to enroll in this program. Students are required to provide a basic set of hand tools.

**Curricular Information:** The degree program requires 15 credit hours of general education coursework and 48 credit hours of career and technical coursework. The career and technical component includes instruction in introductory through advanced levels of gunsmithing techniques, Model 1911 pistol build, AR15 Rifle Build, alternative finishes, gun safety, first aid, employability skills, industry certification and licensure, and related technical electives in machining, welding, metalworking and business.

**Justification for Credit hours required for the degree:** The curriculum was designed based on standards outlined by the Federal Bureau of Alcohol, Tobacco & Firearms. The curriculum includes content required for safety working with/around firearms as well as coursework required by the college for completion of an associate's degree. The advisory committee supports the content of the curriculum.

**Accrediting Information:** The curriculum was designed based on standards outlined by the Federal Bureau of Alcohol, Tobacco & Firearms and leads towards the necessary firearms licensure and clearance required to work as a gunsmith. In addition, the program has received primary endorsements from the National Rifle Association (NRA), among other industry organizations.

**Supporting Labor Market Data (including employer partners):** This program was granted temporary approval in March 2008 and was implemented in Fall 2009. Overall, the college has met their original benchmarks for enrollment and completion over the temporary approval period. Job placement rate has been 75% with graduates being placed in employment in Illinois, Indiana, Iowa, Tennessee, Nebraska, Missouri, Louisiana and the U.S. Military. According to the Illinois Department of Employment Security (IDES), employment of occupations related to gunsmithing (machinists) is expected to increase by 12.6% statewide and by 10% within the college's district through 2022.

*Table 1: Employer Partners*

<b>Employer</b>	<b>Location</b>
White Oak Armament	Carlock, IL
Locked & Loaded	Pana, IL
Four-Ten Outdoors	Mt. Carmel, IL
Schuh's Firearms	Mt. Carmel, IL
Bucks & Jakes	Evansville, IN

*Table 2: Projected Enrollments*

<b>Gunsmithing AAS</b>	<b>First Year</b>	<b>Second Year</b>	<b>Third Year</b>
Full-Time Enrollments:	21	29	21
Part-Time Enrollments:	2	2	11
Completions:	-	7	14

**Financial / Budgetary Information:** One existing full-time and one existing part-time faculty are required to operate the program. All faculty are licensed by the Federal Bureau of Alcohol, Tobacco & Firearms. No new costs will be required to operate the program. The program utilizes all existing facilities and equipment and is fiscally supported through student tuition and fees.

*Table 3: Financial Information*

	<b>First Year</b>	<b>Second Year</b>	<b>Third Year</b>
Faculty Costs	-	-	-
Administrator Costs	-	-	-
Other Personnel costs (adjunct faculty)	-	-	-
Equipment Costs	-	-	-
Library/LRC Costs	-	-	-
Facility Costs*	-	-	-
Other (specify) –Prof. Dev./Mileage	-	-	-
<b>TOTAL NEW COSTS</b>	-	-	-

*Table 4: Faculty Requirements*

	<b>First Year</b>		<b>Second Year</b>		<b>Third Year</b>	
	<b>Full-Time</b>	<b>Part-time</b>	<b>Full-Time</b>	<b>Part-time</b>	<b>Full-Time</b>	<b>Part-time</b>
New Faculty	0	0	0	0	0	0
Existing Faculty	1	1	1	1	1	1

UNAPPROVED

Minutes of the 418<sup>th</sup>  
Meeting of the  
Illinois Community College Board

Wyndham Springfield City Centre  
Prairie Room  
700 East Adams Street  
Springfield, IL

June 3, 2016

**RECOMMENDED ACTION**

It is recommended that the following motion be adopted:

The Illinois Community College Board hereby approves the Board minutes of the June 3, 2016 meeting as recorded.

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

Vice Chair Terry Bruce called the Board meeting to order at 9:00 a.m. and asked Ann Knoedler to call roll. The following Board members were present: Guy Alongi, Jake Rendleman, Teresa Garate, Cheryl Hyman, Nick Kachiroubas, Dustin Heurman, Ann Kalayil, Doug Mraz and student Board member Stephanie Torres. Board members Laz Lopez and Suzanne Morris were absent. A quorum was declared.

**Item #2 – Announcements and Remarks by Terry Bruce, Board Vice Chair**

Vice Chair Bruce took a moment to acknowledge and welcome the newly appointed member, Dustin Heurman from Lake Land College, who is attending his first ICCB meeting.

Vice Chair Bruce also thanked Student Board member Stephanie Torres, who is attending her last ICCB meeting today.

**Item #3 – Board Members Comments**

Dustin Heurman stated he is happy to join the ICCB Board.

Stephanie Torres thanked the Board members for their help and stated she is thankful for the opportunity to serve as the student Board member. Ms. Torres will be attending Northern Illinois University to pursue her Bachelor's degree in Nursing.

**Item #4 – Election of Vice Chair**

Jake Rendleman made a motion to nominate and elect Terry Bruce for the position of Vice Chair of the Illinois Community College Board, which was seconded by Nick Kachiroubas.

Because Vice Chair Bruce's name was placed in nomination, the Vice Chair appointed Guy Alongi, without objection, to be the Chair in conducting the election.

Guy Alongi requested a roll call vote:

A roll call vote was taken with the following results:

Guy Alongi	Yea	Ann Kalayil	Yea
Teresa Garate	Yea	Douglas Mraz	Yea
Cheryl Hyman	Yea	Jake Rendleman	Yea
Dustin Heurman	Yea	Stephanie Torres	Yea
Nick Kachiroubas	Yea	Terry Bruce	Abstain

The motion to nominate and elect Terry Bruce as Vice Chair was approved. Student advisory vote: Yes. Terry Bruce abstained.

The Board recognized and thanked Terry Bruce for his service as the Vice Chair of the Illinois Community College Board for the past year. Following the election, Vice Chair Bruce returned to the Chair.

#### **Item #5 – Executive Director Report**

Dr. Karen Hunter Anderson took a moment to welcome new Board member, Dustin Heurman, who teaches Criminal Justice at Lake Land College and who is the third faculty member to serve on the ICCB Board. Dr. Anderson also recognized Jake Rendleman for being the recipient, for the sixth time, of the award for attending 90 or more ICCTA seminars.

Dr. Anderson stated that progress on the board goals has been hindered with the continued lack of a budget. However, in FY16, we approved 230 new programs and the colleges discontinued 249 programs. Community colleges are submitting numerous modifications which correct the purpose of the curricula. Dr. Anderson also stated that even though enrollments are down, completions have risen.

During the summer months, the ICCB staff are wrapping up the annual reports, audits, and projects. The staff on the 3<sup>rd</sup> floor will have to be moved to a different floor within the building due to the air conditioning unit breaking, and without a budget, there is no money to get it repaired. Also, without a budget, the ICCB has not been able to pay rent to the foundation for the use of the office space.

Without a budget, the ICCB has been limited to the accomplishments within the goals set by the Board. However, the staff was able to decrease the burden of data submissions. The staff reviewed and reduced redundancies in the data being submitted, which corresponds with Goal 2. The staff also continues to integrate career pathways, corresponding with Goal 3.

Dr. Anderson updated the Board on the closing of the East St. Louis (ESL) campus because of the loss of the grant to Southern Illinois Collegiate Common Market (SICCM) to manage the ESL campus. The ICCB has also taken on the contract and staff of the Cook County High School Equivalency Testing Office to prevent the office closure; however, staff pay will be decreased to match the ICCB staff salaries.

Dr. Anderson concluded her remarks by thanking all the Board, staff and system for their understanding, patience, support, encouragement, and efforts to try resolve the budget crisis. And the ICCB and the system will continue to serve the needs of the students.

**Item #6 – Illinois Board of Higher Education Report**

As the ICCB designee to the Illinois Board of Higher Education (IBHE), Teresa Garate stated the IBHE Board retreat has been postponed to August. Their next meeting will be held on June 21<sup>st</sup> in Bloomington. The new Chair of the IBHE is Tom Cross.

**Item #7 – Advisory Organizations**

**Item #7.1 – Student Advisory Council**

Stephanie Torres, student Board member, stated the Council conducted their final meeting in March and Advocacy Day was held on April 20<sup>th</sup> in Springfield with 200 students in attendance and several guest speakers.

Ms. Torres introduced the new student Board member, Ugne Narbutaite from Parkland College, who was in attendance.

**Item #7.2 – Illinois Community College Faculty Association (ICCFA)**

Krista Winters briefly stated that the ICCFA will conduct their next meeting tomorrow and will discuss the fall conference being held on October 27-28. The Association will discuss their grant and scholarship proposals that have been received.

**Item #7.3 - Illinois Council of Community College Presidents (ICCCP)**

Dr. Charlotte Warren, President of Lincoln Land Community College and the President of the ICCCP, stated the Council met during Lobby Day and will meet today. During the meetings, the Council discussed the challenges of not having a budget and the solutions in moving forward. Many have concluded their graduation ceremonies, which allow everyone to remember why the system does what they do.

The new officers have been selected:

- President - Tom Ramage, President of Parkland College
- Vice President – John Avendano, President of Kankakee Community College
- Secretary – Lori Sundberg, President of Carl Sandburg College

**Item #7.4 – Illinois Community College Trustees Association (ICCTA)**

Due to the ICCTA conference being held at the same time, the ICCTA will try to give their update later during the ICCB meeting.

**Item #8 – New Units**

**Item #8.1 – Permanent Approval of Black Hawk College, Highland Community College, Rend Lake College, Harper College**

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

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

**PERMANENT PROGRAM APPROVAL**

Black Hawk College

- Surgical Technology Associate in Applied Science (A.A.S.) degree (61 credit hours)
- Surgical Technology Certificate (38 credit hours)

Highland Community College

- Mechatronics A.A.S. degree (60 credit hours)

Rend Lake College

- Computer Programming A.A.S. degree (64 credit hours)
- Office Systems Technology Specialist A.A.S. degree (64 credit hours)
- Office Technologies Assistant Certificate (30 credit hours)

Harper College

- Massage Therapy Certificate (34 credit hours)

A roll call vote was taken with the following results:

Guy Alongi	Yea	Ann Kalayil	Yea
Teresa Garate	Yea	Doug Mraz	Yea
Cheryl Hyman	Yea	Jake Rendleman	Yea
Dustin Heurman	Yea	Stephanie Torres	Yea
Nicholas Kachiroubas	Yea	Terry Bruce	Yea

The motion was approved. Student Advisory vote: Yea.

**Item #8.2 – College of DuPage**

There was some concern stated by a few of the Board members regarding the number of hours the Landscape Contracting & Management A.A.S. degree requires. The excessive number of hours required can put a lot of burden on the students.

The general education hours required is a policy that was set by the local College of DuPage Board, which is within their right as units of local government. Also, the College made it clear the degree's high credit hours were justified by being developed according to standards for accreditation as well. Nevertheless, Vice Chair Bruce pointed out that the below degree is within the guidelines that were developed by the ICCB Board.

Dr. Anderson stated, due to some inconsistencies within the current process, the ICCB staff is working with the Higher Learning Commission (HLC) on apprenticeship programs in order to create a statewide model/agreement to use so that the ICCB's approval will be consistent with the standards set by HLC.

Jake Rendleman made a motion, which was seconded by Guy Alongi, to approve the following item that was requested to be voted on separately:

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

**PERMANENT PROGRAM APPROVAL**

College of DuPage

- Landscape Contracting & Management A.A.S. degree (71 credit hours)

A roll call vote was taken with the following results:

Guy Alongi	Yea	Ann Kalayil	Yea
Teresa Garate	Yea	Doug Mraz	No
Cheryl Hyman	Abstain	Jake Rendleman	Yea
Dustin Heuerman	Yea	Stephanie Torres	Abstain
Nicholas Kachiroubas	Yea	Terry Bruce	Yea

The motion was approved. Cheryl Hyman abstained. Doug Mraz voted No. Student Advisory vote: Abstained.

**Item #8.2 – College of DuPage**

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

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

**PERMANENT PROGRAM APPROVAL**

College of DuPage

- Eye Care Assistant Certificate (33 credit hours)
- Sustainable Urban Agriculture A.A.S. degree (64 credit hours)

A roll call vote was taken with the following results:

Guy Alongi	Yea	Ann Kalayil	Yea
Teresa Garate	Yea	Doug Mraz	Yea
Cheryl Hyman	Yea	Jake Rendleman	Yea
Dustin Heuerman	Yea	Stephanie Torres	Abstain
Nicholas Kachiroubas	Yea	Terry Bruce	Yea

The motion was approved. Student Advisory vote: Abstained.

**Item #8.3 – Malcolm X College**

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

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

**PERMANENT PROGRAM APPROVAL**

Harold Washington College

- Paralegal Studies A.A.S. degree (63 credit hours)

A roll call vote was taken with the following results:

Guy Alongi	Yea	Ann Kalayil	Yea
Teresa Garate	Yea	Doug Mraz	Yea
Cheryl Hyman	Yea	Jake Rendleman	Yea
Dustin Heurman	Yea	Stephanie Torres	Yea
Nicholas Kachiroubas	Yea	Terry Bruce	Yea

The motion was approved. Cheryl Hyman Abstained. Student Advisory vote: Yea.

### **Item #9 - Illinois Community College Board Recognition of Community Colleges**

#### **Item #9 – John A. Logan College**

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

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

John A. Logan College

A roll call vote was taken with the following results:

Guy Alongi	Abstain	Ann Kalayil	Yea
Teresa Garate	Yea	Doug Mraz	Yea
Cheryl Hyman	Yea	Jake Rendleman	Abstain
Dustin Heurman	Yea	Stephanie Torres	Yea
Nicholas Kachiroubas	Yea	Terry Bruce	Yea

The motion was approved. Jake Rendleman and Guy Alongi abstained. Student Advisory vote: Yea.

### **Item #10 - High School Equivalency Transcript Fee Proposed Increased**

For over 15 years, the cost of Illinois High School Equivalency (ILHSE) Official Transcript fee has been \$3.00. In the Midwest, the official transcript fees assessed to an individual taking any of the approved High School Equivalency (HSE) exams ranges from \$10.00 to \$20.00 for an official transcript, and in most large states the average price of an official transcript is approximately \$15.00. There are cases in which a test-taker may need an ILHSE Official Transcript for employment and/or educational purposes. In addition, and upon approval of the test-taker, employment verification companies request official verification for employers as a final step in the hiring process. Unofficial transcripts are available at no cost, and an individual test-taker can access those via the appropriate HSE vendor website using appropriate credentials.

The Illinois Association of Regional Superintendents of Schools (IARSS) submitted a request to the Illinois Community College Board (ICCB) to increase the cost of the ILHSE Official Transcript fee over a three year period to \$10.00. The ICCB staff has researched the fee charged in other states for an official transcript and confirms that the fee increase recommended by the IARSS is reasonable and is within the range of fees assessed in other states.

Agenda Item #15.1  
September 16, 2016

Nick Kachiroubas made a motion, which was seconded by Cheryl Hyman, to approve the following item:

The Illinois Community College Board hereby approves the proposed request of the Illinois Association of Regional Superintendents of Schools (IARSS) in collaboration with the Illinois Community College Board staff to enact the following recommendation of an increase of the ILHSE Official Transcript fee:

- On July 1, 2016, the ILHSE Official Transcript fee will increase from \$3.00 per ILHSE Official Transcript to \$6.00 per transcript.
- On July 1, 2017, the ILHSE Official Transcript fee will increase from \$6.00 per ILHSE Official Transcript fee to \$8.00.
- On July 1, 2018, the ILHSE Official Transcript fee will increase from \$8.00 per ILHSE Official Transcript fee to \$10.00.
- Un-official transcripts may be obtained by the test-taker from the HSE vendor at no additional cost.

A roll call vote was taken with the following results:

Guy Alongi	Yea	Ann Kalayil	Yea
Teresa Garate	Yea	Doug Mraz	Yea
Cheryl Hyman	Yea	Jake Rendleman	Yea
Dustin Heurman	Yea	Stephanie Torres	Yea
Nicholas Kachiroubas	Yea	Terry Bruce	Yea

The motion was approved. Student Advisory vote: Yea.

**Item #11 – Consent Agenda**

Jake Rendleman made a motion, which was seconded by Ann Kalayil to approve the consent agenda's following items:

**Item #11.1 - Minutes of the March 18, 2016 Board Meeting**

The Illinois Community College Board hereby approves the Board minutes of the March 18, 2016 meeting as recorded.

**Item #11.2 - Calendar Year 2017 Board Meeting Dates and Locations**

The Illinois Community College Board hereby approves the Calendar Year 2017 Board Meeting Dates and Locations listed below:

**Calendar Year 2017 Board Meeting Dates and Locations**

**January 20**

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

**March 17**

9:00 a.m. – Triton College, River Grove

**June 2\***

9:00 a.m. – TBA

**July**  
Subject to Call

**September 15**  
9:00 a.m. – Rock Valley College, Rockford

**November 17**  
9:00 a.m. – Harry L. Crisp II Community College Center, Springfield

**December**  
Subject to Call

\*June Board meeting is held in conjunction with the ICCTA and Presidents' Council meetings.

**Item #11.3 - Authorizations 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 2017.

**Item #11.4 - Authorization to Transfer Funds Among Line Items**

The Illinois Community College Board hereby authorizes its Executive Director to transfer funds among fiscal year 2017 appropriated operating line items, as needed.

**Item #11.5 - Authorizations to Enter into Contracts**

The Illinois Community College Board approves the following Fiscal Year 2017 contractual agreements:

Funding Source	Contractor	Estimated Amount*	Contract Period	Description
All funds /allocated	IL Community College System Foundation	\$536,490	7/1/16 - 6/30/17	Rental of Office Space
GRF	Sorling, Northrup, Hanna, Cullen & Cochran Ltd.	\$190/hr	7/1/2016 - 6/30/17	Legal
GRF	Alternative Schools Network	\$2,815,800	7/1/2016 - 6/30/17	Sole source provider: Re-Enrollment Appropriation
GED/GRF	General Educational Development –GED® Testing Services, Test Assessing Secondary Completion-CTB McGraw Hill Education, and High School Equivalency Test (HiSet)-Educational Testing Services	\$400,000	7/1/16 - 6/30/17	Sole Source Providers: High School Equivalency Testing Companies

Agenda Item #15.1  
September 16, 2016

Funding Source	Contractor	Estimated Amount	Contract Period	Description
GED/GRF	Turn-Key Solutions International, Inc.	\$120,00	7/1/16 - 6/30/17	Sole Source Provider: High School Equivalency Testing data data submission to feds
CTE/GRF	Capital Area Career Center	\$347,000	7/1/16- 6/30/17	Specific Legislation to contractor: CTE Nursing Program
CTE/GRF	Career Center of Southern Illinois	\$153,000	7/1/16- 6/30/17	Specific Legislation to contractor: CTE Nursing Program
CTE/multi	ISU-IL Center for Specialized Support	\$525,000	7/1/16 - 6/30/17	Program monitoring and staff development, civil rights
CTE	U of I	\$400,000	7/1/16 - 6/30/17	Administration of Carl Perkins federal grant program.
Multiple: federal and state	WIU-Center for Application of Information Technologies	\$675,000	7/1/16 - 6/30/17	Career & Academic Readiness System Hosting of Adult Education data system and I-Pathways and curriculum expansion
Adult Ed	WIU-Central Illinois Adult Education Service Center	\$390,000	7/1/16 - 6/30/17	Staff Development, as required by federal grant
Adult Ed	WIU-Curriculum Publishers Clearinghouse	\$100,00	7/1/16 - 6/30/17	Adult Education instructional materials
Adult Ed	Adult Learning Resource Center	\$689,600	7/1/16 – 6/30/17	Staff Development, as required by federal grant
Adult Ed/+ other grants	SIU-E Southern IL Professional Development Center	\$739,600	7/1/16 - 6/30/17	Accelerating Opportunity and Adult Education-professional development

\* Amounts are estimated based on the Fiscal Year 2015 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 #11.6 - Personal Information Act Procedures-Amendment to Employee Guidebook**

The Illinois Community College Board hereby approves the following additions to the employee guidebook:

**Confidentiality Policy**

The Illinois Community College Board maintains files for research and reporting purposes. Some files contain information used to uniquely identify an individual. Because they also may contain information of a sensitive nature, it is imperative that the confidentiality of these files be maintained.

Data of a sensitive nature must be stored securely and access limited to only those individuals with a demonstrated need.

Data of a sensitive nature will not be shared with or provided to outside individuals or entities without the approval of the ICCB Executive Director. Any sensitive data to be shared with outside parties must be done under the terms of a written, non-disclosure agreement signed by all parties.

Further, in accordance with the Data Security on State Computers Act, 20 ILCS 450 (PA 93-0306), all data processing equipment must be cleared of all data and software before removal from service.

#### Personal Information Protection Act

The ICCB Sensitive Data Incident Response Plan provides a defined approach for handling any potential threat to computers and data. The Plan responds to the requirements of the Personal Information Protection Act (PIPA), 815 ILCS 530.

The Senior Director for Information Technology will be the central point of contact. When a suspected data breach has been communicated to the Senior Director, he will:

**Conduct an investigation.** The Senior Director, in conjunction with the IT Division, will gather details about the incident, including the nature of the breach, when it was discovered, and how the affected IT systems were secured.

**Determine if confidential data was involved.** The Senior Director will determine if confidential data was present on compromised systems. If it is confirmed, the Senior Director will notify the Deputy Director for Student Services and Technology who will inform the agency's Executive Director and convene the ICCB Sensitive Data Response Team (SDRT). The SDRT is led by the Deputy Director for Student Services and Technology.

Other members are the Chief of Staff, Legislative and External Affairs Liaison, Senior Director of Information Technology, and the Senior Director of Research and Policy Studies.

**Determine extent and risk of breached confidential data.** The SDRT will evaluate the confidential data breached and assess the risk and steps needed to comply with requirements under state and federal laws. Consultation with legal counsel will occur if deemed appropriate.

**Notify affected individuals.** ICCB will follow protocols set forth in PIPA. ICCB will notify persons affected by the breach in a timely manner and at no charge, barring requests for a delay from law enforcement. ICCB will work with Illinois community colleges as needed to gather appropriate information to contact persons affected by the breach.

If the cost is determined to exceed limits specified in the PIPA, ICCB will provide the necessary public notification on its website and communicate the need to further make information on this breach available with the community colleges and other educational entities involved.

Disclosure notification will include:

Agenda Item #15.1  
September 16, 2016

1. the toll-free numbers and addresses for consumer reporting agencies;
2. the toll-free number, address, and website address for the Federal Trade Commission; and
3. a statement that the individual can obtain information from these sources about fraud alerts and security freezes.

If the breach affects more than 1,000 persons, ICCB will also notify consumer reporting agencies.

**Report to the Board and General Assembly.** The Deputy Director for Student Services and Technology will submit a report to the Board, and file it with the General Assembly within 5 days of the discovery of the breach. The report must include a description of the breach and an outline of corrective measures to be taken to prevent further breaches. An annual report will be submitted in any year a security breach has happened. The annual report will include how it happened, how many individuals were affected, and the changes that were made to ensure it won't happen again.

**Notice to Attorney General.** Any single breach of the data concerning the personal information of more than 250 Illinois residents shall provide notice to the Attorney General of the breach within 45 days. The notice will include:

1. the types of personal information compromised in the breach;
2. the number of Illinois residents affected by such breach at the time of notification;
3. any steps the State agency has taken relating to notification of the breach to students; and
4. date and timeframe of the breach.

A roll call vote was taken with the following results:

Guy Alongi	Yea	Ann Kalayil	Yea
Teresa Garate	Yea	Doug Mraz	Yea
Cheryl Hyman	Yea	Jake Rendleman	Yea
Dustin Heurman	Yea	Stephanie Torres	Yea
Nicholas Kachiroubas	Yea	Terry Bruce	Yea

The motion was approved. Student Advisory vote: Yea.

**Item #12 – Information Items**

There was no discussion.

**Item #12.1 - Workforce Innovation and Opportunity Act Unified State Plan**

**Item #12.2 - Fiscal Year 2016 Spring Enrollment Report**

**Item #12.3 - Spring 2016 Legislative Update**

**Item #13 – Other Business**

There was no other business.

**Item #14 – Public Comment**

There was no public comment.

**Item #15 – Executive Session**

**Item #15.1 – Employment/Appointments Matters**

Doug Mraz made a motion, which was seconded by Dustin Heuerman, 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:

Guy Alongi	Yea	Ann Kalayil	Yea
Teresa Garate	Yea	Doug Mraz	Yea
Cheryl Hyman	Yea	Jake Rendleman	Yea
Dustin Heuerman	Yea	Stephanie Torres	Yea
Nicholas Kachiroubas	Yea	Terry Bruce	Yea

The motion was approved. Student Advisory vote: Yea. The Board entered Executive Session at 10:21 a.m. Ann Knoedler stayed in the meeting.

\* \* \* \* \*

Jake Rendleman made a motion, which was seconded by Dustin Heuerman, to reconvene Public Session at 11:30 a.m.

A roll call vote was taken with the following results:

Guy Alongi	Yea	Ann Kalayil	Yea
Teresa Garate	Yea	Doug Mraz	Yea
Cheryl Hyman	Yea	Jake Rendleman	Yea
Dustin Heuerman	Yea	Stephanie Torres	Yea
Nicholas Kachiroubas	Yea	Terry Bruce	Yea

The motion was approved. Student Advisory vote: Yea.

**Item #16 – Executive Session Recommendations**

**Item #16.1 – Employment/Appointment Matters**

Nicholas Kachiroubas made a motion, which was seconded by Teresa Garate, to approve the following motion:

The Illinois Community College Board hereby authorizes its Executive Director to provide a cost of living increase for ICCB staff in FY16, aligned with CPI at a minimum of 1% and a maximum of 3%, retroactive to July 1, 2015.

Agenda Item #15.1  
September 16, 2016

A roll call vote was taken with the following results:

Guy Alongi	Yea	Ann Kalayil	Yea
Teresa Garate	Yea	Doug Mraz	Yea
Cheryl Hyman	Yea	Jake Rendleman	Yea
Dustin Heuerman	Yea	Stephanie Torres	Yea
Nicholas Kachiroubas	Yea	Terry Bruce	Yea

The motion was approved. Student Advisory vote: Yea.

\* \* \* \* \*

Nicholas Kachiroubas made a motion, which was seconded by Guy Alongi, to approve the following motion:

At which time the Board is authorized to make payments for personal services, the Illinois Community College Board hereby authorizes its Executive Director to provide a cost of living increase for ICCB staff in FY17, aligned with CPI at a minimum of 1% and a maximum of 3%, retroactive to July 1, 2016.

A roll call vote was taken with the following results:

Guy Alongi	Yea	Ann Kalayil	Yea
Teresa Garate	Yea	Doug Mraz	Yea
Cheryl Hyman	Yea	Jake Rendleman	Yea
Dustin Heuerman	Yea	Stephanie Torres	Yea
Nicholas Kachiroubas	Yea	Terry Bruce	Yea

The motion was approved. Student Advisory vote: Yea.

**Item #18 – Adjournment**

Guy Alongi made a motion, which was seconded by Dustin Heuerman, to adjourn the Board meeting at 11:35 a.m.

The motion was unanimously approved by voice vote. Student Advisory vote: Yea.

UNAPPROVED

Minutes of the  
Retreat of the  
Illinois Community College Board

Kankakee Community College  
Governors Room  
100 College Dr  
Kankakee IL 60901

August 10, 2016

**RECOMMENDED ACTION**

It is recommended that the following motion be adopted:

The Illinois Community College Board hereby approves the minutes of the August 10, 2016 Board workshop as recorded.

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

Chair Laz Lopez called the Board workshop to order at 10:30 a.m. and asked Ann Knoedler to call roll. The following Board members were present: Terry Bruce, Teresa Garate, Dustin Heuerman, Nick Kachiroubas, Ann Kalayil, Douglas Mraz, and Suzanne Morris. Guy Alongi and Jake Rendleman participated by phone. Cheryl Hyman and student Board member Ugne Narbutaite were absent. A quorum was declared.

**Item #2 – Welcoming Remarks from Dr. John Avendano, President of Kankakee Community College**

Dr. Avendano welcomed the Board. Dr. Avendano stated Kankakee Community College (KCC) will be celebrating their 50<sup>th</sup> Anniversary in September 2016. The college began in a small building that is now the historical Kankakee Hotel. The community is also honoring the 50<sup>th</sup> anniversary of the college by local restaurants offering such items as a 50<sup>th</sup> anniversary hamburger, 50<sup>th</sup> anniversary cupcakes, and even a special Kankakee Community College brew. A gala will also be held in April or May in honor of the 50<sup>th</sup> anniversary.

Dr. Avendano stated that the college continues to wait for funds from the state to finish its ongoing construction project for the Advanced Technology Education Center. This facility is designed to be a training site for new technology. The college received approval from the state to begin building; however, in mid-June, KCC received a notice to cease construction that had already begun. Out of \$5 million, the college has only received 25%. KCC had to spend \$80,000 of its own funds just to properly cover up the exposed building and materials. The college continues to pay \$2500-3000 per month just to store the construction materials.

**Item #3 – New Board Committee Structure**

Dr. Karen Hunter Anderson began by explaining the staff's recommendation for discussion by the Board.

Challenges of the current Board committees already in place:

1. There were so never enough Board members to fill all the committees.
2. Since there were so few members on each committee, they could not hold a meeting due to the Open Meetings Act guideline of each meeting needing a physical quorum in one location.
3. Committee issues / topics were constantly overlapping.

The staff reviewed what meeting schedule has worked well in the past. The night before the Board meeting and morning of the Board meeting has usually worked well for member participation.

The staff suggests there be only two committees:

1. Fiscal, Operations, and External Affairs – meet the morning before the Board meeting
2. Academic, Workforce, and Student Support – meet the night before the board meeting

The advantages to this structure are that more Board members will be on each committee and Board members will be allowed to attend both committee meetings if they chose.

The Board was in agreement on the new committee structure recommended by staff. The committees will help funnel issues through so that the Board does not have to spend quite as much time discussing one issue during the Board meetings. The Board requests that legislation and policy be reviewed in each of the committees. Each year, the committees will review one policy that might need to be changed.

The Board requests the staff bring to the September Board meeting the committee descriptions. A formal item will be taken to the Board for approval. Also during the September meeting, a chair will be selected for each committee.

#### **Item #4 – Break/Lunch**

Jake Rendleman stated the community college and university trustees are now required by law to complete a mandatory four hour training every two years. If the training is assembled by any outside entity other than the Illinois Community College Trustees Association (ICCTA), the ICCB will be responsible for reviewing and approving the training.

It was a consensus by the ICCB Board, even though it is not mandatory, to require its members to complete the same training that the trustees are now required to complete. The following are a few of the items that will be included in the training: OMA, labor laws, FOIA, sex violence, audits, ethics, etc. The legislation goes into effect in one year.

Dr. Anderson spent a brief amount of time to review the purpose of the ICCB and the Board:

1. Primary purpose of the Illinois Community College Board is state coordination with some administrative and regulatory responsibilities:
  - a. State Coordination
  - b. Policy Development
  - c. Oversee System Budget (operating and capital, state & federal)
  - d. Advocacy
  - e. “Recognition” of Institutions
  - f. Approval of Programs
2. To administer the Public Community College Act in a manner that maximizes the ability of the community colleges to serve their communities.

- a. Sec. 2-4. The State Board shall have the power to make and provide rules and regulations not inconsistent with the provisions of this Act.
    - i. To employ and fix compensation for the executive officer
    - ii. To appoint advisory committees
    - iii. To study the status of community college education, its problems, and needs for improvement
    - iv. To develop articulation agreements in cooperation with the Illinois Board of Higher Education to ease transfer within community colleges and from community colleges to degree-granting institutions
    - v. To review, approve, and monitor performance of community colleges
  - b. Sec. 2-12. The State Board shall have the power and it shall be its duty:
    - i. To provide statewide planning of community colleges and co-ordinate the programs, services and activities to establish a system of locally initiated and administered comprehensive community colleges
    - ii. To approve all locally funded capital projects for which no State monies are required
    - iii. To conduct studies of student characteristics, admission standards, grading policies, performance of transfer students
    - iv. To determine efficient and adequate standards for community colleges for the physical plant...safety...instruction and teaching...administration and supervision...and to grant recognition certificates to community colleges meeting such standards
  - c. Sec. 2-12. The State Board shall have the power and it shall be its duty:
    - i. To approve or disapprove new units of instruction
    - ii. To recommend approval or disapproval of programs of inter-institutional cooperation with other public or nonpublic institutions of higher education
    - iii. To establish guidelines for community college programs for elementary and secondary school dropouts
    - iv. To establish uniform financial accounting and reporting standards
    - v. To ensure the effective teaching of adults and to prepare them for success in employment and lifelong learning
    - vi. To supervise the administration of adult education and adult basic literacy programs
3. ICCB rule making process:
    - a. Get constituent support
    - b. Submit the change to the Board as *information item* to be reviewed
    - c. Place on Board agenda as an *action item* to be voted upon
    - d. Send rule change request to the IL General Assembly's Joint Committee on Administrative Rules (JCAR)
    - e. First public notice lasts a minimum of 45 days
    - f. Agency files with JCAR
    - g. Second notice lasts for a maximum of 45 days
  4. To promote cooperation within the system and accommodate those State of Illinois initiatives that are appropriate for community colleges.
  5. To be accountable to the students, employers, lawmakers, and taxpayers of Illinois.

6. To provide high-quality, accessible, cost-effective educational opportunities for the individuals and communities they serve.

\* \* \* \* \*

The Board took a break for lunch at 12:15p. At this time, Board members Guy Alongi and Jake Rendleman left the retreat. The Board returned from break at 12:40p. Board members Guy Alongi and Jake Rendleman did not return to the meeting.

\* \* \* \* \*

#### **Item #5 – Reaffirm Board Goals**

Karen Hunter Anderson stated that since this Board has many new members, it's important to review the goals that the previous Board had set during their August 2015 Workshop. There were documents distributed to the members that show the progress and accomplishments the staff have made on each item within each of the three goals. During each scheduled Board meeting, Dr. Anderson stated the staff will distribute an updated version of these documents to the members.

Dr. Anderson stated that the staff will keep working on the goals; however, there have been numerous other projects and committees initiated by the Governor's Office that require the staff's involvement and has taken away from the time the staff could have spent fully on the goals. However, in some instances, the staff is able to embed the goals within the strategies that come out of these projects and committees. The staff would like for the Board to keep in mind that it is very difficult for the system to be held accountable for the goals the Board set when the State is not providing them with the adequate funding.

Goal 1 – is an ongoing goal. Certain items within Goal 1 might be completed, which is shown in the document provided.

Goal 2 – ICCB has made progress on reducing the amount of data the ICCB required. It's important to know that the ICCB only has three staff working in its data department, collecting mandatory data as well as providing their services to collect data for outside entities with no additional funds. Also, in FY15, the Longitudinal Data System had \$400,000 to work with; however, in FY16, there was no money provided.

Goal 3 – Completed the planning process for the Workforce Education Strategic Plan. Although there were many hours put in by ICCB staff to complete the planning process for the Workforce Education Strategic Plan, considerable time will still be needed for writing the plan, sharing information with colleges and industry partners, and implementation.

It was the consensus of the Board that they would like to see the next targets for FY17 at the September board meeting.

#### **Item #6 – Budget Update**

Ellen Andres gave an update to the Board on the current budget situation. Ms. Andres stated some of the legislators did not want to give any state funds to the community colleges because they received local funds.

The legislature put \$20 million in an emergency fund for higher education. However, the colleges will have to declare a state of financial crisis in order to collect any of the funds. With that, the Higher Learning Commission (HLC), the accreditation agency, will audit these colleges and possibly put them on probation.

Fiscal year 2016 funds have been distributed. However, none of the fiscal year 2017 funds has been distributed at this time.

**Item #7 – Legislative Update**

Matt Berry gave an update to the Board on all the recent legislation. He also updated the Board on the legislation package sponsored by Senator Cunningham and Representative Burke that responds to the College of DuPage problems.

Looking forward, veto session is scheduled for November 15, 16, 17, 29, 30 and December 1<sup>st</sup>. Some unresolved issues from the spring 2016 session that might reemerge are:

1. Community College Baccalaureate Degrees – focus on BSN
2. Prior Learning Assessment / Military Prior Learning
3. Unfunded Mandate Relief for State & Local Governments
4. Procurement Reforms
5. MAP Grant Eligibility

During the November Board meeting, Matt Berry will present the ICCB Legislative agenda for spring 2017.

**Item #8 – Wrap-Up**

Chair Lopez asked if the Board members preferred having the retreat separately from the Board meetings or if they would rather hold the retreat the day before or on the same day as the Board meeting. It was a consensus of the Board members present to keep the retreat in August, separate from the Board meetings.

**Item #9 – Adjournment**

The retreat adjourned at 2:34p.

Illinois Community College Board

**CERTIFICATION OF ELIGIBILITY FOR SPECIAL TAX LEVY  
(110 ILCS 805, SECTION 3-14.3)**

Section 3-14.3 of the Public Community College Act allows districts eligible for equalization grants in previous or current fiscal year 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 the average. The certification is due by November 1 of each year.

**RECOMMENDED ACTION**

It is recommended that the following motion be adopted:

The Illinois Community College Board hereby authorizes the Executive Director to issue the annual certificates of eligibility for additional taxing authority to the community college districts meeting the following statutory criteria:

1. Received an equalization grant in fiscal year 2016 and/or received an equalization grant in fiscal year 2017; and
2. had combined educational and operations and maintenance purposes tax rates less than 29.97 cents per \$100 of equalized assessed valuation.

Agenda Item #15.5  
September 16, 2016

**BACKGROUND**

The following table identifies the districts eligible for the additional levy, the amount authorized and actual tax levy, the amount of additional tax rate, and the amount of additional revenue available if they choose to exercise the authority.

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.

<b>District</b>	<b>Authorized Operating Tax Rates*</b>	<b>Actual Operating Tax Rates*</b>	<b>Additional Tax Rate Authority</b>	<b>Estimated Additional Tax Revenue</b>
Black Hawk	19.00¢	19.00¢	10.97¢	\$3,970,591
Heartland	22.50¢	22.50¢	7.47¢	\$3,167,047
Illinois Central	25.00¢	24.83¢	4.97¢	\$3,400,943
Illinois Eastern	25.00¢	25.00¢	4.97¢	\$673,727
Illinois Valley	17.00¢	17.00¢	12.97¢	\$3,883,293
Kankakee	18.00¢	17.90¢	11.97¢	\$2,589,029
Kaskaskia	25.00¢	25.00¢	4.97¢	\$736,070
Lake Land	18.00¢	18.00¢	11.97¢	\$3,130,536
Lewis and Clark	25.00¢	25.00¢	4.97¢	\$1,879,513
Rend Lake	25.00¢	23.18¢	4.97¢	\$444,072
Rock Valley	27.00¢	26.70¢	2.97¢	\$1,585,015
Sandburg	22.00¢	22.00¢	7.97¢	\$1,292,384
Sauk Valley	27.50¢	27.50¢	2.47¢	\$389,783
Southwestern	16.00¢	15.96¢	13.97¢	\$9,071,935
Spoon River	25.00¢	25.00¢	4.97¢	\$414,749
John Wood	22.50¢	22.50¢	7.47¢	\$1,070,369

\* Combined Ed and O&M Maximum Tax Rates

Illinois Community College Board

**PROPOSED AMENDMENTS TO THE  
ILLINOIS COMMUNITY COLLEGE BOARD  
ADMINISTRATIVE RULES**

The ICCB is making changes to Program Definitions and adding new rules on the Acceptance of Private Business Vocational School Credits by Community Colleges in Select Disciplines in order to carry out its responsibilities under the Career and Workforce Transition Act. The rule changes were submitted to the Board for discussion only in March, 2016, allowing for a comment period for the system.

The following rules changes are being submitted to the Board for approval and then will be submitted to JCAR for the formal public comment process.

**RECOMMENDED ACTION**

It is recommended that the following motion be adopted:

The Illinois Community College Board hereby approves the following amendment to the *Administrative Rules of the Illinois Community College Board* and authorizes its Executive Director to process the amendment in accordance with the Illinois Administrative Procedures Act.

**Section 1501.301 Definition of Terms**

Associate Degree. An "Associate Degree" is an award for satisfactory completion of a curriculum of 60 semester credit hours or more.

Associate in Applied Science Degree. An "Associate in Applied Science Degree" is an award for the satisfactory completion of a prescribed curriculum intended to prepare individuals for employment in a specific field.

Associate in Arts Degree. An "Associate in Arts Degree" is an award for the satisfactory completion of a prescribed curriculum intended to transfer to baccalaureate degree programs in one of the arts, humanities, or social or behavioral sciences or one of the professional fields with these disciplines as a base.

Associate in Fine Arts Degree. An "Associate in Fine Arts Degree" is an award for the satisfactory completion of a prescribed curriculum intended to transfer to baccalaureate degree programs in one of the fine arts: art, music, or theater.

Associate in Engineering Science Degree. An "Associate in Engineering Science Degree" is an award for the satisfactory completion of a prescribed curriculum intended to transfer to baccalaureate degree programs in engineering.

Associate in General Studies Degree. An "Associate in General Studies Degree" is an award for the satisfactory completion of a curriculum that has been individually designed by mutual agreement between the student and his/her college-appointed advisor to meet the student's educational intent.

Associate in Science Degree. An "Associate in Science Degree" is an award for the satisfactory completion of a prescribed curriculum intended to transfer to baccalaureate degree programs in one of the mathematical, biological, or physical sciences or one of the professional fields with these disciplines as a base.

Branch. A "branch" is an administrative unit of a college that has a continuing educational mission and serves as a secondary instructional site for the college.

Campus. A "campus" is an organized administrative unit of a college that has a continuing educational mission and serves as a primary instructional site for the college.

Certificate. A "certificate" is an award for satisfactory completion of a series of courses or curriculum of 50 semester credit hours or less.

General certificate. A "general certificate" is an award for satisfactory completion of a series of courses of 30 semester credit hours or less in adult basic education, adult secondary education, remedial education, vocational skills, or general studies.

Occupational certificate. An "occupational certificate" is an award for satisfactory completion of a prescribed curriculum intended to prepare an individual for employment in a specific field.

College. A "college" is a district's administrative unit that is authorized by the Illinois Board of Higher Education to grant postsecondary-level degrees and certificates, is recognized by the ICCB, and provides a comprehensive program of instruction in accordance with Section 101-2(e) of the Act.

Agenda Item #15.6  
September 16, 2016

**Course.** A "course" is a sequential presentation, through one or more instructional modes, of subject matter in a particular field to meet specific objectives within a designated time period, such as a semester or a quarter.

**Curriculum.** A "curriculum" is an approved unit of instruction consisting of a series of courses designed to lead to an associate degree or a certificate.

**Adult Basic Education.** An "Adult Basic Education" curriculum consists of basic skills courses designed to bring students to a competency of eighth-grade equivalency, including English as a Second Language instruction to a level of eighth-grade equivalency.

**Adult Secondary Education.** An "Adult Secondary Education" curriculum consists of courses designed to bring students to a competency of twelfth-grade equivalency, including English as a Second Language courses through the twelfth-grade equivalency and General Educational Development (GED) examination preparation.

**District Curriculum.** A "district curriculum" is a curriculum approved for offering within a district, on the basis of student interest, employment demand, and available resources within the district.

**General Studies.** A "General Studies" curriculum consists of courses designed to meet individual student goals, in the promotion of personal improvement and self-understanding.

**Regional Curriculum.** A "regional curriculum" is a curriculum approved for offering within a particular region of the state, on the basis of student interest and employment demand within the region.

**Remedial Education.** A "Remedial Education" curriculum consists of courses in computation, communication (i.e., writing and speaking), and reading, designed to improve the competency of high school graduates, or those persons achieving high school equivalency through standardized testing, to the level necessary for placement into communication and mathematics courses required of first-year college students. Remedial courses reiterate basic skills that students were expected to have mastered prior to entry into post-secondary education.

**Statewide Curriculum.** A "statewide curriculum" is a curriculum approved for offering on the basis of student interest and employment demand statewide.

**Educational Agency.** An "educational agency" is an agency, corporation, or other defined legal entity which offers instruction.

**Extension Center.** An "extension center" is an instructional site for the college that is used for offering some of the college's courses and/or programs for a limited duration.

**Internship/Practicum.** An "internship/practicum" is a course of planned and supervised training which allows the application of theory to actual practice and prepares a student for working independently in a specific career. The internship/practicum generally occurs after the student has completed 12 credit hours. It takes place at a regular worksite and instruction/supervision is shared by a college instructor/supervisor and a qualified employee at the worksite. Clinical practicums take place in a hospital or other medical/health facility and require close supervision/instruction/monitoring by a qualified college instructor.

Agenda Item #15.6  
September 16, 2016

Laboratory. A "laboratory" is a course of planned and supervised training in which students learn new methods or principles through experimentation, observation, and/or practice. A lab class can occur at the beginning, middle, or end of a particular course of study and may be a specially equipped room designed for experimentation, observation, and/or practice on the college campus or at the worksite.

Principal Site. The principal site is the official mailing address of the college.

Private Business Vocational School (PBVS). A "Private Business Vocational School (PBVS)" means a non-degree granting institution that is regulated and approved by the Board of Higher Education under the Private Business and Vocational Schools Act of 2012 and that is nationally accredited by an accreditor approved by the U.S. Department of Education.

PBVS Eligible Program. This refers to any of the six (6) programs listed in Section 1501.310 c) Acceptance of Credits, 1) – 6).

Public Service. "Public service" consists of noncredit classes and other activities of an educational nature, such as workshops, seminars, forums, exhibits, and the provision of college facilities and expertise to the community, designed to be of service to the public.

Research. "Research" consists of investigations or experiments to discover or interpret facts, to revise accepted theories, or to apply such revised theories.

Secondary School. A "secondary school" shall be used to mean private or parochial secondary school, public secondary school district, or public unit school district.

Unit of Instruction. A "unit of instruction" is any one of the following:

An organized program of study consisting of a sequence of courses that results in the award to a student of a certificate or an associate degree.

Any existing organized program of study offered at a new geographical location outside of the college district.

Any organized administrative entity that would have a continuing instructional mission, including but not limited to a college, campus, or branch.

Unit of Research or Public Service. A "unit of research or public service" is a college's subdivision such as a division, institute, or center that administers one (or more) research or public service program.

Vocational Skills. "Vocational Skills" consists of courses designed to provide short-term job entry training, to upgrade the skills of persons already employed, or to review skills for career re-entry.

**Section 1501.310 Acceptance of Private Business Vocational School Credits by Community Colleges in Select Disciplines.**

a) Board Approval. The Board may approve a PBVS Eligible Program as eligible for credit acceptance, when all of the following conditions have been met:

1) The PBVS has submitted all proper documentation and application materials that the Board requests.

Agenda Item #15.6  
September 16, 2016

- 2) The PBVS has met all required curriculum review procedures as specified by the Board as a part of the application process.
  - 3) The PBVS has successfully completed a full term of national accreditation without probation, without being denied accreditation, and without withdrawing an application.
  - 4) The Board has verified the institution's good standing during the period of its national accreditation.
  - 5) The Institution has met all other application conditions as required by the Board.
- b) Approval Decisions. All decisions of the Illinois Community College Board are final.
- c) Acceptance of Credits. A college district shall accept up to 30 credit hours from a PBVS institution that has been approved by the Board if a student has completed one of the following programs at that institution: 1) Medical Assisting (PCS 1.2 / CIP 51.0801) 2) Medical Coding (PCS 1.2 / CIP 51.0713, or, CIP 51.0714 or, CIP 51.0707) 3) Dental Assisting (PCS 1.2 / CIP 51.0601) 4) HVAC (Heating, Ventilation, and Air Conditioning) (PCS 1.2 / CIP 47.0201) 5) Welding (PCS 1.2 / CIP 48.0508) 6) Pharmacy Technician (PCS 1.2 / CIP 51.0805)
- d) Institutions may accept the credits as direct equivalent credits or prior learning credits, as determined by the institution and consistent with the accrediting standards and institutional and ICCB residency requirements of the Higher Learning Commission, other state and national accreditors, state licensing bodies, etc., as appropriate.

**BACKGROUND**

The Illinois General Assembly created the Joint Committee on Administrative Rules (JCAR) in 1977. It is a bipartisan legislative oversight committee, and it has been delegated the responsibility to ensure that the laws enacted are appropriately implemented through administrative law. The Board, and all state agencies, has the authority to draft rules, publish them for public comment, and file them with JCAR for adoption. The compilation of all rules is known as the Illinois Administrative Code.

The Career and Workforce Transition Act (Public Act 99-0468) was approved by the Governor on August 26, 2015, and became effective January 1, 2016. The Act requires that a public community college district accept up to 30 credit hours transferred from a non-degree granting institution if a student has completed a program in medical assisting; medical coding; dental assisting; heating, ventilation, and air conditioning; welding; or pharmacy technician. The non-degree granting institution must be regulated and approved by the Board of Higher Education under the Private Business and Vocational Schools (PBVS) Act of 2012 and be nationally accredited by an accreditor approved by the U.S. Department of Education. Under the Career and Workforce Transitions Act, the Board may approve an institution as an institution from which credits may be transferred if all of the following conditions have been met:

- (1) The institution has submitted all proper documentation and application materials that the Board requests;
- (2) The institution has successfully completed a full term of national accreditation without probation, without being denied accreditation, and without withdrawing an application; and
- (3) The Board has verified the institution's good standing during the period of its national accreditation

Illinois Community College Board

**SPRING 2016 LEGISLATIVE UPDATE**  
**99<sup>TH</sup> GENERAL ASSEMBLY**  
(Actions as of August 24, 2016)

**Executive Appointments**

**AM 990195 (Munoz)**

**Appoint – Cheryl Hyman**

Last Action: Senate Appointment Confirmed

Synopsis: Nominates Cheryl Hyman to be a member of the Illinois Community College Board

**AM 990278 (Munoz)**

**Appoint – Terry Bruce**

Last Action: Senate Appointment Confirmed

Synopsis: Nominates Terry Bruce to be a member of the Illinois Community College Board.

**AM 990284 (Munoz)**

**Appoint – Suzanne Morris**

Last Action: Senate Appointment Confirmed

Synopsis: Nominates Suzanne Morris to be a member of the Illinois Community College Board.

**AM 990396 (Munoz)**

**Appoint – Guy Alongi**

Last Action: Senate Assigned to Executive Appointments Committee

Synopsis: Nominates Guy Alongi to be a member of the Illinois Community College Board

**AM 990397 (Munoz)**

**Appoint – Nicholas Kachiroubas**

Last Action: Senate Assigned to Executive Appointments Committee

Synopsis: Nominates Nicholas Kachiroubas to be a member of the Illinois Community College Board.

**AM 990398 (Munoz)**

**Appoint – Ann Kalayil**

Last Action: Senate Assigned to Executive Appointments Committee

Synopsis: Nominates Ann Kalayil to be a member of the Illinois Community College Board.

**AM 990399 (Munoz)**

**Appoint – J. Douglas Mraz**

Last Action: Senate Assigned to Executive Appointments Committee

Synopsis: Nominates J. Douglas Mraz to be a member of the Illinois Community College Board.

**AM 990491 (Munoz)**

**Appoint – Dustin Heuerman**

Last Action: Senate Assigned to Executive Appointments Committee

Synopsis: Nominates Dustin Heuerman to be a member of the Illinois Community College Board.

## **ICCB Legislative Initiatives**

### **House Bill 4675 (Unes / McGuire)**

### **ICCB Federal Funds**

Last Action: Public Act 99-0777

Synopsis: Amends the Public Community College Act to provide that the ICCB Adult Education Fund (fund 692) and Career and Technical Education Fund (fund 772) are federal funds (instead of special funds) in the State treasury. In late August 2016, the Governor signed P.A. 99-409 to provide FY 2016 appropriation of federal funds. Because these funds were classified as "special funds," the federal dollars for adult education and CTE were not appropriated. A follow up appropriation was approved December 2015, Public Act 99-0491, that provided for the appropriation of these federal dollars. This bill is intended to codify the funds as a "federal" fund in the state treasury. Such a change will ensure that the Comptroller's office codes the funds as federal and provides clarity in the future as to the revenue source of each fund.

### **House Bill 5894 (Hammond / Barickman)**

### **Adult Education Area Planning Councils**

Last Action: Public Act 99-0650

Synopsis: The legislation amends the Adult Education Act with respect to Area Planning Councils. The bill makes changes concerning membership on an Area Planning Council, the election of officers and the development of bylaws and the selection of a chairperson of the Council to ensure that all approved adult education providers are represented and participate. Participation of groups not providing adult education that were previously mandated to participate would be optional, including regional offices of education and representation from school districts, workforce investment boards, and community college financial aid and chief student services. The legislation permits large districts (i.e. City Colleges of Chicago and Illinois Eastern) to form smaller sub-areas within a larger Area Planning Council. The legislation also aligns the Area Planning Council plans with implementation of the new federal Workforce Innovation and Opportunity Act (WIOA) law and requires members of an Area Planning Council to come to an agreement and approve a plan in order to be eligible for funding from ICCB. Currently some Councils have failed to reach agreement on plans. The ICCB Adult Education Annual Report to the Governor and the General Assembly is updated to align with WIOA.

### **House Bill 6009, amended (Hays / McGuire)**

### **Community College Act Update**

Last Action: Public Act 99-0655

Synopsis: The bill amends the Board of Higher Education Act and the Public Community College Act to include the following changes:

- (1) Provides for the IBHE's master plan for community colleges to be made in cooperation with the ICCB.
- (2) Provides that community college performance metrics must be adopted by ICCB.
- (3) Removes IBHE approval of new community college districts and non-instructional capital improvements.
- (4) Eliminates uniform financial accounting and reporting system for community colleges and required filing of uniform financial statements from audit reports with IBHE.
- (5) Requires community colleges to report administrator/faculty salaries and benefits to ICCB instead of IBHE.
- (6) Eliminates ICCB approval of community college locally funded construction projects; locally funded purchase or lease of sites, buildings, equipment, machinery or land; and installment loan agreements.
- (6) Repeals sections concerning a university and college information system, an annual community college study and report, matching grants to community college foundations, adverse court decision grants, payment of sick and vacation leave for the abolished State Community College District No. 601, and an expired mobile response workforce training pilot program. The legislation focuses on reducing data redundancy and eliminating data collections that are not vital to the goals established by the board. In addition the legislation updates the Public Community College Act by removing statutes that are outdated and/or expired.

**Senate Bill 3301, amended (Rose / Fortner)**

**Illinois Articulation Initiative**

Last Action: Public Act 99-0636

Synopsis: The legislation creates the Illinois Articulation Initiative Act. All public institutions of higher education (community colleges and public universities) are required to participate in the Illinois Articulation Initiative (IAI) through submission and review of their courses for statewide transfer consistency. The bill further requires: (i) all institutions to maintain a complete IAI General Education Core Curriculum package to ensure transfer; (ii) all institutions to maintain up to 4 core courses in an IAI major, provided the institution has equivalent majors and courses; and (iii) all institutions to provide faculty, as appointed by the IBHE and ICCB to serve on panels the 26 panels in the review of courses. All courses approved for IAI general education must be transferable as a part of the General Education Core Curriculum package. ). All public institutions shall determine if IAI major courses are direct course equivalents or are elective credit toward the requirements of the major. If the receiving institution does not offer the course or does not offer it at the lower-division level, the student shall receive elective lower-division major credit toward the requirements of the major and may be required to take the course at the upper-division level. The IBHE and the ICCB would co-manage implementation, oversight and evaluation of the IAI and report annually to the Governor, General Assembly, and P-20 Council.

---

**Higher Education Budget & Revenue Bills**

**Senate Bill 2046, amended (Cullerton / Currie)**

**FY 2016 Appropriations inc. Higher Education**

Last Action: Total Veto Stands

Synopsis: This bill makes FY2016 appropriations and reappropriations to various State agencies, the nine public universities, the Student Assistance Commission for MAP grants, the community colleges for base operating and equalization grants, and to the adult education and CTE providers for the state funding for the federal Maintenance of Effort funding. In total \$1.8 billion is provided for higher education. The bill also provides appropriation for human services and other state programs for a total of \$3.9 billion.

**Senate Bill 2059, amended (Cullerton/Madigan)**

**FY 2016 Stop-Gap Appropriation for Higher Education**

Last Action: Public Act 99-0502

Synopsis: The bill makes FY 2016 appropriations totaling \$600.0 million from the Education Assistance Fund to public universities and community colleges; the Illinois Mathematics and Science Academy; and the Illinois Student Assistance Commission for MAP grants. **Specifically, the bill includes \$74.1 million for Base Operating, Equalization and City Colleges of Chicago grants.** The appropriation authority is valid only for costs incurred before September 1, 2016.

**Senate Bill 2047, amended (Trotter/Currie)**

**FY 2017 Stop-Gap Appropriation for Higher Education**

Last Action: Public Act 99-0502

Synopsis: The bill appropriates \$1.0 billion for higher education expenses incurred during fiscal year 2016 and the first six months of fiscal year 2017, beginning on July 1. The bill provides **\$114.5 million for community college Base Operating, Equalization, and City Colleges of Chicago grants.** In addition, the legislation includes **\$50.3 million for the fiscal year 2016 state required maintenance of effort for Adult Education and Career and Technical Education as well as \$43.0 million in federal funds for fiscal year 2017.** The bill also provides funding for high school equivalency testing and operations of the ICCB office. The bill relies on untapped revenues from the Education Assistance Fund, the Fund for Educational Advancement, and Personal Property Replacement Tax as a source of funding for the community college appropriations. Additionally, the legislation includes appropriations for fiscal year 2016 and fiscal 2017 from other special state funds

---

## **Response to College of DuPage / Executive Compensation**

### **House Bill 4630, amended (Ives / Connelly)**

### **Newly Elected Official's Access to Closed Meeting Minutes**

Last Action: Public Act 99-0515

Synopsis: The bill amends the Open Meetings Act to allow access to the verbatim recordings and minutes of closed meetings to elected or appointed officials filling a vacancy of an elected office in a public body. Access shall be granted in the public body's main office or official storage location and in the presence of a records secretary, an administrative official of the public body, or any elected official of the public body. No recordings or minutes of closed meetings shall be recorded or removed except by vote of the public body or by court order.

### **Senate Bill 2155, amended (Cunningham / K. Burke) Community College Audits**

Last Action: Public Act 99-0691

Synopsis: This legislation provides that community college recognition shall include a review of compliance with applicable State and federal laws regarding employment contracts and compensation. In addition, the Illinois Community College Board shall convene an advisory committee to review the findings from college's recognition and make recommendations for changes or additions to state laws or ICCB recognition procedures.

### **Senate Bill 2156, amended (Cunningham / K. Burke)**

### **SURS Pension Code - Exclusions**

Last Action: Sent to the Governor

Synopsis: This bill makes numerous changes to the State Universities Retirement System (SURS) for new employees including:

- Excludes bonuses, housing and vehicle allowances, and club memberships or dues from the calculation of basic compensation and earnings.
- Includes the amount of elective deferred compensation contributions in the computation of basic compensation.
- Participants must be employed by a state university, IMSA, community college, or state higher education agency. Current law allows employees of various education-related associations to become SURS members.

The bill also declares that the SURS Board has the final determination as to whether a person is a SURS-covered employee and expands the Board's authority to require information from employing entities and participants. The bill authorizes the System to assess a penalty of \$500 per day, up to a maximum of \$50,000, on an employer who fails to respond to certain requests for information after a certain number of days. Further, the bill provides that a participant may establish creditable service and earnings credit for periods of furlough (or voluntary reduction in pay taken in lieu of furlough) beginning on or after July 1, 2015 and ending on or before June 30, 2017 by paying specified employee and employer contributions plus interest. In the provision requiring employers to make an additional contribution to the System when an employee receives an increase in annual earnings exceeding 6%, provides that when assessing payment, the System shall include earnings that would have been paid to a participant had the participant not taken voluntary or involuntary furlough (or voluntary reduction in pay taken in lieu of furlough) on or after July 1, 2015 and on or before June 30, 2017. Also requires the System to provide advance notice to a participant in the self-managed plan of the participant's obligation to direct the investment of employee and employer contributions into one or more investment funds selected by the System at the time he or she makes his or her initial retirement plan selection. If a participant in the self-managed plan fails to direct the investment of employee and employer contributions into the various investment options offered, the System shall invest the employee and employer contributions in a default investment fund on behalf of the participant.

### **Senate Bill 2157, amended (Cunningham / K. Burke)**

### **Community College Trustee Training**

Last Action: Public Act 99-0692

Synopsis: This bill requires every voting member of a community college district's board (elected or appointed) to complete a minimum of 4 hours of professional development leadership training covering topics that shall include, but are not limited to, contract law, open meetings law, community college and labor law, freedom of information law, ethics, sexual violence on campus, financial oversight and accountability, audits, and fiduciary responsibilities

of a community college trustee during the first, third, and fifth year of his or her term. A community college district shall maintain on its website the names of all elected or appointed voting trustees who have successfully completed the training and the names of those trustees who have not successfully completed the training. The bill requires a board member to certify completion of the training to the secretary of the board. If a board member does not satisfy all of the requirements or the certification indicates that a board member has not completed the training, the secretary shall send a notice to all elected or appointed members serving on the board and the president of the community college of that fact. The training may be provided by an association established under the Public Community College Act for the purpose of training community college district trustees (i.e. Illinois Community College Trustee's Association) or other qualified providers approved by the Illinois Community College Board.

**Senate Bill 2158, amended (Cunningham / K. Burke) Lame Duck Boards**

Last Action: Public Act 99-0693

Synopsis: Amends the Public Community College Act to provide that beginning 45 days prior to the Tuesday following the first Monday of April in odd-numbered years until the first organizational meeting of the new board, no modification or amendment of an employment contract between a community college district and the district's president or chancellor may be agreed to or executed. If the current board must take such action at any time during the 45 days prior due to a reasonable emergency, then that action shall be terminated on the 60th day after the first organizational meeting, unless the new board reaffirms the agreed-upon addendum or new employment contract.

**Senate Bill 2159, amended (Cunningham / K. Burke)**

**Higher Education Employment Contracts**

Last Action: Public Act 99-0694

Synopsis: The legislation amends various Acts relating to the governance of public universities in Illinois and the Public Community College Act with provisions governing employment contracts of the president or chancellor entered into, amended, renewed, or extended after the effective date of Act. These provisions include:

- (1) Severance payments or contract buyouts may be placed in an escrow account if there are pending criminal charges against the president or chancellor of the community college related to their employment.
- (2) Final action on the formation, renewal, extension, or termination of the employment contracts must be made during an open meeting of the board.
- (3) Public notice, compliant with the Open Meetings Act, must be given prior to final action on the formation, renewal, extension, or termination of the employment contracts and must include a copy of the board item or other documentation providing, at a minimum, a description of the proposed principal financial components of the president's or any chancellor's appointment.
- (4) Any performance-based bonus or incentive-based compensation must be approved by the board in an open meeting. The performance criteria and goals upon which the bonus or incentive-based compensation is based must be made available to the public no less than 48 hours before board approval of the performance-based bonus or incentive-based compensation.
- (5) Board minutes, board packets, and annual performance criteria and goals concerning the president or any chancellors must be made available to the public on the community college district's website.
- (6) Performance-based bonus payments or incentive-based compensation that result in an increase in the final rate of earnings under the Illinois Pension Code may not be paid.

The governing boards of a university or community college are required to complete an annual performance review of the president and chancellor and such review must be considered when the board contemplates a bonus, raise, or severance agreement. The legislation imposes similar requirements on public universities including those previously adopted by P.A. 99-0482 that applied only to community colleges.

## **Goal 1: Smooth Transitions for Traditional & Non-Traditional Students**

### **House Bill 4330 (Wheeler / Martinez)**

### **State Seal of Biliteracy**

Last Action: Public Act 99-0600

Synopsis: Requires each public university in this State to accept the State Seal of Biliteracy as equivalent to 2 years of foreign language coursework taken during high school if a student's high school transcript indicates that he or she will be receiving or has received the State Seal of Biliteracy. Provides that each public community college and public university in this State shall establish criteria to translate a State Seal of Biliteracy into course credit based on foreign language course equivalencies identified by the community college's or university's faculty and staff and, upon request from an enrolled student, the community college or university shall award foreign language course credit to a student who has received a State Seal of Biliteracy. Requires students enrolled in a public community college or public university who has received a State Seal of Biliteracy to request course credit for their seal within 3 academic years after graduating from high school. Further, requires the State Board of Education's rules to ensure that the criteria that pupils must achieve to earn a State Seal of Biliteracy meet the course credit criteria.

### **House Bill 4343 (Chapa LaVia / Collins)**

### **Attendance Commission**

Last Action: Public Act 99-0601

Synopsis: The legislation amends the School Code to provide that the Attendance Commission's initial report to the General Assembly and ISBE must be submitted no later than March 15, 2016 (instead of December 15, 2015). The Commission was created by Public Act 99-0432 to study chronic absenteeism and make recommendations for strategies to prevent chronic absenteeism. Membership includes a designee from the ICCB.

### **House Bill 5561 (McSweeney / Connelly)**

### **Accelerate College Pilot Program**

Last Action: Public Act 99-0611

Synopsis: The bill creates the Accelerate College pilot program. A community college's board of trustees is authorized to enter into an Accelerate College educational partnership agreement with any school district wholly contained within the college district's jurisdiction. The agreement must offer a group of high school students the right to take community college courses without paying tuition for those courses; however, community colleges can charge fees limited to the actual operating costs and related student activities. No school district may enroll more than 45 students in the first year and more than 90 students in the subsequent two years. Any coursework completed by high school students in a community college shall be transferrable to all public universities in this State on the same basis as coursework completed by community college students who have previously earned high school diplomas. The ICCB is required to study the effectiveness of the program and to issue an annual report.

### **House Bill 5729, amended (Burke / Biss)**

### **Postsecondary & Workforce Readiness Act**

Last Action: Public Act 99-0674

Synopsis: The bill creates the Postsecondary and Workforce Readiness Act that sets forth provisions concerning postsecondary career expectations; a competency-based, high school graduation requirements pilot program; transitional mathematics courses; reading and communication transitional competencies; College and Career Pathway Endorsements and State Distinction programs. The bill calls for intensive and consistent partnership and cooperation between ISBE, ICCB, and IBHE, as well as community colleges, high schools, and local school districts. In particular, the bill requires development of transitional mathematics instruction and support as well as implementation of placement processes based on multiple measures, not just standardized assessment scores. The bill also requires partnerships between school districts and community colleges and universities for course development, articulation and transfer agreements.

**Senate Bill 232, amended (Morrison / Andrade)**

**In-District Tuition, DCFS**

Last Action: Public Act 99-0845

Synopsis: Under the bill, students shall be classified as residents of the community college district without meeting the 30-day residency requirement of the district if they are currently residing in the district and (i) are currently under the legal guardianship of DCFS or have recently been emancipated from the Department and (ii) had previously met the 30-day residency requirement of the district but had a placement change into a new community college district. The amendment requires the student, a caseworker or other personnel of the Department, or the student's attorney or guardian ad litem to provide the district with proof of current in-district residency.

**Senate Bill 2505, amended (Steans/ Ammons)**

**International Baccalaureate Diploma Program exams**

Last Action: Public Act 99-0624

Synopsis: The bill amends to the College and Career Success for All Students Act. The changes allow any score of a 4 or higher on International Baccalaureate (IB) Diploma Program exams to be accepted for credit to satisfy degree at all public higher education institutions. Credits awarded will be granted for electives, general education, or major requirements. IBHE, in cooperation with the ICCB, shall analyze each institution's Advanced Placement examination and IB Program subject score course granting policy and research by the conclusion of the 2020-2021 academic year (instead analyzing each institution's Advanced Placement examination score course granting policy by the conclusion of the 2019-2020 academic year). Also, provides for publication of the policy before the beginning of the 2017-2018 (instead of 2016-2017) academic year.

**House Joint Resolution 127 (Chapa LaVia)**

**Bilingual Advisory Taskforce**

Last Action: Resolution Adopted Both Houses

Synopsis: The resolution directs the Bilingual Advisory Task Force (created by HJR 36), of which ICCB is a member, to study the feasibility of professional certification standards for foreign language educational interpreters in public schools. If the Task Force determines that certification standards are needed, directs it to recommend procedures for school districts pertaining to when and how to access a language interpreter. Also, adds two additional members to the Task Force and extends the deadline for reporting its findings and recommendations to December 15, 2016.

---

***Goal 3: Develop a Robust Career Pathway System Based Upon ICCB Workforce Strategic Plan***

**House Resolution 967 (Cloonen)**

**Career & Technical Education Month**

Last Action: House Resolution Adopted

Synopsis: Designates February of 2016 as "Career and Technical Education Month" in the State of Illinois.

**House Joint Resolution 150, amended (Turner)**

**Disconnected Youth Task Force**

Last Action: House Resolution Adopted as Amended

Synopsis: Creates the Statewide Task Force on Disconnected Youth in order to examine and develop ways to address the growing number of disconnected youth who are out of school and jobless in Illinois. The Taskforce includes representation from ICCB

---

## **High School Equivalency**

### **Senate Bill 2840, amended (Silverstein / Franks)**

### **HSE Exam Fee Waiver**

Last Action: Public Act 99-0742

Synopsis: The bill requires the regional superintendent of schools or the ICCB to waive high school equivalency (HSE) testing fees for an applicant who (1) qualifies as a "homeless person, child, or youth" as defined in the Education for Homeless Children Act; (2) is not yet 25 years of age; (3) can verify his or her status as a homeless person, child, or youth; (4) has completed a high school equivalency preparation course through an ICCB-approved provider; and (5) is taking the test at a testing center operated by a regional superintendent of schools or the Cook County High School Equivalency Office. The verification may be obtained from a homeless services provider that is qualified to verify an individual's housing status and that has knowledge of the applicant's housing status. ICCB is required to determine which homeless services providers are qualified to verify an individual's housing status. According to the bill's House sponsor the intent is to only waive the \$13 fee collected directly by the ROE for certificate and transcript costs.

### **Senate Bill 2906, amended (Stadelman / Wallace)**

### **High School Equivalency as TANF Core Activity**

Last Action: Public Act 99-0746

Synopsis: This bill amends the Illinois Public Aid Code provisions requiring the Department of Human Services (DHS) to develop an employment plan for recipients of public aid who participate in the Department's education, training, and employment program. DHS shall count participation in high school and high school equivalency programs toward the first 20 hours per week of participation requirements under TANF. DHS is required to approve participation in high school or high school equivalency programs upon request of the participant if he or she has not already earned a high school diploma or equivalency certificate. Participation in high school or equivalency programs may be delayed as part of a personal plan for achieving employment and self-sufficiency if it is determined that the benefit from participating in another activity, such as treatment for substance abuse or an English proficiency program, would be greater than participation in high school or a equivalency program. DHS shall treat such activities as a core activity as long as satisfactory progress is made.

---

## **Campus Safety and Student Services**

### **Senate Bill 2839, amended (Silverstein / Fine)**

### **Sexual Violence Sanctions**

Last Action: Public Act 99-0741

Synopsis: This bill amends the Preventing Sexual Violence in Higher Education Act to provide that sanctions for violation of a higher education institution's comprehensive policy may include, but are not limited to, suspension, expulsion, or removal of the student found, after complaint resolution procedures, to be in violation of the comprehensive policy.

---

## **College Affordability**

### **House Bill 5566, amended (Sims / Trotter)**

### **College Affordability**

Last Action: Public Act 99-0643

Synopsis: The bill provides that the chairperson of the Illinois P-20 Council may authorize the creation of a working group to focus on tuition, financial aid, and other issues related to keeping postsecondary education affordable for Illinois residents.

**House Bill 5938, amended (Frese / Althoff)**

**Veterans' Home Nurses' Loan Repayment Program**

Last Action: Public Act 99-0813

Synopsis: The legislation renames the Veterans' Home Nurses' Loan Repayment Act and the program created therein as the Veterans' Home Medical Providers' Loan Repayment Act (and Program). It expands the scope of the program to include eligible physicians, certified nurse practitioners, and certified nursing assistants, rather than limiting it to RN and LPN. This legislation is an initiative of the Department of Veterans' Affairs to incentivize physicians and nurses to work in a veterans' home. The bill is only expanding the pool of candidates eligible to apply for the repayment program and not increasing the requested appropriation.

---

## **State Administrative Policy & Procurement Regulation**

### **House Bill 4820, amended (Cabello / Rose)**

### **Alcoholic Liquors Served/Sold at Community College**

Last Action: Public Act 99-0550

Synopsis: This bill provides that alcohol may be served or sold in buildings under the control of the Board of Trustees of a public university or community college district for events that the Board of Trustees of that public college or university may determine are public events and not student-related activities. After the effective date of this Act, if the Board of Trustees of a public university or community college has not issued a written policy concerning the types of events that would be eligible for an exemption, then that Board shall issue a written policy within 6 months. The Board may issue revised, updated, new, or amended policies as it deems necessary and appropriate. The provisions don't apply to community college districts currently authorized to sell or serve alcohol.

---

## **Personnel and Pensions**

### **Senate Bill 1059, amended (Rose / Mitchell)**

### **SURS Self-Managed Plan Health Insurance Eligibility**

Last Action: Governor Vetoed

Synopsis: The bill amends the State Employees Group Insurance Act (SEGIA) to change the definition of "employee" such that it includes persons who otherwise meet the definition, but are ineligible to participate in the State University's Retirement System (SURS) because they received a lump-sum distribution of their vested amounts under the SURS Self-Managed Plan (SMP). SMP participants elect one of two options upon retirement: (1) a lump sum distribution; or (2) a life-time monthly distribution. Once a retiree takes this lump sum distribution, they are no longer eligible to receive benefits. By SURS policy when a member who opts for a Self-Managed Plan returns to work, they do not contribute 8% of their earnings to SURS and in order for current employees to be eligible for health benefits, they must also be eligible to participate in one of the following five State retirement systems.

### **Senate Bill 2613, amended (Bertino-Tarrant / Manley)**

### **Child Bereavement Leave Act**

Last Action: Public Act 99-0703

Synopsis: This bill creates the Child Bereavement Leave Act to provide that an employee may use 2 weeks (6 weeks leave if more than one child dies within a 12-month period) of bereavement leave to grieve the death of the employee's child, attend services in relation to the death of the employee's child, or make arrangements necessitated by the death of the employee's child.

---

## **Local Government & Property Taxes**

### **House Bill 4379, amended (McSweeney / T. Cullerton)**

### **Local Government Travel Expense Control Act**

Last Action: Public Act 99-0604

Synopsis: Creates the Local Government Travel Expense Control Act. Provides that school districts, **community college districts**, and non-home rule units of local government shall, by resolution or ordinance, regulate travel, meal, and lodging expenses of officers and employees including: (1) the types of official business for which travel, meal, and lodging expenses are allowable; (2) maximum allowable reimbursement for travel, meal, and lodging expenses; and (3) a standardized form for submission of travel, meal, and lodging expenses. All travel, meal, and lodging expenses exceed that exceed the maximum allowable expenses, and any expenses for members of the governing board or corporate authorities, must be approved by the governing board or corporate authorities. The bill prohibits reimbursing entertainment expenses.

**Senate Bill 2974, amended (Cunningham / Hurley)**

**Community College Vehicle Registration Fee**

Last Action: Public Act 99-0707

Synopsis: Allows that permanent vehicle registration fee of \$8.00 will apply to public school district or public community college vehicles that do not require a school bus driver permit and vehicles of the first division or second division not weighing more than 8,000 pounds that are owned by a medical facility or hospital of a municipality, county or township. Additionally, provides that certificates of title by the SOS contain an expiration date one year beyond the term of the lien. Also adds a Section that any vehicle owner, who has been approved for benefits under the Senior Citizens and Disabled Persons Property Tax Relief Act, or the spouse of such a person, shall not be required to pay specified surcharges that would otherwise be collected in addition to the vehicle registration fee.

---

***Ethics, FOIA and Open Meetings Acts***

**House Bill 4715, amended (Bryant / Radogno)**

**FOIA Violations**

Last Action: Public Act 99-0586

Synopsis: If the court determines that a public body intentionally did not comply with the Act, or acted in bad faith, the court shall also impose a civil penalty of not less than \$2,500 and no more than \$10,000 (instead of \$5,000) for each occurrence. If the public body fails to comply with the court's order after 30 days, the court shall impose an additional \$1,000 penalty for each day the violation continues. Also adds a new section that the public body willfully and intentionally failed to comply with the FOIA Act if: (1) the Attorney General issues a binding opinion; (2) the public body does not file for administrative review of the binding opinion within 35 days after the binding opinion is served on the public body; and (3) the public body does not file for administrative review of the binding opinion within 30 days after issuance of the opinion. This section only applies to binding opinions of the Public Access Counselor requested or issued after the effective date of the legislation. A public body may rebut that it did not willfully and intentionally fail to comply with the FOIA Act if it is making a good faith effort with the binding opinion, but compliance was not achieved in the 35-day time frame.

**House Bill 5683 (Breen / Nybo)**

**Open Meetings Act Violations – Civil Action**

Last Action: Public Act 99-0714

Synopsis: The Open Meetings Act (OMA) currently provides that a person must generally bring a civil action within 60 days of the occurrence of the alleged violation where the provisions of this Act are not complied with, or where there is probable cause to believe that the provisions of this Act will not be complied with. The amendment proposed here would add language to say that a civil action may also be brought within 60 days of a decision by the Public Access Counselor to resolve a request for review in a manner that does not result in the issuance of a binding opinion. This would have the effect of allowing a complainant first to pursue informal review through the Public Access Counselor and then, if the matter is not resolved through a binding opinion, to go to court.

---

***Community College Congratulations and Recognition***

**House Resolution 964 (Brown)**

**Congratulations Dr. Gayle Saunders Retirement**

Last Action: House Resolution Adopted

Synopsis: Congratulates Dr. Gayle Saunders on her retirement as President of Richland Community College

**House Resolution 1067 (Phelps)**

Last Action: House Resolution Adopted

Synopsis: Congratulates the Southeastern Illinois College's Model Illinois Government delegation.

**Congratulates Southeastern IL College**

**House Resolution 1112 (Brady)**

Last Action: House Resolution Adopted

Synopsis: Congratulates Heartland Community College in Normal on its 25th anniversary.

**Congratulates Heartland College**

**House Resolution 1311 (Hays)**

Last Action: House Resolution Adopted

Synopsis: Congratulates Dr. Alice Marie Jacobs on the occasion of her retirement as President of Danville Area Community College.

**Congratulations Dr. Alice Jacobs Retirement**

Illinois Community College Board

**PROPOSED AMENDMENTS TO THE  
ILLINOIS COMMUNITY COLLEGE BOARD  
ADMINISTRATIVE RULES  
(Future Consideration)**

The Illinois General Assembly created the Joint Committee on Administrative Rules (JCAR) in 1977. It is a bipartisan legislative oversight committee, and it has been delegated the responsibility to ensure that the laws enacted are appropriately implemented through administrative law. The Board, and all state agencies, has the authority to draft rules, publish them for public comment, and file them with JCAR for adoption. The compilation of all rules is known as the Illinois Administrative Code.

An updated version of the Freedom of Information Act (FOIA) took effect January 1, 2010. The Illinois Community College Board (ICCB) is required to repeal current FOIA rules and to adopt new rules reflecting the updated version of the Act. The rule changes are based on a standard model that closely reflects state statute and is suggested for use by all state agencies.

The rules repeal and rewrite are being submitted to the Board for discussion only. This will start the comment period for the system. They will be brought to the Board for approval in November and then printed in the *Illinois Register* for the formal public comment process before submission to JCAR for final review.

TITLE 2: GOVERNMENTAL ORGANIZATION  
SUBTITLE F: EDUCATIONAL AGENCIES  
CHAPTER VIII: ILLINOIS COMMUNITY COLLEGE BOARD

PART 5176  
PUBLIC ACCESS TO INFORMATION ([REPEALED](#))

Section	
5176.110	Information Requests
5176.120	Minutes of Closed Sessions

**AUTHORITY:** Implementing and authorized by the Freedom of Information Act (Ill. Rev. Stat. 1989, ch. 116, pars. 201 et seq.), the Open Meetings Act (Ill. Rev. Stat. 1989, ch. 102, par. 42.06) and Section 5-15 of the Illinois Administrative Procedure Act (Ill. Rev. Stat. 1991, ch. 127, par. 1005-15).

**SOURCE:** Adopted at 8 Ill. Reg. 15572, effective August 15, 1984; amended at 14 Ill. Reg. 14387, effective August 27, 1990; repealed at 40 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_.

**Section 5176.110 Information Requests**

- a) Any person seeking electronic information or other records from the Illinois Community College Board may do so by contacting the Executive Director at 509 South Sixth Street, Room 400, Springfield, Illinois 62701-1874. Requests will be processed in accordance with the provisions of the Freedom of Information Act. In order for requests to be processed, the Board requires that the request be received in writing and include, at a minimum, the information listed below.

Agenda Item #16.4  
September 16, 2016

- 1) the name, address, and phone number of the requestor;
  - 2) a description of the information requested;
  - 3) an indication of whether the records are to be inspected at the ICCB office or mailed to the requestor and, if sent, whether or not the copy(ies) is to be certified;
  - 4) the date of the request and when a response is required.
- b) A form for providing this information is available from the ICCB Executive Director.
- c) Records requested and approved for release may be inspected at the ICCB Office between the hours of 8:30 a.m. and 4:30 p.m., Monday through Friday, except on designated holidays.
- d) Records which are stored and retrieved by electronic data processing means will be printed in a format understandable to the person not familiar with electronic data processing. If information is requested on a disk or tape, the requestor must furnish a disk or tape to the Illinois Community College Board. The Illinois Community College Board will provide a description of the disk or tape format to the requestor.
- e) Information requests that necessitate special computer analyses will be provided within a time frame determined appropriate by the Deputy Director for Research.
- f) Computerized unit record data containing information on individuals (student enrollment and completion records and faculty and staff records) will be provided under the following conditions:
- 1) there is written agreement from the requestor that the data will be used only for specified research purposes;
  - 2) there is written agreement from the requestor that the data will not be provided to a third party;
  - 3) record identifiers (Social Security Numbers) will be removed before records are released by the ICCB unless the data release is covered under the Family Educational and Privacy Act, 20 U.S.C. Section 1232g(b)(1). This section indicates that records may be disclosed to "other school officials, including teachers within the educational institution or local educational agencies," who have been determined by such agency or institution to have "legitimate educational interests."
- g) All data provided will be at the costs specified below unless the Executive Director elects to waive such fees:

Certification fee	\$ 1.00 per request
Paper copy from paper original	
8½" x 11"	\$ .25
8½" x 14"	\$ .25

Agenda Item #16.4  
September 16, 2016

Larger than legal size	\$ 1.00
Paper copy from microfilm original	Commercial cost of reproduction
Videocassette/Audiocassette	Commercial cost of reproduction
Computer paper	\$ .65 per 1,000 lines
Computer printout	_____
Computer tape (1600 BPI only) (requestor must provide tape)	\$500.00 per CPU hour
Diskettes (requestor must provide diskette)	_____

**Section 5176.120 Minutes of Closed Sessions**

The ICCB will review its closed session minutes in January and July of each year to determine if such minutes, or any part of such minutes, may be released as public documents. The Board Chairman and Vice Chairman, prior to the January and July meetings, will review the minutes of all closed sessions conducted during the previous six months and made a recommendation for action to the Board based on the relevant provisions of the Public Community College Act (Ill. Rev. Stat. 1989, ch. 122, pars. 101 et seq.), the Freedom of Information Act (Ill. Rev. Stat. 1989, ch. 116, pars. 201 et seq.), and the Open Meetings Act (Ill. Rev. Stat. 1989, ch. 102, pars. 41 et seq.).

TITLE 2: GOVERNMENTAL ORGANIZATION  
SUBTITLE F: EDUCATIONAL AGENCIES  
CHAPTER VIII: ILLINOIS COMMUNITY COLLEGE BOARD

PART 5176  
ACCESS TO RECORDS OF THE ILLINOIS COMMUNITY COLLEGE BOARD

SUBPART A: INTRODUCTION

Section	
5176.100	Summary and Purpose
5176.105	Definitions

SUBPART B: CLASSIFICATION OF RECORDS

Section	
5176.200	Records that Will Be Disclosed
5176.205	Records that Will Be Withheld from Disclosure
5176.210	Statutory Exemptions

SUBPART C: PROCEDURES FOR REQUESTING  
RECORDS FROM THE BOARD

Section	
5176.300	Submittal of Requests for Records
5176.305	Information To Be Provided in Requests for Records
5176.310	Requests for Records for Commercial Purposes
5176.315	Records Maintained Online

SUBPART D: BOARD RESPONSE TO REQUESTS FOR RECORDS

Section	
5176.400	Timeline for Board Response
5176.405	Requests for Records that the Board Considers Unduly Burdensome
5176.410	Recurrent Requesters
5176.415	Requests for Records that Require Electronic Retrieval
5176.420	Denials of Requests for Records
5176.425	Requests for Review of Denials – Public Access Counselor
5176.430	Circuit Court Review
5176.435	Administrative Review

SUBPART E: PROCEDURES FOR PROVIDING RECORDS TO REQUESTERS

Section	
5176.500	Inspection and Copying of Records
5176.505	Fees for Records
5176.510	Reduction and Waiver of Fees

5176.APPENDIX A Fee Schedule for Duplication and Certification of Records

AUTHORITY: Implementing and authorized by Section 3(h) of the Freedom of Information Act [5 ILCS 140/3(h)] and Section 5-15 of the Illinois Administrative Procedure Act [5 ILCS 100/5-15].

SOURCE: Adopted at 8 Ill. Reg. 15572, effective August 15, 1984; amended at 14 Ill. Reg. 14387, effective August 27, 1990; former Part repealed at 40 Ill. Reg. \_\_\_\_\_, and new Part adopted at 40 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_.

SUBPART A: INTRODUCTION

**Section 5176.100 Summary and Purpose**

- a) This Part states the policy of the Illinois Community College Board (Board) for making its records available for reasonable public inspection while, at the same time, protecting legitimate interests in confidentiality.
- b) This Part:
  - 1) Establishes the following classifications for records in the Board's possession:
    - A) Records that shall be disclosed; and

- B) Records that shall be withheld from disclosure;
- 2) Contains the procedures by which requesters may obtain records in the Board's possession; and
- 3) Contains the procedures for claiming and determining that records submitted to the Board are exempt from disclosure.

### **Section 5176.105 Definitions**

Terms not defined in this Section shall have the same meaning as in the Freedom of Information Act [5 ILCS 140]. The following definitions are applicable for purposes of this Part:

"Act" means Public Community College Act [110 ILCS 805].

"Board" means the Illinois Community College Board as established by the Act.

*"Commercial purpose" means the use of any part of a record or records, or information derived from records, in any form for sale, resale, or solicitation or advertisement for sales or services. For purposes of this definition, requests made by news media and non-profit, scientific, or academic organizations shall not be considered to be made for a "commercial purpose" when the principal purpose of the request is:*

*to access and disseminate information concerning news and current or passing events;*

*for articles or opinion or features of interest to the public; or*

*for the purpose of academic, scientific, or public research or education. (Section 2(c-10) of FOIA)*

*"Copying" means the reproduction of any record by means of any photographic, electronic, mechanical, or other process, device or means now known or hereafter developed and available to the Board. (Section 2(d) of FOIA)*

"Executive Director" means the executive officer of the Board.

"FOIA" means the Freedom of Information Act [5 ILCS 140].

"Freedom of Information Officer" or "FOI Officer" means an individual or individuals responsible for receiving and responding to requests for public records.

*"News media" means a newspaper or other periodical issued at regular intervals, news service in paper or electronic form, radio station, television station, television network, community antenna television service, or person or corporation engaged in making news reels or other motion picture news for public showing. (Section 2(f) of FOIA)*

*"Person" means any individual, corporation, partnership, firm, organization or association, acting individually or as a group. (Section 2(b) of FOIA)*

Agenda Item #16.4  
September 16, 2016

*"Private information" means unique identifiers, including a person's Social Security number, driver's license number, employee identification number, biometric identifiers, personal financial information, passwords or other access codes, medical records, home or personal telephone numbers, and personal email addresses. Private information also includes home address and personal license plates, except as otherwise provided by law or when compiled without possibility of attribution to any person. (Section 2(c-5) of FOIA)*

"Public Access Counselor" means an individual appointed to that office by the Attorney General under Section 7 of the Attorney General Act [15 ILCS 205].

*"Public body" means all legislative, executive, administrative, or advisory bodies of the State, State universities and colleges, counties, townships, cities, villages, incorporated towns, school districts and all other municipal corporations, boards, bureaus, committees or commissions of this State, any subsidiary bodies of any of the foregoing, including but not limited to committees and subcommittees thereof, and a School Finance Authority created under Article 1E of the School Code [105 ILCS 5]. (Section 2(a) of FOIA)*

*"Records" means all records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing records, electronic communications, recorded information and all other documentary materials pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received by, in the possession of or under the control of the Board. (Section 2(c) of FOIA)*

*"Recurrent requester" means a person that, in the 12 months immediately preceding the request, has submitted to the same public body a minimum of 50 requests for records, a minimum of 15 requests for records within a 30-day period, or a minimum of 7 requests for records within a 7 day period. For the purposes of this definition, requests made by news media and non-profit, scientific, or academic organizations shall not be considered in calculating the number of requests made in the time periods, in this definition when the principal purpose of the requests is to access and disseminate information concerning news and current or passing events, for articles of opinion or features of interest to the public, or for the purpose of academic, scientific, or public research or education. For the purposes of this definition, "request" means a written document (or oral request, if the public body chooses to honor oral requests) that is submitted to a public body via personal delivery, mail, telefax, electronic mail, or other means available to the public body and that identifies the particular public record the requester seeks. One request may identify multiple records to be inspected or copied. (Section 2(g) of FOIA)*

"Requester" is any person who has submitted to the Board a written request, electronically or on paper, for records.

*"Unwarranted invasion of personal privacy" means the disclosure of information that is highly personal or objectionable to a reasonable person and in which the subject's right to privacy outweighs any legitimate public interest in obtaining the information. (Section 7(1)(c) of FOIA)*

SUBPART B: CLASSIFICATION OF RECORDS

**Section 5176.200 Records that Will Be Disclosed**

Upon request meeting the requirements of this Part, the Board shall disclose to the requester all records requested except that it shall not disclose certain records as provided in Section 5176.205 or 5176.210. Records covered under this Section shall include, but are not limited to:

- a) *Records of funds. All records relating to the obligation, receipt and use of public funds of the Board are records subject to inspection and copying by the public. (Section 2.5 of FOIA)*
- b) *Payrolls. Certified payroll records submitted to the Board under Section 5(a)(2) of the Prevailing Wage Act [820 ILCS 130] are records subject to inspection and copying in accordance with the provisions of FOIA; except that contractors' and employees' addresses, telephone numbers, and Social Security numbers will be redacted by the Board prior to disclosure. (Section 2.10 of FOIA)*
- c) *Criminal history records. The following documents maintained by the Board pertaining to criminal history record information are records subject to inspection and copying by the public pursuant to FOIA:*
  - 1) *Court records that are public;*
  - 2) *Records that are otherwise available under State or local law; and*
  - 3) *Records in which the requesting party is the individual identified, except as provided under Section 7(1)(d)(vi) of FOIA. (Section 2.15(b) of FOIA)*
- d) *Settlement agreements. All settlement agreements entered into by or on behalf of the Board are records subject to inspection and copying by the public, provided that information exempt from disclosure under Section 5176.205 or 5176.210 may be redacted. (Section 2.20 of FOIA)*

**Section 5176.205 Records that Will Be Withheld from Disclosure**

- a) For exemptions from FOIA that are stated in FOIA, see Section 7(1) of the Act.
- b) *A record that is not in the possession of the Board but is in the possession of a party with whom the Board has contracted to perform a governmental function on behalf of the Board, and that directly relates to the governmental function and is not otherwise exempt under FOIA, shall be considered a record of the Board for purposes of Subpart C. (Section 7(2) of FOIA)*

**Section 5176.210 Statutory Exemptions**

For exemptions from FOIA that are stated in other statutes, see Section 7.5 of the Act.

SUBPART C: PROCEDURES FOR REQUESTING  
RECORDS FROM THE BOARD

**Section 5176.300 Submittal of Requests for Records**

- a) Any request for public records should be submitted in writing to the FOI Officer at the Board.
- b) The Board has one FOI Officer located in the Springfield office.
- c) Contact information for the FOI Officer can be found online at [https://www.iccb.org/iccb/?page\\_id=491](https://www.iccb.org/iccb/?page_id=491).
- d) FOIA requests may be submitted via mail, e-mail, fax, or hand delivery. Requests should be mailed or hand delivered to:

Illinois Community College Board  
401 E. Capitol Avenue  
Springfield IL 62701-1711  
Attn: FOI Officer

- e) E-mailed requests should be sent to [iccbfoia@iccb.state.il.us](mailto:iccbfoia@iccb.state.il.us), contain the request in the body of the e-mail, and indicate in the subject line of the e-mail that it contains a FOIA request. Faxed FOIA requests should be faxed to 217/524-4981, Attn: FOI Officer.

**Section 5176.305 Information To Be Provided in Requests for Records**

A request for records should include:

- a) The complete name, mailing address and telephone number of the requester;
- b) As specific a description as possible of the records sought. Requests that the Board considers unduly burdensome or categorical may be denied. (See Section 3(g) of FOIA and Section 5176.405 of this Part.);
- c) A statement as to the requested medium and format for the Board to use in providing the records sought: for example, paper, specific types of digital or magnetic media, or videotape;
- d) A statement as to the requested manner for the Board to use in providing the records sought: for example, inspection at Board headquarters or providing paper or electronic copies;
- e) A statement as to whether the requester needs certified copies of all or any portion of the records, including reference to the specific documents that require certification; and
- f) A statement as to whether the request is for a commercial purpose.

**Section 5176.310 Requests for Records for Commercial Purposes**

- a) *It is a violation of FOIA for a person to knowingly obtain a record for a commercial purpose without disclosing that it is for a commercial purpose if requested to do so by the Board. (Section 3.1(c) of FOIA)*
- b) *The Board shall respond to a request for records to be used for a commercial purpose within 21 working days after receipt. The response shall:*
  - 1) *Provide to the requester an estimate of the time required by the Board to provide the records requested and an estimate of the fees to be charged, which the Board may require the person to pay in full before copying the requested documents;*
  - 2) *Deny the request pursuant to one or more of the exemptions set out in Section 5176.205 or 5176.210;*
  - 3) *Notify the requester that the request is unduly burdensome and extend an opportunity to the requester to attempt to reduce the request to manageable proportions; or*
  - 4) *Provide the records requested. (Section 3.1(a) of FOIA)*
- c) *Unless the records are exempt from disclosure, the Board shall comply with a request within a reasonable period considering the size and complexity of the request, and giving priority to records requested for non-commercial purposes. (Section 3.1(b) of FOIA)*

**Section 5176.315 Records Maintained Online**

- a) *Notwithstanding any provision of FOIA to the contrary, a public body is not required to copy a public record that is published on the public body's website. The public body shall notify the requester that the public record is available online and direct the requester to the website where the record can be reasonably accessed.*
- b) *If the person requesting the public record is unable to reasonably access the record online after being directed to the website pursuant to subsection (a), the requester may resubmit his or her request for the record stating his or her inability to reasonably access the record online, and the public body shall make the requested record available for inspection or copying as provided in Section 3 of FOIA. (Section 8.5 of FOIA)*

**SUBPART D: BOARD RESPONSE TO REQUESTS FOR RECORDS**

**Section 5176.400 Timeline for Board Response**

- a) *Except as stated in subsection (b) or (c), the Board will respond to any written request for records within 5 business days after its receipt of the request. Failure to comply with a written request, extend the time for response, or deny a request within 5 business days after its receipt shall be considered a denial of the request. If the Board fails to respond to a request within the requisite periods in this subsection (a) but thereafter provides the requester with copies of the requested records, it will not impose a fee for those copies. If the Board fails to respond to a request received, it will not treat the request as unduly burdensome as provided under Section 5176.405. (Section 3(d) of FOIA)*

Agenda Item #16.4  
September 16, 2016

A written request from the Board to provide additional information shall be considered a response to the FOIA request.

- b) *The time limits prescribed in subsection (a) may be extended for not more than 5 business days from the original due date for any of the following reasons:*
- 1) *The requested records are stored in whole or in part at locations other than the office having charge of the requested records;*
  - 2) *The request requires the collection of a substantial number of specified records;*
  - 3) *The request is couched in categorical terms and requires an extensive search for the records responsive to it;*
  - 4) *The requested records have not been located in the course of routine search and additional efforts are being made to locate them;*
  - 5) *The requested records require examination and evaluation by personnel having the necessary competence and discretion to determine if they are exempt from disclosure under Section 7 or 7.5 of FOIA or should be revealed only with appropriate deletions;*
  - 6) *The request for records cannot be complied with by the Board within the time limits prescribed by subsection (a) without unduly burdening or interfering with the operations of the Board; or*
  - 7) *There is a need for consultation, which shall be conducted with all practicable speed, with another public body or among two or more components of a public body having a substantial interest in the determination or in the subject matter of the request. (Section 3(e) of FOIA)*
- c) *The person making a request and the Board may agree in writing to extend the time for compliance for a period to be determined by the parties. If the requester and the Board agree to extend the period for compliance, a failure by the Board to comply with any previous deadlines shall not be treated as a denial of the request for the records. (Section 3(e) of FOIA)*
- d) *When additional time is required for any of the reasons set forth in subsection (b), the Board will, within 5 business days after receipt of the request, notify the person making the request of the reasons for the extension and the date by which the response will be forthcoming. Failure to respond within the time permitted for extension shall be considered a denial of the request. If the Board fails to respond to a request within the time permitted for extension but thereafter provides the requester with copies of the requested public records, it may not impose a fee for those copies. If the Board issues an extension and subsequently fails to respond to the request, it will not treat the request as unduly burdensome under Section 5176.405. (Section 3(f) of FOIA)*

**Section 5176.405 Requests for Records that the Board Considers Unduly Burdensome**

- a) *The Board will fulfill requests calling for all records falling within a category unless compliance with the request would unduly burden the Board, there is no way to narrow*

*the request, and the burden on the Board outweighs the public interest in the information. Before invoking this exemption, the Board will extend to the requester an opportunity to confer with it in an attempt to reduce the request to manageable proportions. (Section 3(g) of FOIA) The amended request must be in writing.*

- b) *If the Board determines that a request is unduly burdensome, it shall do so in writing, specifying the reasons why it would be unduly burdensome and the extent to which compliance will so burden the operations of the Board. The response shall be treated as a denial of the request for information. (Section 3(g) of FOIA)*
- c) *Repeated requests from the same person for records that are unchanged or identical to records previously provided or properly denied under this Part shall be deemed unduly burdensome. (Section 3(g) of FOIA)*

#### **Section 5176.410 Recurrent Requesters**

- a) *Notwithstanding any provision of this Part to the contrary, the Board will respond to a request from a recurrent requester, as defined in Section 5176.105, within 21 business days after receipt. The response shall:
  - 1) *provide to the requester an estimate of the time required by the Board to provide the records requested and an estimate of the fees to be charged, which the Board may require the person to pay in full before copying the requested documents;*
  - 2) *deny the request pursuant to one or more of the exemptions set out in this Part;*
  - 3) *notify the requester that the request is unduly burdensome and extend an opportunity to the requester to attempt to reduce the request to manageable proportions; or*
  - 4) *provide the records requested.**
- b) *Within 5 business days after receiving a request from a recurrent requester, the Board will notify the requester that the Board is treating the request as a recurrent request, of the reasons why the Board is treating the request as a recurrent request, and that the Board will send an initial response within 21 business days after receipt in accordance with subsection (a). The Board will also notify the requester of the proposed responses that can be asserted pursuant to subsection (a).*
- c) *Unless the records are exempt from disclosure, the Board will comply with a request within a reasonable period considering the size and complexity of the request. (Section 3.2 of FOIA)*

#### **Section 5176.415 Requests for Records that Require Electronic Retrieval**

- a) *A request for records that requires electronic retrieval will be treated the same as any other request for records, with the same timeline and extensions as allowed for other records.*
- b) *The Board will retrieve and provide electronic records only in a format and medium that is available to the Board.*

**Section 5176.420 Denials of Requests for Records**

- a) The Board will deny requests for records when:
  - 1) Compliance with the request would unduly burden the Board, as determined pursuant to Section 5176.405, and the requester has not reduced the request to manageable proportions; or
  - 2) The records are exempt from disclosure pursuant to Section 7 or 7.5 of FOIA or Section 5176.205 or 5176.210 of this Part.
- b) The denial of a request for records must be in writing.
  - 1) The notification shall include a description of the records denied; *the reason for the denial, including a detailed factual basis for the application of any exemption claimed; and the names and titles or positions of each person responsible for the denial* (Section 9(a) of FOIA);
  - 2) *Each notice of denial shall also inform the person of the right to review by the Public Access Counselor and provide the address and phone number for the Public Access Counselor* (Section 9(a) of FOIA); and
  - 3) *When a request for records is denied on the grounds that the records are exempt under Section 7 or 7.5 of FOIA, the notice of denial shall specify the exemption claimed to authorize the denial and the specific reasons for the denial, including a detailed factual basis and a citation to the supporting legal authority* (Section 9(b) of FOIA).
- c) A requester may treat the Board's failure to respond to a request for records within 5 business days after receipt of the written request as a denial for purposes of the right to review by the Public Access Counselor.
- d) If the Board has given written notice pursuant to Section 5176.400(d), failure to respond to a written request within the time permitted for extension may be treated as a denial for purposes of the right to review by the Public Access Counselor.
- e) *Any person making a request for records shall be deemed to have exhausted his or her administrative remedies with respect to that request if the Board fails to act within the time periods provided in Section 5176.400.* (Section 9(c) of FOIA)

**Section 5176.425 Requests for Review of Denials – Public Access Counselor**

- a) *A person whose request to inspect or copy a record is denied by the Board may file a request for review with the Public Access Counselor established in the Office of the Attorney General not later than 60 days after the date of the final denial. The request for review shall be in writing, be signed by the requester, and include a copy of the request for access to records and any response from the Board.* (Section 9.5(a) of FOIA)
- b) *A person whose request to inspect or copy a record is made for a commercial purpose may not file a request for review with the Public Access Counselor.*

Agenda Item #16.4  
September 16, 2016

*A person whose request to inspect or copy a record was treated by the Board as a request for a commercial purpose may file a request for review with the Public Access Counselor for the limited purpose of reviewing whether the Board properly determined that the request was made for a commercial purpose. (Section 9.5(b) of FOIA)*

- c) *Within 7 business days after the Board receives a request for review from the Public Access Counselor, the Board shall provide copies of records requested and shall otherwise fully cooperate with the Public Access Counselor. (Section 9.5(c) of FOIA)*
- d) *Within 7 business days after it receives a copy of a request for review and request for production of records from the Public Access Counselor, the Board may, but is not required to, answer the allegations of the request for review. The answer may take the form of a letter, brief, or memorandum. The Public Access Counselor shall forward a copy of the answer to the person submitting the request for review, with any alleged confidential information to which the request pertains redacted from the copy. (Section 9.5(d) of FOIA)*
- e) *The requester may, but is not required to, respond in writing to the answer within 7 business days and shall provide a copy of the response to the Board. (Section 9.5(d) of FOIA)*
- f) *In addition to the request for review, and the answer and response to the request, if any, a requester or the Board may furnish affidavits or records concerning any matter germane to the review. (Section 9.5(e) of FOIA)*
- g) *A binding opinion from the Attorney General shall be binding upon both the requester and the Board, subject to administrative review under Section 5176.435. (Section 9.5(f) of FOIA)*
- h) *If the Attorney General decides to exercise his or her discretion to resolve a request for review by mediation or by a means other than issuance of a binding opinion, the decision not to issue a binding opinion shall not be reviewable. (Section 9.5(f) of FOIA)*
- i) *Upon receipt of a binding opinion concluding that a violation of FOIA has occurred, the Board will either take necessary action immediately to comply with the directive of the opinion or shall initiate administrative review under Section 5176.435. If the opinion concludes that no violation of FOIA has occurred, the requester may initiate administrative review under Section 5176.435. (Section 9.5(f) of FOIA)*
- j) *If the Board discloses records in accordance with an opinion of the Attorney General, the Board is immune from all liabilities by reason thereof and shall not be liable for penalties under FOIA. (Section 9.5(f) of FOIA)*
- k) *If the requester files suit under Section 5176.430 with respect to the same denial that is the subject of a pending request for review, the requester shall notify the Public Access Counselor. (Section 9.5(g) of FOIA)*
- l) *The Attorney General may also issue advisory opinions to the Board regarding compliance with FOIA. A review may be initiated upon receipt of a written request from the Director of the Board or the Board's Chief Legal Counsel, which shall contain sufficient accurate facts from which a determination can be made.*

*The Public Access Counselor may request additional information from the Board in order to assist in the review. If the Board relies in good faith on an advisory opinion of the Attorney General in responding to a request, the Board is not liable for penalties under FOIA, so long as the facts upon which the opinion is based have been fully and fairly disclosed to the Public Access Counselor. (Section 9.5(h) of FOIA)*

### **Section 5176.430 Circuit Court Review**

A requester also has the right to file suit for injunctive or declaratory relief in the Circuit Court for Sangamon County or for the county in which the requester resides, in accordance with the procedures set forth in Section 11 of FOIA.

### **Section 5176.435 Administrative Review**

*A binding opinion issued by the Attorney General shall be considered a final decision of an administrative agency, for purposes of administrative review under the Administrative Review Law [735 ILCS 5/Art. III]. An action for administrative review of a binding opinion of the Attorney General shall be commenced in Cook County or Sangamon County. An advisory opinion issued to the Board shall not be considered a final decision of the Attorney General for purposes of this Section. (Section 11.5 of FOIA)*

## SUBPART E: PROCEDURES FOR PROVIDING RECORDS TO REQUESTERS

### **Section 5176.500 Inspection and Copying of Records**

- a) The Board may make available records for personal inspection at the Board's headquarters office located at 401 E. Capitol Avenue, Springfield, or at another location agreed to by both the Board and the requester. No original record shall be removed from State-controlled premises except under constant supervision of the agency responsible for maintaining the record. The Board may provide records in duplicate forms, including, but not limited to, paper copies, data processing printouts, videotape, microfilm, audio tape, reel to reel microfilm, photographs, computer disks and diazo.
- b) *When a person requests a copy of a record maintained in an electronic format, the Board shall furnish it in the electronic format specified by the requester, if feasible. If it is not feasible to furnish the records in the specified electronic format, then the Board shall furnish it in the format in which it is maintained by the Board, or in paper format at the option of the requester. (Section 6(a) of FOIA)*
- c) A requester may inspect records by appointment only, scheduled subject to space availability. The Board will schedule inspection appointments to take place during normal business hours, which are 8:30 a.m. to 5:00 p.m. Monday through Friday, exclusive of State holidays. If the requester must cancel the viewing appointment, the requester shall so inform the Board as soon as possible before the appointment.
- d) In order to maintain routine Board operations, the requester may be asked to leave the inspection area for a specified period of time.
- e) The requester will have access only to the designated inspection area.

Agenda Item #16.4  
September 16, 2016

- f) Requesters shall not be permitted to take briefcases, folders or similar materials into the room where the inspection takes place. A Board employee may be present during the inspection.
- g) The requester shall segregate and identify the documents to be copied during the course of the inspection.

**Section 5176.505 Fees for Records**

- a) In accordance with Section 5176.510, unless a fee is otherwise fixed by statute, the Board will provide copies of records and certifications of records in accordance with the fee schedule set forth in Appendix A.
- b) *In calculating its actual cost for reproducing records or for the use of the equipment of the Board to reproduce records, the Board will not include the costs of any search for and review of the records or other personnel costs associated with reproducing the records.* (Section 6(b) of FOIA)
- c) In order to expedite the copying of records that the Board cannot copy, due to the volume of the request or the operational needs of the Board, in the timelines established in Section 5176.400, the requester may provide, at the requester's expense, the copy machine, all necessary materials, and the labor to copy the public records at the Board headquarters in Section 5176.500, or at another location agreed to by both the Board and the requester. No original record shall be removed from State-controlled premises except under constant supervision of the agency responsible for maintaining the record.
- d) Copies of records will be provided to the requester only upon payment of any fees due. *The Board may charge the requester for the actual cost of purchasing the recording medium, whether disc, diskette, tape, or other medium, but the Board will not charge the requester for the costs of any search for and review of the records or other personnel costs associated with reproducing the records.* (Section 6(a) of FOIA) Payment must be by check or money order sent to the Board, payable to "Treasurer, State of Illinois".
- e) If a contractor is used to inspect or copy records, the following procedures shall apply:
  - 1) The requester, rather than the Board, must contract with the contractor;
  - 2) The requester is responsible for all fees charged by the contractor;
  - 3) The requester must notify the Board of the contractor to be used prior to the scheduled on-site inspection or copying;
  - 4) Only Board personnel may provide records to the contractor;
  - 5) The Board must have verification that the requester has paid the Board, if payment is due, for the copying of the records before providing the records to the contractor; and
  - 6) The requester must provide to the Board the contractor's written agreement to hold the records secure and to copy the records only for the purpose stated by the requester.

- f) *The Board may charge up to \$10 for each hour spent by personnel in searching for and retrieving a requested record. No fees shall be charged for the first 8 hours spent by personnel in searching for or retrieving a requested record. The Board may charge the actual cost of retrieving and transporting public records from an off-site storage facility when the public records are maintained by a third-party storage company under contract with the Board. If the Board imposes a fee pursuant to this subsection (f), it must provide the requester with an accounting of all fees, costs, and personnel hours in connection with the request for public records. The provisions of this subsection (f) apply only to commercial requests. (Section 6(f) of FOIA)*

**Section 5176.510 Reduction and Waiver of Fees**

- a) *Fees may be reduced or waived by the Board if the requester states the specific purpose for the request and indicates that a waiver or reduction of the fee is in the public interest. In making this determination, the Board will consider the following:*
- 1) *Whether the principal purpose of the request is to disseminate information regarding the health, safety, welfare or legal rights of the general public; and*
  - 2) *Whether the principal purpose of the request is personal or commercial benefit. For purposes of this subsection (a), "commercial benefit" shall not apply to requests made by news media when the principal purpose of the request is to access and disseminate information regarding the health, safety, welfare or legal rights of the general public. (Section 6(c) of FOIA)*
- b) *In setting the amount of the waiver or reduction, the Board will take into consideration the amount of materials requested and the cost of copying them. (Section 6(c) of FOIA)*
- c) *The Board will provide copies of records without charge to federal, State and municipal agencies, Constitutional officers and members of the General Assembly, and not-for-profit organizations providing evidence of good standing with the Secretary of State's Office.*
- d) *Except to the extent that the General Assembly expressly provides, statutory fees applicable to copies of records when furnished in a paper format will not be applicable to those records when furnished to a requester in an electronic format. (Section 6(a) of FOIA)*

**Section 5176.APPENDIX A Fee Schedule for Duplication and Certification of Records**

TYPE OF DUPLICATION	FEE (PER COPY)
Paper copy from original, up to and including 50 copies of black and white, letter or legal sized copies	No charge
Paper copy from original, in excess of 50 copies of black and white, letter or legal sized copies	\$.15/page
Paper copy from microfilm original	\$.15/page

Agenda Item #16.4  
September 16, 2016

Microfilm diazo from original	\$.50/diazo
VHS video copy of tape	Actual cost of the reproduction
Audio tape copy of tape	Actual cost of the reproduction
CD ROM disk	Actual cost of the reproduction
Photograph from negative	Actual cost of the reproduction
Blueprints/oversized prints	Actual cost of the reproduction
Paper copies in color or in a size other than letter or legal	Actual cost of the reproduction
Certification fee	\$1.00/record

NOTE: Expense for delivery other than by First Class U.S. Mail must be borne by the requester.