

# Illinois Community College Board

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

June 2, 2017

Bloomington-Normal Marriott  
Redbird A & B  
201 Broadway Street  
Normal, IL



Printed by the Authority of the State of Illinois

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

Agenda  
425<sup>th</sup> Meeting of the  
Illinois Community College Board  
Bloomington-Normal Marriott  
Redbird A & B  
201 Broadway Street,  
Normal, IL

June 2, 2017

<u>9:00 a.m. – Redbird A &amp; B</u>		<u>Page</u>
1.	Roll Call and Declaration of Quorum	—
2.	Announcements and Remarks by Dr. Lazaro Lopez, Board Chair	—
3.	Board Member Comments	—
<u>4.</u>	Nomination of Vice Chair ( <i>ACTION</i> )	1
5.	Executive Director Report	—
6.	Acknowledgements	
6.1	Ms. Linda Liddell, President, Illinois Community College Trustees Association	—
6.2	Dr. Tom Ramage, President, Illinois Council of Community College Presidents	—
6.3	Ms. Ugne Narbutaite, Student, Illinois Community College Board Member	—
6.4	Ms. Cheryl Hyman, Former Illinois Community College Board Member	—
6.5	Mr. Dan Deasy, President, Adult Education and Family Literacy	—
6.6	Retirement of Ed Smith after 30 years as an ICCB employee	—
7.	Committee Reports	
<u>7.1</u>	Academic, Workforce, and Student Support	2
<u>7.1a</u>	Adoption of Postsecondary and Career Education Framework ( <i>ACTION</i> )	3
<u>7.2</u>	Finance, Operations, and External Affairs	4
8.	Advisory Organizations	
8.1	Illinois Community College Trustees Association	—
8.2	Illinois Community College Faculty Association	—
8.3	Illinois Council of Community College Presidents	—
8.4	Student Advisory Council	—
<u>9.</u>	Adoption of <u>Workforce Education Strategic Plan</u> ( <i>ACTION</i> )	5
<u>10.</u>	Approval of Final College Board Memorandum of Understanding ( <i>ACTION</i> )	6
11.	New Units of Instruction ( <i>ACTION</i> )	
<u>11.1</u>	<i>Permanent Program Approval:</i> College of Lake County, Harold Washington College, Heartland Community College, IL Valley Community College, Prairie State College, Kaskaskia College, Southwestern IL College, Spoon River College, John Wood Community College,	7-32
<u>11.2</u>	<i>Temporary Program Approval:</i> Morton College	33-35

Agenda  
425<sup>th</sup> Meeting of the  
Illinois Community College Board  
Bloomington-Normal Marriott  
Redbird A & B  
201 Broadway Street,  
Normal, IL

June 2, 2017

<u>9:00 a.m. – Redbird A &amp; B</u>		<u>Page</u>
12.	Illinois Community College Board Recognition of Community Colleges ( <i>ACTION</i> )	
<u>12.1</u>	Kaskaskia College, Rock Valley College, Triton College, Waubensee Community College	36-37
<u>12.2</u>	College of DuPage	38-39
<u>12.3</u>	Lake Land College	40-41
<u>13.</u>	Approval of Trustee Training Providers ( <i>ACTION</i> )	42-45
14.	Adoption of Minutes ( <i>ACTION</i> )	
<u>14.1</u>	Minutes of the March 17, 2017 Board Meeting	46-59
14.2	Minutes of the March 17, 2017 Executive Session	—
<u>14.3</u>	Minutes of the April 6, 2017 Emergency Board Meeting	60-62
15.	Consent Agenda ( <i>ACTION</i> )	
<u>15.1</u>	Calendar Year 2018 Board Meeting Dates and Locations	63
<u>15.2</u>	Authorizations to Enter into Interagency Contracts and/or Agreements	64-65
<u>15.3</u>	Authorization to Transfer Funds Among Line Items	66-67
<u>15.4</u>	Authorizations to Enter into Contracts for Office Operations	68-69
<u>15.5</u>	Amendments to the Illinois Community College Board Administrative Rules	70-101
<u>15.6</u>	Intergovernmental Agreement Between Lake Land College and Black Hawk College to offer services at the Kewanee Life Skills Re-Entry Center	102
16.	Information Items	
16.1	Fiscal Year 2017 Financial Statements	—
<u>16.2</u>	Fiscal Year 2017 Spring Enrollment Report	103-104
<u>16.3</u>	Spring 2017 Legislative Update	105
<u>16.4</u>	Proposed Amendments to the Illinois Community College Board Administrative Rules	106-135
17.	Other Business	—
18.	Public Comment	—
19.	Executive Session ( <i>ACTION</i> )	
19.1	Employment/Appointment Matters	—
20.	Executive Session Recommendations ( <i>ACTION</i> )	—
20.1	Employment/Appointment Matters	—
21.	Adjournment	—

Agenda Item #4  
June 2, 2017

Illinois Community College Board

**NOMINATION OF VICE CHAIR**

Chair Lopez will open the floor for nominations for the position of Vice Chair of the Illinois Community College Board.

Agenda Item #7.1  
June 2, 2017

Illinois Community College Board

**ACADEMIC, WORKFORCE, AND STUDENT SUPPORT COMMITTEE**

An oral report will be given during the Board meeting on the items outlined below:

- Postsecondary and College Expectations Framework (ACTION REQUIRED) (*Item #7.1a*)
- Workforce Strategic Plan Update (ACTION REQUIRED) (*Item #9*)
- New Units of Instruction (ACTION REQUIRED) (*Item #11*)
- Student Support Opportunities
- College and Career Pathway Endorsements Under the Postsecondary and Workforce Readiness Act
- Adult Education Competition
- Other Discussion and Recommendations
- Adjourn

Illinois Community College Board

**ADOPTION OF THE POSTSECONDARY AND CAREER  
EXPECTATIONS FRAMEWORK**

The Illinois Community College Board is mandated by the Postsecondary and Workforce Readiness Act (P.A. 99-674, eff. 7-29-2016) to adopt and publicize the Postsecondary and Career Expectations (PaCE) Framework by July 1, 2017. The PaCE framework will address the following categories:

- career exploration and development;
- postsecondary institution exploration, preparation, and selection; and
- financial aid and financial literacy.

**RECOMMENDED ACTION**

It is recommended that the following motion be adopted:

The Illinois Community College Board hereby adopts the Postsecondary and Career Expectations Framework.

Agenda Item #7.2  
June 2, 2017

Illinois Community College Board

**FINANCE, OPERATIONS, & EXTERNAL AFFAIRS COMMITTEE**

An oral report will be given during the Board meeting on the discussions that took place at the committee meeting. The discussion items are outlined below:

- Financial Statements: Fiscal Year 2017 (*Agenda Item 16.1*)
  - a. State General Funds
  - b. Special State Funds
  - c. Federal Funds
  - d. Bond Financed Funds
  
- Fiscal Year 2018 Community College System Budget
  
- Fiscal Year 2018 Board Office Budget
  - a. Authorization for Interagency Contracts/Agreements (ACTION REQUIRED)  
(*Agenda Item 15.2*)
  - b. Authorization to Transfer Funds Among Line Items (ACTION REQUIRED)  
(*Agenda Item 15.3*)
  - c. Authorization for Contracts for Office Operations (ACTION REQUIRED)  
(*Agenda Item 15.4*)
  
- Spring 2017 Legislative Update (*Agenda Item 16.3*)
  
- Trustee Training Provider Approvals (*Agenda Item 13*)
  
- Administrative Rules
  - a. Proposed Amendments to the Administrative Rules (ACTION REQUIRED)  
(*Agenda Item 15.5*)  
*Makes changes to update the rules to reflect current process, eliminate outdated process and update the rules to reflect statutory changes in Public Act 99-0655.*
  - b. Proposed Amendments to the Administrative Rules (INFORMATION)  
(*Agenda Item 16.4*)  
*Makes changes focused on rules pertaining to the administration of the Board, academic affairs and student services that include non-substantive wording changes, clarification of processes or terms, changes to current processes, elimination of outdated processes, and addition of new rules.*
  
- Other Discussion and Recommendations
  
- Adjourn

Illinois Community College Board

**ADOPTION OF THE WORKFORCE EDUCATION  
STRATEGIC PLAN**

As the largest provider of public workforce training in Illinois, the system of 48 community colleges ensures that all Illinois residents have educational and training opportunities leading to high wage and high growth employment. Understanding and responding to the needs of the community is a core mission of the Illinois Community College System. Through the development of a Workforce Education Strategic Plan (WESP), the community college system will continue to provide quality services to ensure the needs of the community; workforce, business and employers community; as well as the students are met.

The Illinois Community College Board (ICCB) began the development of the WESP in the Spring of 2015 and held eleven regional meetings in the state's ten Economic Development Regions (EDRs). In January 2017, a taskforce was convened to complete the work on the WESP. Taskforce members included ICCB leaders and staff, community colleges, adult education and career technical education providers, state agencies, state workforce and education partners, local workforce and education partners, community-based organizations, and others. In April 2017, the taskforce developed recommendations under each of the following WESP strategic directions to be submitted to the ICCB for approval.

- Strategic Direction 1: Increase Early Career –Related Education and Exposure
- Strategic Direction 2: Address Essential and Occupational Skill Gaps
- Strategic Direction 3: Align Education and Training Programs
- Strategic Direction 4: Strengthen Connection Among Public Partners and Engagement and Alignment with Business

The overall intent of the community college system-wide WESP is to develop strategies that will:

- Ensure the system remains a leader in addressing workforce education and training needs;
- Strengthen and build upon the existing foundation for future workforce initiatives in the state; and
- Expand and enhance Illinois' ability to better meet the needs of businesses while simultaneously developing educational opportunities to support students' success as they prepare to enter the workforce.

**RECOMMENDED ACTION**

It is recommended that the following motion be adopted:

The Illinois Community College Board hereby approves the recommendations put forth by the Workforce Education Strategic Planning (WESP) Taskforce and authorizes the Illinois Community College Board staff to enact the recommendations as submitted.

Illinois Community College Board

**MEMORANDUM OF UNDERSTANDING BETWEEN THE ICCB AND  
THE COLLEGE BOARD**

The Illinois State Board of Education recently adopted the College Board's SAT assessment instrument as the high school accountability exam in Illinois. The previous instrument, the ACT, discontinued the COMPASS exam, which was commonly used as a placement test for Illinois community colleges. With these changes, an opportunity to revisit the structure and method of community college placement has emerged in the system. The attached Draft Memorandum of Understanding (MOU) with the College Board to begin examining current SAT benchmarks and to potentially recommend cut scores for placement into credit bearing courses at Illinois Community Colleges in English and mathematics is an important step in this process. The MOU would authorize the beginning of a study that will use actual grades and SAT scores of students across Illinois and connect those measures with community college data. At the conclusion of the study, College Board will provide the results of the analyses to the Illinois Community College Board. Until the study is complete, the College Board recommends the continued use of the current benchmarks, adjusted to reflect the most appropriate cut scores based on the Illinois Community College Board placement policy and on Illinois data.

The Illinois Community College Board is requested to affirm its support for the final Memorandum of Understanding.

**RECOMMENDED ACTION:**

It is recommended that the following motion be adopted:

The Illinois Community College Board hereby affirms its support for the final MOU with the College Board.

Illinois Community College Board

**NEW UNITS OF INSTRUCTION**

***Permanent Program Approval***

The Illinois Community College Board is requested to approve new units of instruction for the following community college:

**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 Lake County

- Supply Chain Management A.A.S. degree (60 credit hours)
- Advanced Supply Chain Management Certificate (30 credit hours)

Harold Washington College

- Digital Marketing & Social Media Certificate (36 credit hours)

Heartland Community College

- Industrial Technology A.A.S. degree (60 credit hours)
- Industrial Technology Certificate (30 credit hours)

Illinois Valley Community College

- Agricultural Business Management A.A.S. degree (60 credit hours)

Prairie State College

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

Kaskaskia College

- Cyber Defense A.A.S. degree (66 credit hours)
- Database Software Development A.A.S. degree (66 credit hours)
- Information Security Analysis A.A.S. degree (65 credit hours)

Southwestern Illinois College

- Baking and Pastry A.A.S. degree (65 credit hours)

Spoon River College

- Logistics and Operations Management A.A.S. degree (61 credit hours)

John Wood Community College

- Diesel Technology Certificate (35 credit hours)

**BACKGROUND**

**College of Lake County**

**Supply Chain Management A.A.S. degree (60 credit hours)**

**Advanced Supply Chain Management Certificate (30 credit hours)**

**Program Purpose:** The A.A.S. degree will prepare individuals for entry-level employment and advancement opportunities as front-line supervisors or lead positions in transportation, warehousing, distribution and logistics centers.

The Advanced Certificate program will prepare individuals for entry-level lead positions, including client-facing positions, and/or advancement into similar roles in transportation, warehousing, distribution and logistics centers.

**Catalog Description:** Supply Chain Management A.A.S. degree: This degree will provide students with the knowledge and skills for employment within the supply chain area. Supply Chain Management focuses on the flow of materials end-to-end beginning at customer service and procurement and ending with delivery to the customer. The coursework is designed for careers focused on procurement, inventory management, warehousing, distribution, logistics and transportation. This degree is focused on the front line worker and will provide a better understanding of how each of the areas affects the other and how best to achieve efficiency and profitability for the organization. Graduates of the degree program will be ready for front-line supervisory/team lead positions in warehouses, distribution centers, and operation centers.

Advanced Supply Chain Management Certificate: This advanced certificate program is designed to provide end-to-end (E2E) education for those persons working directly in, or in fields related to, supply chain management. Coursework focuses on all functions within the supply chain including demand planning, inventory and production control, procurement and supply management, and logistics and transportation. Graduates of the advanced certificate will be ready for second tier/team lead positions in warehouses, distribution centers, and operation centers.

**Curricular Information:** The A.A.S. degree curriculum consists of 15 credit hours of general education coursework, and 45 credit hours of required career and technical education coursework. The career and technical component includes instruction in introductory supply chain management, sourcing and procurement, inventory management and planning, warehousing and distribution, logistics and transportation, micro- and macro-economics, accounting, finance, business law, operations management, supervision and management, and a required internship in supply chain management. Assessment of student learning will be achieved through evaluation of the student's performance during the work-based learning component by a worksite supervisor and faculty member.

**Curricular Information:** The Advanced Certificate program includes a subset of the A.A.S. degree content and will apply towards the completion of the degree curriculum.

**Accrediting Information:** N/A.

**Justification for Credit hours required:** N/A.

**Supporting Labor Market Data (including employer partners):** According to the Illinois Department of Employment Security (IDES), growth in the employment of “Transportation/Distribution/Logistics Managers” is expected to increase by 5.1% and employment of “Logistics technicians” by 8.4% statewide through the year 2024. The U.S. Bureau of Labor Statistics projects nationwide growth in the transportation industry at 5% and IDES projects statewide growth at 2%. Furthermore, both related occupations are considered “Demand Occupations” for Workforce Investment Act training opportunities.

*Table 1: Employer Partners*

<b>Employer</b>	<b>Location</b>
W.W. Grainger Inc.	Chicago, IL
Amazon Fulfillment Center	Kenosha, WI
Abbott Laboratories	Lake Bluff, IL
AbbVie Pharmaceutical Company	North Chicago, IL
U-Line	Pleasant Prairie, WI
Baxter Pharmaceuticals	Multiple locations, Northern IL
Pfizer Pharmaceuticals Corp.	Pleasant Prairie, WI
Medline	Mundelein, IL
Rust-Oleum Corp.	Vernon Hills, IL
GFX	Grayslake, IL
Woodland Foods	Waukegan, IL
ZF Industries	Vernon Hills, IL

*Table 2: Projected Enrollments*

<b>Supply Chain Management AAS</b>	<b>First Year</b>	<b>Second Year</b>	<b>Third Year</b>
Full-Time Enrollments:	2	4	6
Part-Time Enrollments:	3	5	9
Completions:	-	2	5

<b>Adv. Supply Chain Management Certificate</b>	<b>First Year</b>	<b>Second Year</b>	<b>Third Year</b>
Full-Time Enrollments:	6	10	14
Part-Time Enrollments:	10	14	18
Completions:	-	4	8

**Financial / Budgetary Information:** The programs will require one (1) new full-time and two (2) new part-time faculty the first year. Qualified faculty will hold a Bachelor’s degree in Supply Chain Management, Operations Management or a closely related field; at least five years of related occupational experience, one year teaching experience and professional credentialing (i.e. American Society for Quality (ASQ) or Institute for Supply Management (ISP)) are preferred. All facilities are adequately in place to support the program. Some new equipment and library materials will be purchased over the first three years of program implementation. The programs will otherwise be supported fiscally through student tuition and fees.

*Table 3: Financial Information*

	<b>First Year</b>	<b>Second Year</b>	<b>Third Year</b>
Faculty Costs	\$60,000	\$60,000	\$60,000
Administrator Costs	-	-	-

Agenda Item #11.1  
June 2, 2017

Other Personnel costs	-	-	-
Equipment Costs	-	\$3,000	\$5,000
Library/LRC Costs	\$500	\$500	-
Facility Costs*	-	-	-
Other	-	-	-
<b>TOTAL NEW COSTS</b>	<b>\$60,500</b>	<b>\$63,500</b>	<b>\$65,000</b>

*Table 4: Faculty Requirements*

	<u>First Year</u>		<u>Second Year</u>		<u>Third Year</u>	
	<u>Full-Time</u>	<u>Part-time</u>	<u>Full-Time</u>	<u>Part-time</u>	<u>Full-Time</u>	<u>Part-time</u>
New Faculty	1	2	0	1	0	1
Existing Faculty	0	0	1	2	1	3

**Harold Washington College**

**Digital Marketing & Social Media Certificate (36 credit hours)**

**Program Purpose:** The certificate program will prepare individuals for entry-level employment in marketing. This certificate will also provide cross-training opportunities for individuals currently working in related fields but in need of more specialized marketing skills.

**Catalog Description:** The Digital Marketing & Social Media Certificate will provide 36 credit hours of marketing coursework with additional specific credits in business ethics, project management, digital media and business communications.

**Curricular Information:** The certificate program requires six (6) credit hours of general education coursework including a composition and speech communications, 27 credit hours of career and technical education coursework, and three (3) credit hours in technical electives. The career and technical component includes instruction in introduction to business, microcomputer applications, data visualization, project management, business communications, marketing, multimedia design, digital marketing and social media as tools, web development and basic web technologies. Assessment of student learning will be achieved through an evaluation of a final project by program faculty.

**Justification for Credit hours required for the certificate:** In order to accommodate all the skills recommended by industry partners to prepare students for careers in digital marketing, including strong communications skills, technical web and design skills, and business and marketing knowledge, the proposed certificate requires all of the content included in the curriculum. The curriculum was designed in collaboration with and is supported by local industry partners.

**Accrediting Information:** N/A.

**Supporting Labor Market Data (including employer partners):** The proposed certificate will replace an existing marketing program. After reviewing the existing curriculum, the college’s program advisory committee recommended revamping the current certificate into one that focuses on digital and social media tools. The proposed certificate will articulate towards completion of the college’s existing Marketing A.A.S. degree, which is also undergoing minor updates in content.

According to the Illinois Department of Employment Security (IDES), employment of marketing and sales-related first line supervisors and managers is expected to increase between 1-2%, and employment of sales, marketing, media & communications workers is expected to increase between 2-3% statewide through 2024.

*Table 1: Employer Partners*

<b>Employers</b>	<b>Location</b>
GrubHub	Chicago, IL
Verizon	Chicago, IL
Boxless Media	Chicago, IL
Allison + Partners	Chicago, IL
Groupon, Inc.	Chicago, IL

*Table 2: Projected Enrollments*

<b>Digital Mktg &amp; Social Media Certificate</b>	<b>First Year</b>	<b>Second Year</b>	<b>Third Year</b>
Full-Time Enrollments:	15	15	15
Part-Time Enrollments:	15	15	30
Completions:	-	10	15

**Financial / Budgetary Information:** Four (4) existing full-time, four (4) existing part-time faculty and two (2) new part-time faculty will be required to implement the program. Qualified faculty will hold a Master’s degree in Marketing, Business Administration, Communications or a directly related field, five years of related occupational experience, and one year teaching experience. All facilities are adequately in place to support the program. No new costs are expected to be incurred to implement 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	-	-	-
Administrator Costs	-	-	-
Other Personnel Costs	-	-	-
Equipment Costs	-	-	-
Library/LRC Costs	-	-	-
Facility Costs*	-	-	-
Other	-	-	-
<b>TOTAL NEW COSTS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</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	2	0	0	0	0
Existing Faculty	4	4	4	6	4	6

**Heartland Community College**

**Industrial Technology A.A.S. degree (60 credit hours)**

**Industrial Technology Certificate (30 credit hours)**

**Program Purpose:** The A.A.S. degree will prepare individuals for entry-level employment and advancement opportunities as front-line supervisors or lead positions in transportation, warehousing, distribution and logistics centers.

The Advanced Certificate program will prepare individuals for entry-level lead positions, including client-facing positions, and/or advancement into similar roles in transportation, warehousing, distribution and logistics centers.

**Catalog Description:** Industrial Technology A.A.S. degree: This degree prepares you for a variety of entry- to mid-level technician, operator, and team leader or supervisor positions in various industrial settings such as manufacturing, metalworking, construction, renewable energy, and fabrication. You will learn skills in technical graphics, safety, AutoCAD, and computer literacy, as well as basic skills in one or more industrial areas such as construction, electronics, renewable energy, facilities maintenance, industrial maintenance, design and fabrication, and/or welding. As you work towards your degree you will choose one technical area a specialization by completing one skills certificate as part of your elective hours. You may use the remaining technical electives to gain skills in additional industrial areas or to complete an additional skills certificate.

Industrial Technology Certificate: This certificate prepares you for a variety of entry- to mid-level technician and/or operator positions in various industrial settings such as manufacturing, metalworking, construction, renewable energy, and fabrication. You will learn skills in technical graphics, safety, AutoCAD, and computer literacy, as well as basic skills in one or more industrial areas such as construction, electronics, renewable energy, facilities maintenance, industrial maintenance, design and fabrication, and/or welding. Or, you may choose a specialization by using your technical elective hours to complete a skills certificate in one industrial area. Should you decide to pursue further education in this area, you can apply all of these courses towards the Industrial Technology A.A.S. degree.

**Curricular Information:** The A.A.S. degree curriculum consists of 16 credit hours of general education coursework, and 44 credit hours of required career and technical education coursework. The career and technical component includes instruction in introductory AutoCAD, introductory technical graphics, employability skills and success strategies, computer hardware, computer software applications, OSHA Construction Safety or OSHA General Industry Safety certification, and specialty options focusing in the areas of computer-aided drafting, construction, manufacturing processes, metalworking, fabrication, and renewable energies. Assessment of student learning will be achieved through evaluation of the student's performance by cumulative course completion.

**Curricular Information:** The Advanced Certificate program includes a subset of the A.A.S. degree content and will apply towards the completion of the degree curriculum.

**Accrediting Information:** N/A.

**Justification for Credit hours required:** N/A.

**Supporting Labor Market Data (including employer partners):** According to the Illinois Department of Employment Security (IDES), growth in the employment of “Industrial Technicians and Managers” is expected to increase by an average of 2.5% statewide through the year 2024.

*Table 1: Employer Partners*

<b>Employer</b>	<b>Location</b>
Advocate BroMenn Medical Center	Normal, IL
Alexander Lumber	Bloomington, IL
Ameren Illinois	Bloomington, IL
BJ Armstrong Custom Homes	Bloomington, IL
Caterpillar	Pontiac, IL
Crescent Electric Supply	Bloomington, IL
Daniel Manufacturing, Inc.	Carlock, IL
EDP Renewables	East Peoria, IL
Farnsworth Group	Bloomington, IL
G3 Machining	Bloomington, IL
GROWMARK, Inc.	Bloomington, IL
Lincoln Electric	Bolingbrook, IL
LSC Communications	Pontiac, IL
Midwest Fiber	Normal, IL
Nestle USA	Bloomington, IL
RB White	Bloomington, IL
Springfield Electric Supply Company	East Peoria, IL
Straight Up Solar	Bloomington, IL
TIMPTE	Bloomington, IL

*Table 2: Projected Enrollments*

<b>Industrial Technology AAS</b>	<b>First Year</b>	<b>Second Year</b>	<b>Third Year</b>
Full-Time Enrollments:	10	15	20
Part-Time Enrollments:	10	15	20
Completions:	-	8	15

<b>Industrial Technology Certificate</b>	<b>First Year</b>	<b>Second Year</b>	<b>Third Year</b>
Full-Time Enrollments:	15	20	25
Part-Time Enrollments:	15	20	25
Completions:	-	10	20

**Financial / Budgetary Information:** The programs will require only existing faculty, including eight (8) full-time and six (6) part-time faculty the first year. Qualified faculty will hold a combination of an Associate’s degree in Industrial Technology or a related field and at least one year related occupational experience, and one year teaching experience is preferred. All existing facilities, equipment and related resources are currently in place to support the programs. The programs will otherwise be supported fiscally through student tuition and fees.

*Table 3: Financial Information*

	<b>First Year</b>	<b>Second Year</b>	<b>Third Year</b>
Faculty Costs	-	-	-

Agenda Item #11.1  
June 2, 2017

Administrator Costs	-	-	-
Other Personnel costs	-	-	-
Equipment Costs	-	-	-
Library/LRC Costs	-	-	-
Facility Costs*	-	-	-
Other	-	-	-
<b>TOTAL NEW COSTS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

*Table 4: Faculty Requirements*

	<u>First Year</u>		<u>Second Year</u>		<u>Third Year</u>	
	<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	8	6	8	6	8	6

**Illinois Valley Community College**

**Agricultural Business Management A.A.S. degree (60 credit hours)**

**Program Purpose:** The A.A.S. degree program will prepare individuals for entry-level employment as supervisors, or for self-employment, in the agri-business field. The program will also provide individuals currently working in the field with an educational credential which may lead towards advancement.

**Catalog Description:** The A.A.S. in Agricultural Business Management prepares students for employment or self-employment in the food, agriculture, renewable natural resources, or in environmental occupations. Students study the latest in agricultural technology, sales and marketing techniques, and develop management skills essential in the agriculture industry. Students with an AAS degree in Agricultural Business Management from IVCC can find employment in the agricultural input sector, production, or management professions.

**Curricular Information:** The degree program requires 15 credit hours of general education coursework, 42 credit hours of required career and technical coursework, and three (3) credit hours of technical electives. The career and technical component includes instruction in introductory crop science, introductory agricultural economics, introductory agricultural mechanics, agricultural microcomputer applications, introductory soil science, introductory and advanced agricultural business management, introductory precision agriculture, agricultural credit and finance, agricultural sales and marketing, an agricultural seminar and internship, and the option for related technical electives in agriculture, electronics, welding, industrial maintenance or manufacturing. Assessment of student learning will be achieved through evaluation of the student’s performance during the work-based learning experience by program faculty and work-site supervisor.

**Justification for Credit hours required for the degree:** N/A.

**Accrediting Information:** N/A.

**Supporting Labor Market Data (including employer partners):** According to the Illinois Department of Employment Security (IDES), overall growth in employment of occupations related to the Agriculture industry is expected to increase by 6% statewide through 2024. The college offered agriculture programs in the late 1980’s and 1990’s but were discontinued due to lack of interest. According to research done by the college, the local environment and status of the agriculture industry is significantly different than it was 20-30 years ago. The college established a program advisory committee to explore the potential interest in a degree program in this field and the support for graduates by local employers. The support was overwhelmingly positive and in favor of developing an applied program that would lead to employment. The resulting degree is a reflection of the college’s efforts to design a program that would prepare students for entry-level or self-employment and support the local workforce.

*Table 1: Employer Partners*

<b>Employers</b>	<b>Location</b>
Archer Daniels Midlands (ADM)	Mendota, IL
Monsanto Company	Princeton, IL
Pioneer DuPont	Princeton, IL
Northern Partners Cooperative	Mendota, IL
GAINCO FS, Inc.	Ottawa, IL

Agenda Item #11.1  
June 2, 2017

1 <sup>st</sup> Farm Credit Services	Ottawa, IL
Agriculture Finance Dept-Illini State Bank	Tonica, IL
Illinois Corn Growers Association	Streator, IL

*Table 2: Projected Enrollments*

<b>Ag Business Mgt AAS</b>	<b>First Year</b>	<b>Second Year</b>	<b>Third Year</b>
Full-Time Enrollments:	3	5	8
Part-Time Enrollments:	2	4	5
Completions:	-	5	8

**Financial / Budgetary Information:** One (1) existing full-time and one (1) existing part-time faculty will be necessary to implement the program. Part-time faculty will be added if necessary to manage enrollments. Qualified faculty must hold a Master’s degree in Agriculture, one year related occupational experience and one year teaching experience preferred. All facilities are adequately in place to support the program. The college received significant equipment donations from local employers 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	-	\$2,560	\$2,560
Administrator Costs	-	-	-
Other Personnel Costs	-	-	-
Equipment Costs	-	-	-
Library/LRC Costs	-	-	-
Facility Costs*	-	-	-
Other (specify)	-	-	-
<b>TOTAL NEW COSTS</b>	<b>\$0</b>	<b>\$2,560</b>	<b>\$2,560</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	1	0	1	0	0
Existing Faculty	1	0	1	1	1	2

**Prairie State 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 as surgical technologists.

**Catalog Description:** This program combines courses in general and surgical technology education with learning experiences in hospitals and health agencies. Graduates of the Associate in Applied Science Surgical Technology degree program may apply to take the National Board for Surgical Technology and Surgical Assisting (NBSTSA) national examination for certification.

**Curricular Information:** The degree program requires 16 credit hours of general education coursework and 50 credit hours of required career and technical coursework. The career and technical component includes instruction in advanced human anatomy & physiology, microbiology, medical terminology, workplace issues for allied health, introductory and intermediate levels of patient care, introductory surgical technology, introductory, intermediate and advanced levels of surgical procedures, surgical technology seminar, and a required work-based learning experience from introductory through advanced levels of applied surgical procedures. Assessment of student learning will be achieved through evaluation of the student’s performance during the work-based learning experience by program faculty and work-site supervisor, as well as through performance on a national certification practice exam.

**Justification for Credit hours required for the degree:** The proposed degree program exceeds 60 credit hours due the content required for program accreditation through the Commission on Accreditation of Allied Health Education Programs (CAAHEP). In addition, the content required follows the objectives outlined by the National Board for Surgical Technology and Surgical Assisting (NBSTSA) for national credentialing.

**Accrediting Information:** The proposed degree program was developed according to the standards outlined by the CAAHEP for program accreditation and according to objectives outlined by the NBSTSA for achieving the Certified Surgical Technologist (CST) designation.

**Supporting Labor Market Data (including employer partners):** According to the Illinois Department of Employment Security (IDES), employment of “surgical technologists” is expected to increase by 6.5% statewide through 2024. Currently, the college offers a related Surgical Technology Certificate. The proposed degree addresses recent changes in requirements for national credentialing and will provide students and recent graduates of the certificate program with an educational ladder opportunity.

*Table 1: Employer Partners*

<b>Employers</b>	<b>Location</b>
Metro South Center	Blue Island, IL
Advocate Christ Medical Center	Oak Lawn, IL
Advocate Trinity	Chicago, IL
Adventist Health Partners	Schaumburg, IL
Adventist Hinsdale Hospital	Hinsdale, IL
Adventist LaGrange Memorial Hospital	LaGrange, IL
Adventist Glen Oaks Hospital	Glendale Heights, IL
Adventist Bolingbrook Hospital	Bolingbrook, IL
Franciscan Alliance Partners	Carmel, IN (14 locations)

Agenda Item #11.1  
June 2, 2017

Riverside Health Care Silver Cross Hospital	Kankakee, IL New Lenox, 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:	16	16	16
Part-Time Enrollments:	-	-	-
Completions:	13	13	13

**Financial / Budgetary Information:** One (1) existing full-time, and one (1) new part-time faculty will be necessary to implement the program. Qualified faculty must hold at least an Associate’s degree in Surgical Technology, CST certification, three years related occupational experience, and one year teaching experience. All facilities and equipment are adequately in place to support the program. Costs are budgeted for service/maintenance on existing equipment. 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	\$13,500	\$27,000	\$28,080
Administrator Costs	-	-	-
Other Personnel Costs (Clinical Evaluator)	\$10,000	\$10,000	\$10,000
Equipment Costs	\$5,000	\$5,000	\$5,000
Library/LRC Costs	-	-	-
Facility Costs*	-	-	-
Other (instructional supplies)	\$2,000	\$2,000	\$2,000
<b>TOTAL NEW COSTS</b>	<b>\$73,500</b>	<b>\$44,000</b>	<b>\$45,080</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	1	0	1	0	0
Existing Faculty	1	0	1	1	1	2

**Kaskaskia College**

**Cyber Defense A.A.S. degree (66 credit hours)**

**Program Purpose:** The A.A.S. degree program will prepare individuals for entry-level employment as information technology professionals skilled in the protection of networks and related information technology against common forms of hacking.

**Catalog Description:** The Cyber Defense degree program is for students and working professionals seeking information technology-based careers related to the defense and protection of computer systems, servers, mobile devices, innovative technology devices, and network systems. Success Cyber Defense careers require significant knowledge and skill sets in which challenges must be face to determine viable solutions to ensure the proper functioning of technology related devices and services while retaining the integrity of the devices. Due to the rapid advancements continuously made with technology, the challenges never cease and effective critical thinking skills are extensively required.

**Curricular Information:** The degree program requires 16 credit hours of general education coursework and 50 credit hours of required career and technical coursework. The career and technical component includes instruction in introductory server systems, computer systems forensics, ethical hacking, IDS and Firewall administration, cyber defense and counter measures, information technology forensics, introductory and intermediate levels of information assurance, programming, security architecture, visualization technology, Security+, CISCO Network Essentials, CCNA Security, Mastering Linux, and a required work-based learning experience in information technology. Assessment of student learning will be achieved through evaluation of the student’s performance during the work-based learning experience by program faculty and work-site supervisor. Graduates of the program will be eligible for earning their CompTIA certifications in Security+, Linux+ and Network+, and their CISCO Certified Network Associate (CCNA) certifications in Routing & Switching and Security.

**Justification for Credit hours required for the degree:** The proposed degree program exceeds 60 credit hours because it includes content that prepares students for industry credentialing in the field. The Advisory Committee felt strongly that including this content would be valuable to acquiring and maintaining employment successfully in this field for new graduates and existing professionals. Any further revision/reduction in content/credit hours may compromise the employability skills of graduates.

**Accrediting Information:** No program accreditation of the full curriculum is required. The college is an approved CISCO Network Academy to offer CISCO Certified Network Associate training, and is an approved CompTIA training provider. The college plans to seek optional National Security Administration (NSA)-Center of Academic Excellence approval upon receiving all appropriate state-level approvals for the program.

**Supporting Labor Market Data (including employer partners):** According to the Illinois Department of Employment Security (IDES), employment of “computer systems analysts” is expected to increase by 6.4%, employment of “computer network architects & administrators” is expected to increase by 3%, and employment of “computer network support specialists” is expected to increase by 14.6% statewide through 2024.

*Table 1: Employer Partners*

---

<b>Employers</b>	<b>Location</b>
------------------	-----------------

---

Agenda Item #11.1  
June 2, 2017

Eagle Technology Group	O'Fallon, IL
Old Exchange National Bank	Okawville, IL
Amazon-Edwardsville Warehouse	Edwardsville, IL
Antolin-Nashville Division	Nashville, IL

*Table 2: Projected Enrollments*

<b>Cyber Defense AAS</b>	<b>First Year</b>	<b>Second Year</b>	<b>Third Year</b>
Full-Time Enrollments:	9	16	19
Part-Time Enrollments:	2	5	5
Completions:	8	10	22

**Financial / Budgetary Information:** One (1) existing full-time faculty will be necessary to implement the program. Existing part-time faculty may be necessary during the second and third years to manage increases in enrollment. Qualified faculty must hold at least an Associate's degree in Information Technology, industry credentialing appropriate to the course of instruction (i.e. Security+ certification, CCNA or higher), 3-5 years related occupational experience, and 3-5 years teaching experience preferred. 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	-	-	-
Administrator Costs	-	-	-
Other Personnel Costs	-	-	-
Equipment Costs	-	-	-
Library/LRC Costs	-	-	-
Facility Costs*	-	-	-
Other (specify)	-	-	-
<b>TOTAL NEW COSTS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

*Table 4: Faculty Requirements*

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

**Kaskaskia College**

**Database Software Developer A.A.S. degree (66 credit hours)**

**Program Purpose:** The A.A.S. degree program will prepare individuals for entry-level employment as database software and application developers capable of configuring, managing and maintaining large databases of information.

**Catalog Description:** The Database Software Developer degree program is for students and working professionals seeking careers within the information technology fields of database management and software applications development. A database manager will be responsible for large and complex database servers and systems which must be accessible, precise, and secured from forms of exploitation. As a software application developer one must be able to design applications capable of running on multiple operating system platforms, provide satisfying end user experience, support mobile or on-the-go technology, and ensure full communication support with diverse database engines.

**Curricular Information:** The degree program requires 15 credit hours of general education coursework and 51 credit hours of required career and technical coursework. The career and technical component includes instruction in database programming, dynamic programming, design concept essentials, relational database concepts and applications, database security, IDS and Firewall administration, SWL Server, database management, introductory and intermediate levels of information assurance, enterprise architecture, Security+, Mastering Linux, secure software engineering, ASP.Net dynamic web programming, work ethics, and a required work-based learning experience in information technology. Assessment of student learning will be achieved through evaluation of the student’s performance during the work-based learning experience by program faculty and work-site supervisor. Graduates of the program will be eligible for earning their CompTIA certifications in Security+ and Linux+, and their Microsoft certifications in SQL Database Server and Certified Solutions Developer (MCSA).

**Justification for Credit hours required for the degree:** The proposed degree program exceeds 60 credit hours because it includes content that prepares students for industry credentialing in the field. The Advisory Committee felt strongly that including this content would be valuable to acquiring and maintaining employment successfully in this field for new graduates and existing professionals. Any further revision/reduction in content/credit hours may compromise the employability skills of graduates.

**Accrediting Information:** No program accreditation of the full curriculum is required. The college is an approved CompTIA and Microsoft training provider.

**Supporting Labor Market Data (including employer partners):** Labor market information provided by the college supports the interest in and the need for a two-year degree program in this specialized field of study. According to the Illinois Department of Employment Security (IDES), employment of “applications software developers” is expected to increase by 6.4%, employment of “database administrators” is expected to increase by 3.5%, and employment of “web application developers” is expected to increase by 7.2% statewide through 2024.

*Table 1: Employer Partners*

<b>Employers</b>	<b>Location</b>
Eagle Technology Group	O’Fallon, IL
Salem Township Hospital	Salem, IL

Agenda Item #11.1  
June 2, 2017

*Table 2: Projected Enrollments*

<b>Dbase Software Dev AAS</b>	<b>First Year</b>	<b>Second Year</b>	<b>Third Year</b>
Full-Time Enrollments:	8	12	17
Part-Time Enrollments:	2	3	3
Completions:	8	13	19

**Financial / Budgetary Information:** Four (4) existing full-time faculty will be necessary to implement the program. Existing part-time faculty may be necessary during the second and third years to manage increases in enrollment. Qualified faculty must hold at least an Associate’s degree in Information Technology, industry credentialing appropriate to the course of instruction (i.e. Microsoft MTA, MCP, MCSE or MCSA), 3-5 years related occupational experience, and 3-5 years teaching experience preferred. 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	-	-	-
Administrator Costs	-	-	-
Other Personnel Costs	-	-	-
Equipment Costs	-	-	-
Library/LRC Costs	-	-	-
Facility Costs*	-	-	-
Other (specify)	-	-	-
<b>TOTAL NEW COSTS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</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	4	0	4	1	4	1

**Kaskaskia College**

**Information Security Analysis A.A.S. degree (65 credit hours)**

**Program Purpose:** The A.A.S. degree program will prepare individuals for entry-level employment as information security analysts capable of tracking the source of unauthorized access, reclaiming data assets, providing support documentation, and identifying and eliminating entry points of such unauthorized access.

**Catalog Description:** The Information Security Analysis degree program is for students and working professionals seeking careers within the Information Technology fields of information assurance and asset retrieval. An Information Security Analyst is responsible for tracking and identifying when a breach or unauthorized even has occurred within a network system and/or computing-based devices. The tracking of the compromise source is a vital job task in order to regain data in the event of theft and successful prosecution of the hacker(s) and/or internal employees in a court of law. Information gained through the Incident Response procedures support the cyber defense team implementing new countermeasures to ensure the same breach will not be experienced again, as they work to develop and establish solid plans for handling the compromise event to ensure business can not only survive but remain operable.

**Curricular Information:** The degree program requires 15 credit hours of general education coursework and 50 credit hours of required career and technical coursework. The career and technical component includes instruction in introductory server systems, foundations of information system management, ethical hacking, IDS and Firewall administration, cyber defense and counter measures, introductory and intermediate levels of information assurance, SQL Server, Security+, CCNA Security, database security, secure software engineering, Mastering Linux, and a required work-based learning experience in information technology. Assessment of student learning will be achieved through evaluation of the student's performance during the work-based learning experience by program faculty and work-site supervisor. Graduates of the program will be eligible for earning their CompTIA certifications in Security+, Linux+, their Microsoft certifications in SQL Database Server and Certified Solutions Developer (MCS D), their CISCO Certified Network Associate (CCNA) certification in Security, and their Certified Cyber Forensics Professional (CCFP) certification through ISC<sup>2</sup> (Inspiring a Safe & Secure Cyber World).

**Justification for Credit hours required for the degree:** The proposed degree program exceeds 60 credit hours because it includes content that prepares students for industry credentialing in the field. The Advisory Committee felt strongly that including this content would be valuable to acquiring and maintaining employment successfully in this field for new graduates and existing professionals. Any further revision/reduction in content/credit hours may compromise the employability skills of graduates.

**Accrediting Information:** No program accreditation of the full curriculum is required. The college is an approved CompTIA, Microsoft, and ISC<sup>2</sup> training provider, and an approved CISCO Network Academy to offer CISCO Certified Network Associate training.

**Supporting Labor Market Data (including employer partners):** According to the Illinois Department of Employment Security (IDES), employment of "information security analysts" is expected to increase by 4.2%, employment of "computer network support specialists" is expected to increase by 4.3%, and

employment of “computer/information research scientists” is expected to increase by 1.7% statewide through 2024.

*Table 1: Employer Partners*

<b>Employers</b>	<b>Location</b>
Amazon-Edwardsville Warehouse	Edwardsville, IL
Antolin-Nashville Division	Nashville, IL
Eagle Technology Group	O’Fallon, IL
Old Exchange National Bank	Okawville, IL

*Table 2: Projected Enrollments*

<b>Info Sec Analysis AAS</b>	<b>First Year</b>	<b>Second Year</b>	<b>Third Year</b>
Full-Time Enrollments:	8	15	18
Part-Time Enrollments:	2	3	4
Completions:	8	17	20

**Financial / Budgetary Information:** Four (4) existing full-time faculty will be necessary to implement the program. Existing part-time faculty may be necessary during the second and third years to manage increases in enrollment. Qualified faculty must hold at least an Associate’s degree in Information Technology, industry credentialing appropriate to the course of instruction (i.e. Security+, CASP or CISSP), 3-5 years related occupational experience, and 3-5 years teaching experience preferred. 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	-	-	-
Administrator Costs	-	-	-
Other Personnel Costs	-	-	-
Equipment Costs	-	-	-
Library/LRC Costs	-	-	-
Facility Costs*	-	-	-
Other (specify)	-	-	-
<b>TOTAL NEW COSTS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</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	4	0	4	1	4	1

**Southwestern Illinois College**

**Baking and Pastry A.A.S. degree (65 credit hours)**

**Program Purpose:** The A.A.S. degree program will prepare individuals for entry-level employment as bakers and pastry chefs with a focus on management and entrepreneurial skills.

**Catalog Description:** The Baking and Pastry degree prepares students for careers in the culinary arts/baking industry. The A.A.S. program blends technical culinary arts skills with specialized baking science, technology and applications, as well as, foundational business competencies to operate a successful baking operation. The Culinary Program at Southwestern Illinois College currently holds a national accreditation through the American Culinary Federation (ACF). Curriculum standards are driven by standards and learning objectives outlined by the ACF. The Baking and Pastry Arts Program will seek accreditation through the ACF by aligning the curriculum and learning outcome goals for their Baking and Pastry standards.

**Curricular Information:** The degree program requires 17 credit hours of general education coursework and 48 credit hours of required career and technical coursework. The career and technical component includes instruction in food service sanitation, introductory culinary arts, introductory through advanced professional food preparation, introductory and advanced baking & pastry, introductory and intermediate cake decorating, ice cream & frozen desserts, breads/rolls/pastries, food/beverage/labor cost control, culinary nutrition for food service, experimental baking techniques, menu development & pricing, food service purchasing, legal aspects of food service management, hospitality management, sustainable kitchen, first aid medical self-help, and a required work-based learning experience in a baking and pastry kitchen. Assessment of student learning will be achieved through evaluation of the student’s performance during the work-based learning experience by program faculty and work-site supervisor.

**Justification for Credit hours required for the degree:** The proposed degree program exceeds 60 credit hours due the content required for ACF accreditation. The proposed program will be only one of two ACF accredited community college baking and pastry degrees in the state.

**Accrediting Information:** The proposed degree program was developed according to the standards and learning objectives outlined by the American Culinary Federation for their program accreditation and will lead graduates towards credentialing through the ACF as a Certified Pastry Culinarian (CPC).

**Supporting Labor Market Data (including employer partners):** According to the Illinois Department of Employment Security (IDES), employment of “bakers” is expected to increase by 10.3% statewide through 2024. Currently, the college offers a related Baking and Pastry Certificate. The proposed degree will provide students and recent graduates of the certificate program with an educational ladder opportunity.

*Table 1: Employer Partners*

<b>Employers</b>	<b>Location</b>
4204 Main Street Brewing Company	Belleville, IL
Eckert’s Country Store	Belleville, IL
Peel Wood Fired Pizza	Edwardsville/O’Fallon, IL
Papa Vito’s	Belleville/O’Fallon/Millstadt, IL
St. Elizabeth’s Hospital	Belleville, IL

Agenda Item #11.1  
June 2, 2017

Memorial Hospital	Belleville, IL
-------------------	----------------

*Table 2: Projected Enrollments*

<b>Baking &amp; Pastry AAS</b>	<b>First Year</b>	<b>Second Year</b>	<b>Third Year</b>
Full-Time Enrollments:	5	10	15
Part-Time Enrollments:	10	15	20
Completions:	-	5	6

**Financial / Budgetary Information:** Two (2) existing full-time, eight (8) existing part-time faculty and one (1) additional new part-time faculty will be budgeted for as necessary to implement the program. Qualified faculty must hold at least an Associate’s degree in Culinary Arts, American Culinary Federation certification, two years related occupational experience, and one year teaching experience preferred. All facilities and equipment are adequately in place to support the program. Only costs to support new faculty are anticipated during the second and third years of program implementation. 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	-	\$5,500	\$5,700
Administrator Costs	-	-	-
Other Personnel Costs	-	-	-
Equipment Costs	-	-	-
Library/LRC Costs	-	-	-
Facility Costs*	-	-	-
Other (specify)	-	-	-
<b>TOTAL NEW COSTS</b>	<b>\$0</b>	<b>\$5,500</b>	<b>\$5,700</b>

*Table 4: Faculty Requirements*

	<b>First Year</b>		<b>Second Year</b>		<b>Third Year</b>	
	<u>Full-Time</u>	<u>Part-time</u>	<u>Full-Time</u>	<u>Part-time</u>	<u>Full-Time</u>	<u>Part-time</u>
New Faculty	0	0	0	1	0	0
Existing Faculty	2	8	2	8	2	9

**Spoon River College**

**Logistics and Operations Management A.A.S. degree (61 credit hours)**

**Program Purpose:** The A.A.S. degree program will prepare individuals for entry-level employment as supervisors of logistics and operations along the supply chain. The program will also provide individuals currently working in the field with an educational credential which may lead towards advancement.

**Catalog Description:** The A.A.S. in Logistics and Operations Management is designed as a two year program which will prepare students for a career path in the Transportation, Distribution and Logistics career cluster. Students will be prepare for entry-level positions in a variety of distribution, logistics, and warehouse operations.

**Curricular Information:** The degree program requires 15 credit hours of general education coursework and 37 credit hours of required career and technical coursework, and nine (9) credit hours of technical electives. The career and technical component includes instruction in introductory logistics management, micro- and macro-economics, transportation, accounting, advertising, project management, supply chain management, supervision, legal aspects, and computer business applications. Assessment of student learning will be achieved through evaluation of the student’s performance during the work-based learning experience by program faculty and work-site supervisor.

**Justification for Credit hours required for the degree:** The proposed degree program exceeds 60 credit hours due the internship course which can be taken for 1-4 credit hours. The Advisory Committee felt strongly that a work-based learning experience would be valuable to maintaining employment successfully in this field for new graduates.

**Accrediting Information:** N/A.

**Supporting Labor Market Data (including employer partners):** According to the Illinois Department of Employment Security (IDES), employment of “transportation and material moving operations” occupations is expected to increase by 8.5%, and employment of “material moving workers” is expected to increase by 8.6% statewide through 2024.

*Table 1: Employer Partners*

<b>Employers</b>	<b>Location</b>
DOT Foods, Inc.	Mt. Sterling, IL
Tarter Feed & Fertilizer	Canton, IL
JCJ Transport	East Moline, IL
Roadway	East Moline, IL
Risinger Trucking	Morton, IL
Star Transportation	Morton, IL

*Table 2: Projected Enrollments*

<b>Logistics &amp; Ops Mgt AAS</b>	<b>First Year</b>	<b>Second Year</b>	<b>Third Year</b>
Full-Time Enrollments:	4	6	8
Part-Time Enrollments:	4	6	8
Completions:	-	4	10

**Financial / Budgetary Information:** One (1) existing full-time, two (2) existing part-time faculty and one (1) additional new part-time faculty will be budgeted for as necessary to implement the program. Qualified faculty must hold at least an Associate’s degree in a related field, two years related occupational experience, and one year teaching experience preferred. All facilities and equipment are adequately in place to support the program. Only costs to support new faculty are anticipated during the first three years of program implementation. 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	\$12,000	\$12,000	\$12,000
Administrator Costs	-	-	-
Other Personnel Costs	-	-	-
Equipment Costs	-	-	-
Library/LRC Costs	-	-	-
Facility Costs*	-	-	-
Other (specify)	-	-	-
<b>TOTAL NEW COSTS</b>	<b>\$12,000</b>	<b>\$12,000</b>	<b>\$12,000</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	0	1	0	0	0	0
Existing Faculty	1	2	1	3	1	3

**John Wood Community College**

**Diesel Technology Certificate (35 credit hours)**

**Program Purpose:** The certificate program will prepare individuals for entry-level employment as diesel technicians.

**Catalog Description:** The Diesel Technology certificate is designed to offer students practical education and training in the field of diesel power technology. Emphasis is placed on technical knowledge in diagnostics, repair and maintenance of diesel powered transportation equipment. During the program, students will have the opportunity to earn national recognized credentials in Manufacturing Skill Standards Council Safety (MSSC) and Occupational Safety & Health Administration (OSHA). After completing the certificate, the graduate has the option of entering the workforce or continuing with the pursuit of an AAS degree in Industrial Maintenance Technology, which is transferable to Western Illinois University, Northern Illinois University, Missouri Western University, Southern Illinois University, Governors State University and the University of Northern Iowa.

**Curricular Information:** The certificate program requires six (6) credit hours of general education coursework including a technical math and speech communications, and 29 credit hours of career and technical education coursework. The career and technical component includes instruction in introductory electricity, introductory manufacturing and industrial safety, introductory and advanced levels of diesel technology, thermal cutting, and fluid power technology including hydraulics and pneumatics. Assessment of student learning will be achieved through evaluation of the student’s accomplishments along an MSSC and OSHA checklist. Students will be prepared for MSSC Safety certification and OSHA-10 hour General Industry certification.

**Justification for Credit hours required for the certificate:** The program was developed according to minimum standards for successful employment as a diesel technician as identified and supported by the college’s program advisory committee. Content also supports the student’s achievement of national credentialing.

**Accrediting Information:** N/A.

**Supporting Labor Market Data (including employer partners):** According to the Illinois Department of Employment Security (IDES), employment of “bus/truck/diesel mechanics” is expected to increase by 15.1%, employment of “farm equipment mechanics” by 9.1%, and employment of “mobile heavy equipment mechanics” by 6.6% statewide through 2024. The College has been working with its secondary education partner, Quincy Area Vocational Technical Center, to develop coursework at the high school level that will articulate towards completion of the proposed certificate. There are no other local providers of this training within the college’s district.

*Table 1: Employer Partners*

<b>Employers</b>	<b>Location</b>
Sharkey Transportation, Inc.	Quincy, IL
SISBRO, Inc.	Quincy, IL
Mack Sales & Service, Inc.	Quincy, IL / Hannibal, MO /Milan, MO
Selby Implement Company	Quincy, IL

Agenda Item #11.1  
June 2, 2017

*Table 2: Projected Enrollments*

<b>Diesel Technology Certificate</b>	<b>First Year</b>	<b>Second Year</b>	<b>Third Year</b>
Full-Time Enrollments:	15	20	25
Part-Time Enrollments:	-	-	-
Completions:	10	15	20

**Financial / Budgetary Information:** One (1) existing full-time, three (3) existing part-time faculty and one (1) new part-time faculty will be required to implement the program. Qualified faculty will hold at least an Associate’s degree in Diesel Technology, while a Bachelor’s degree in Diesel or a closely related field is preferred, ASE certification is also preferred for diesel technology courses, at least three-five years of related occupational experience, and one year teaching experience. All facilities are adequately in place to support the program. No new costs are expected to be incurred to implement 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	-	-	-
Administrator Costs	-	-	-
Other Personnel Costs	-	-	-
Equipment Costs	-	-	-
Library/LRC Costs	-	-	-
Facility Costs*	-	-	-
Other	-	-	-
<b>TOTAL NEW COSTS</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

*Table 4: Faculty Requirements*

	<b>First Year</b>		<b>Second Year</b>		<b>Third Year</b>	
	<b><u>Full-Time</u></b>	<b><u>Part-time</u></b>	<b><u>Full-Time</u></b>	<b><u>Part-time</u></b>	<b><u>Full-Time</u></b>	<b><u>Part-time</u></b>
New Faculty	0	1	0	0	0	0
Existing Faculty	1	3	1	4	1	4

**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

- Human Resource Management Certificate (9 credit hours)

College of Lake County

- Introduction to Supply Chain Management Certificate (15 credit hours)
- Yoga Teacher Certificate (14 credit hours)

Lincoln Land Community College

- Advanced Emergency Medical Technical Certificate (16 credit hours)

Spoon River College

- Truck Driver Training Certificate (16 credit hours)

Waubonsee Community College

- Medical Interpreter Certificate (8 credit hours)

Illinois Community College Board

**NEW UNITS OF INSTRUCTION**

***Temporary Program Approval***

The Illinois Community College Board is requested to approve new units of instruction for the following community college:

**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:

**TEMPORARY PROGRAM APPROVAL**

Morton College

- Pharmacy Technician Certificate (30 credit hours)

**BACKGROUND**

**Morton College**

**Pharmacy Technician Certificate (30 credit hours)**

**Program Purpose:** The certificate program will prepare individuals for entry-level employment as a credentialed Pharmacy Technician in both retail and institutional pharmacy settings.

**Catalog Description:** This curriculum provides students with the skills required for entry-level employment as a pharmacy technician. Upon successful completion of the program, students will be prepared for the two certifying exams for pharmacy technicians, the Pharmacy Technician Certification Exam (PTCE) and the Exam for the Certification of Pharmacy Technicians (ExCPT).

**Curricular Information:** The certificate program requires 30 credit hours of career and technical coursework including instruction in introduction to pharmacy technology, pharmaceutical calculations, introductory and intermediate drug therapy, pharmacy technician operations, sterile preparation, inter-professional relations in pharmacy, pharmacy law and ethics, certification review and job preparation, and required externships in both retail and institutional pharmacy settings. Assessment of student learning will be achieved through evaluation of the student’s performance on a comprehensive written and performance tests, evaluation during their work-based learning experience and a portfolio of educational artifacts confirming achievement of student learning outcomes. Graduates of the program will be prepared for two National credentialing exams through the Pharmacy Technician Certification Board (PTB) towards the Pharmacy Technician Certification Exam (PTCE), and National Healthcareer Association (NHA) the towards the Exam for Certification of Pharmacy Technician (ExCPT).

**Justification for Credit hours required for the certificate:** NA.

**Accrediting Information:** The College plans to pursue optional accreditation through the Accreditation Council for Pharmacy Education (ACPE), once all appropriate state board approvals have been acquired and faculty has been hired.

**Supporting Labor Market Data (including employer partners):** According to the Illinois Department of Employment Security (IDES), employment of “pharmacy technicians” is expected to increase by 9.6% statewide through 2024. The College has previously offered this training as a vocational skills course with much success. Enrollment demands have increased such that the College has pursued offering the training as a credit certificate program. There are currently nine (9) total pharmacy technician programs offered at the colleges statewide, only two which lead towards similar credentialing for students.

*Table 1: Employer Partners*

<b>Employers</b>	<b>Location</b>
<b>Walgreens</b>	Multiple district locations
<b>CVS</b>	Multiple district locations
<b>Oscor-Drug</b>	Multiple district locations

*Table 2: Projected Enrollments*

<b>Pharmacy Tech Cert</b>	<b>First Year</b>	<b>Second Year</b>	<b>Third Year</b>
<b>Full-Time Enrollments:</b>	9	9	9
<b>Part-Time Enrollments:</b>	-	-	-

<b>Completions:</b>	6	7	7
---------------------	---	---	---

**Financial / Budgetary Information:** One (1) existing full-time and one (1) existing part-time faculty will be required to implement the program. Qualified faculty will hold at least an active Pharmacy License or National certification and graduation from an ASHP-accredited program, at least five years of related occupational experience, and one year teaching experience. All facilities are adequately in place to support the program. No new costs are expected to be incurred to support the program. The program will be fiscally supported through student tuition and fees.

*Table 3: Financial Information*

	First Year		Second Year		Third Year	
<b>Faculty Costs</b>	-	-	-	-	-	-
<b>Administrator Costs</b>	-	-	-	-	-	-
<b>Other Personnel Costs</b>	-	-	-	-	-	-
<b>Equipment Costs</b>	-	-	-	-	-	-
<b>Library/LRC Costs</b>	-	-	-	-	-	-
<b>Facility Costs*</b>	-	-	-	-	-	-
<b>Other</b>	-	-	-	-	-	-
<b>TOTAL NEW COSTS</b>	<b>\$0</b>		<b>\$0</b>		<b>\$0</b>	

*Table 4: Faculty Requirements*

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

Illinois Community College Board

**ILLINOIS COMMUNITY COLLEGE BOARD  
RECOGNITION OF COMMUNITY COLLEGES**

The Illinois Community College Board has statutory authority to “recognize” community colleges for their compliance with state statutes and standards. Based on a five-year cycle, ICCB staff conducts recognition evaluations to assure that colleges are in compliance with the standards. Standards identified for focused review during Fiscal Years 2016 through 2020 include the following categories: Instruction, Student Services, Academic Support, Finance, Facilities, and Institutional Research and Reporting. These same standards are used by each district in a self-evaluation that is submitted to ICCB prior to the staff evaluation.

During Fiscal Year 2016, Black Hawk College, Danville Area Community College, and Rend Lake College underwent in-depth recognition evaluations. The colleges submitted thorough self-evaluations; ICCB staff conducted internal evaluations of all required college documents and college finance site visits were conducted. This agenda item not only presents the staff recommendations for the colleges that completed the evaluations, but gives background on the recognition evaluation and approval process for the Board’s information.

**RECOMMENDED ACTION**

It is recommended that the following motion be adopted:

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

Kaskaskia College  
Rock Valley College  
Triton College  
Waubonsee Community College

## **BACKGROUND**

Recognition is a statutory term describing the status of a district which meets instructional, administrative, financial, facility and equipment standards as established by the Illinois Community College Board (110ILCS Section 805/2-12f and 805/2-15). Community colleges must be recognized to be eligible for state funding. Once a college district has been recognized by the ICCB, that recognition status is continued unless, action is taken by the Board to interrupt it. To determine a district's recognition status, the ICCB conducts periodic evaluations. The objectives of the recognition evaluation include 1) determination of a district's compliance with the *Public Community College Act* and *ICCB Administrative Rules*; 2) the provision of assistance to districts in achieving compliance with the Act and Rules; 3) the identification of issues which may be of concern to the community college system and the gathering of basic data about these issues; and 4) the identification of exemplary district practices/programs that can be shared with other districts. Based on a five-year cycle, ICCB staff conducts recognition evaluations to assure that districts are in compliance with selected standards. All districts are evaluated on a select number of standards during the same five-year cycle. ICCB staff makes an assessment on each individual standard and on a global basis considering all focused and non-focused standards. On individual standards districts are identified as either in compliance or not in compliance. Compliance recommendations require the college to take immediate action to adhere to a particular law or administrative rule, and advisory recommendations are suggestions by staff to improve upon a current process or practice. Advisory recommendations are not mandatory and do not affect a college's overall recognition status.

At the conclusion of the recognition review, the ICCB staff presents a report to the Board and the college to summarize the evaluation. Based on the report, the Board may take one of three types of action:

*Recognition Continued* – The district generally meets ICCB statutory laws and administrative rules. A district which has been granted a status of “recognition continued” is entitled to receive ICCB grants for which it is otherwise entitled and eligible.

*Recognition Continued-with Conditions* – The district does not meet ICCB standards. A district which has been assigned the status of “recognition continued-with conditions” is entitled to receive ICCB grants for which it is otherwise entitled and eligible, but it is given a specified time to resolve the conditions which led to the assignment of that status. A follow-up evaluation is scheduled no sooner than three nor longer than nine months after ICCB action on the assignment to determine the district's progress in resolving the conditions.

*Recognition Interrupted* – The district fails to take corrective action to resolve the conditions placed upon it under “recognition continued-with conditions” within a prescribed time period. A district which has been assigned a status of “recognition interrupted” may apply for recognition at such time as all requirements set forth by the ICCB have been satisfied. A district will have state funding suspended on a pro rata, per diem basis for the period of time for which such status is in effect.

The final report, including college responses, is externally attached for Board members only.

Illinois Community College Board

**ILLINOIS COMMUNITY COLLEGE BOARD  
RECOGNITION OF COMMUNITY COLLEGES**

The Illinois Community College Board has statutory authority to “recognize” community colleges for their compliance with state statutes and standards. Based on a five-year cycle, ICCB staff conducts recognition evaluations to assure that colleges are in compliance with the standards. Standards identified for focused review during Fiscal Years 2016 through 2020 include the following categories: Instruction, Student Services, Academic Support, Finance, Facilities, and Institutional Research and Reporting. These same standards are used by each district in a self-evaluation that is submitted to ICCB prior to the staff evaluation.

During Fiscal Year 2016, Black Hawk College, Danville Area Community College, and Rend Lake College underwent in-depth recognition evaluations. The colleges submitted thorough self-evaluations; ICCB staff conducted internal evaluations of all required college documents and college finance site visits were conducted. This agenda item not only presents the staff recommendations for the colleges that completed the evaluations, but gives background on the recognition evaluation and approval process for the Board’s information.

**RECOMMENDED ACTION**

It is recommended that the following motion be adopted:

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

College of DuPage

## **BACKGROUND**

Recognition is a statutory term describing the status of a district which meets instructional, administrative, financial, facility and equipment standards as established by the Illinois Community College Board (110ILCS Section 805/2-12f and 805/2-15). Community colleges must be recognized to be eligible for state funding. Once a college district has been recognized by the ICCB, that recognition status is continued unless, action is taken by the Board to interrupt it. To determine a district's recognition status, the ICCB conducts periodic evaluations. The objectives of the recognition evaluation include 1) determination of a district's compliance with the *Public Community College Act* and *ICCB Administrative Rules*; 2) the provision of assistance to districts in achieving compliance with the Act and Rules; 3) the identification of issues which may be of concern to the community college system and the gathering of basic data about these issues; and 4) the identification of exemplary district practices/programs that can be shared with other districts. Based on a five-year cycle, ICCB staff conducts recognition evaluations to assure that districts are in compliance with selected standards. All districts are evaluated on a select number of standards during the same five-year cycle. ICCB staff makes an assessment on each individual standard and on a global basis considering all focused and non-focused standards. On individual standards districts are identified as either in compliance or not in compliance. Compliance recommendations require the college to take immediate action to adhere to a particular law or administrative rule, and advisory recommendations are suggestions by staff to improve upon a current process or practice. Advisory recommendations are not mandatory and do not affect a college's overall recognition status.

At the conclusion of the recognition review, the ICCB staff presents a report to the Board and the college to summarize the evaluation. Based on the report, the Board may take one of three types of action:

*Recognition Continued* – The district generally meets ICCB statutory laws and administrative rules. A district which has been granted a status of “recognition continued” is entitled to receive ICCB grants for which it is otherwise entitled and eligible.

*Recognition Continued-with Conditions* – The district does not meet ICCB standards. A district which has been assigned the status of “recognition continued-with conditions” is entitled to receive ICCB grants for which it is otherwise entitled and eligible, but it is given a specified time to resolve the conditions which led to the assignment of that status. A follow-up evaluation is scheduled no sooner than three nor longer than nine months after ICCB action on the assignment to determine the district's progress in resolving the conditions.

*Recognition Interrupted* – The district fails to take corrective action to resolve the conditions placed upon it under “recognition continued-with conditions” within a prescribed time period. A district which has been assigned a status of “recognition interrupted” may apply for recognition at such time as all requirements set forth by the ICCB have been satisfied. A district will have state funding suspended on a pro rata, per diem basis for the period of time for which such status is in effect.

The final report, including college responses, is externally attached for Board members only.

Illinois Community College Board

**ILLINOIS COMMUNITY COLLEGE BOARD  
RECOGNITION OF COMMUNITY COLLEGES**

The Illinois Community College Board has statutory authority to “recognize” community colleges for their compliance with state statutes and standards. Based on a five-year cycle, ICCB staff conducts recognition evaluations to assure that colleges are in compliance with the standards. Standards identified for focused review during Fiscal Years 2016 through 2020 include the following categories: Instruction, Student Services, Academic Support, Finance, Facilities, and Institutional Research and Reporting. These same standards are used by each district in a self-evaluation that is submitted to ICCB prior to the staff evaluation.

During Fiscal Year 2016, Black Hawk College, Danville Area Community College, and Rend Lake College underwent in-depth recognition evaluations. The colleges submitted thorough self-evaluations; ICCB staff conducted internal evaluations of all required college documents and college finance site visits were conducted. This agenda item not only presents the staff recommendations for the colleges that completed the evaluations, but gives background on the recognition evaluation and approval process for the Board’s information.

**RECOMMENDED ACTION**

It is recommended that the following motion be adopted:

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

Lake Land College

## **BACKGROUND**

Recognition is a statutory term describing the status of a district which meets instructional, administrative, financial, facility and equipment standards as established by the Illinois Community College Board (110ILCS Section 805/2-12f and 805/2-15). Community colleges must be recognized to be eligible for state funding. Once a college district has been recognized by the ICCB, that recognition status is continued unless, action is taken by the Board to interrupt it. To determine a district's recognition status, the ICCB conducts periodic evaluations. The objectives of the recognition evaluation include 1) determination of a district's compliance with the *Public Community College Act* and *ICCB Administrative Rules*; 2) the provision of assistance to districts in achieving compliance with the Act and Rules; 3) the identification of issues which may be of concern to the community college system and the gathering of basic data about these issues; and 4) the identification of exemplary district practices/programs that can be shared with other districts. Based on a five-year cycle, ICCB staff conducts recognition evaluations to assure that districts are in compliance with selected standards. All districts are evaluated on a select number of standards during the same five-year cycle. ICCB staff makes an assessment on each individual standard and on a global basis considering all focused and non-focused standards. On individual standards districts are identified as either in compliance or not in compliance. Compliance recommendations require the college to take immediate action to adhere to a particular law or administrative rule, and advisory recommendations are suggestions by staff to improve upon a current process or practice. Advisory recommendations are not mandatory and do not affect a college's overall recognition status.

At the conclusion of the recognition review, the ICCB staff presents a report to the Board and the college to summarize the evaluation. Based on the report, the Board may take one of three types of action:

*Recognition Continued* – The district generally meets ICCB statutory laws and administrative rules. A district which has been granted a status of “recognition continued” is entitled to receive ICCB grants for which it is otherwise entitled and eligible.

*Recognition Continued-with Conditions* – The district does not meet ICCB standards. A district which has been assigned the status of “recognition continued-with conditions” is entitled to receive ICCB grants for which it is otherwise entitled and eligible, but it is given a specified time to resolve the conditions which led to the assignment of that status. A follow-up evaluation is scheduled no sooner than three nor longer than nine months after ICCB action on the assignment to determine the district's progress in resolving the conditions.

*Recognition Interrupted* – The district fails to take corrective action to resolve the conditions placed upon it under “recognition continued-with conditions” within a prescribed time period. A district which has been assigned a status of “recognition interrupted” may apply for recognition at such time as all requirements set forth by the ICCB have been satisfied. A district will have state funding suspended on a pro rata, per diem basis for the period of time for which such status is in effect.

The final report, including college responses, is externally attached for Board members only.

Agenda Item #13  
June 2, 2017

Illinois Community College Board

**APPROVAL OF TRUSTEE TRAINING PROVIDERS**

The Public Community College Act (110 ILCS 805/3-8.5) 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 Illinois Community College Board (ICCB).

Having met the guidelines established by the ICCB, the Board is requested to approve the following vendor as a trustee training provider:

**RECOMMENDED ACTION:**

It is recommended that the following motion be adopted:

The Illinois Community College Board hereby approves the following trustee training provider:

**Association of Community College Trustees (ACCT)**

## BACKGROUND

### Association of Community College Trustees

**Description:** The Association of Community College Trustees (ACCT) is a non-profit educational organization of governing boards, representing more than 6,500 elected and appointed trustees who govern over 1,200 community, technical, and junior colleges in the United States and beyond. ACCT educates community and technical college trustees through annual conferences focused on leadership development and advocacy, as well as through publications and online and face-to-face institutes and seminars.

**Instructors and Qualifications:** The following individuals have been identified as being involved or potentially involved in trustee training. The association will select participating speakers based on each specific training program.

Narcisa A. Polonio, Ed.D. is the Executive Vice President for Research, Education & Board Services at ACCT and is recognized as one of the leading authorities on Board governance and presidential leadership. She has facilitated over 500 board retreats and presidential searches and provides leadership for ACCT publications, leadership and training institutes, retreats and executive search services. Dr. Polonio also directs The Trustees for Student Success initiative, which seeks to increase the engagement of community college trustees in the student success movement. She previously served as president of Harcum College (PA) and Hudson County Community College (NJ), and Director of the Office of Community Colleges, New Jersey Department of Higher Education.

Dr. Pamela Fischer has devoted more than 30 years of her career to the Yosemite Community College District, starting as an instructor in 1974, and serving as Chancellor since 1992. She has held multiple higher education leadership positions on the national level, including Chair of the Board of Directors of the American Association of Community Colleges (AACC), board membership for the American Council on Education: Commission on Women in Higher Education, the AACC Commission on International/Intercultural Relations, the ACCT/AACC Joint Commission on Federal Relations, and the AACC Commission on Minority Resources. She is Past President of the American Association of Women in Community Colleges (AAWCC) and is a frequent contributor to various publications including the AACC Journal and AAWCC Quarterly. For the last 20 years, she has been running a leadership development program for community college women who aspire to be administrators.

Patricia Keir, Ed.D. retired after seven years of service as Chancellor of the Eastern Iowa Community College District. Prior to that position, she served as President of San Diego Miramar College (CA), Executive Vice President of Lansing Community College (MI), and in a number of administrative positions at the College of DuPage (IL). Dr. Keir has served on the AACC Board and on the ACCT Presidents' Advisory Committee, in addition to a number of national and state task forces, committees, and workforce development organizations.

Dr. Eduardo J. Marti has led several community colleges with distinction for more than 25 years. He joined CUNY in 2000 as President of Queensborough Community College and prior to that, he served as President of Corning Community College and Tompkins Cortland Community College (SUNY). He serves on the Board of Trustees of Teachers College at Columbia University, as well as the Community College Research Center Advisory Board of Teachers College at Columbia University. He also serves as Chair of the Board for the Hispanic Educational Telecommunications System, a member of the Board of Governors of the Council to for Aid to Education, and of The College Board's Advisory Board on Community Colleges.

Agenda Item #13  
June 2, 2017

Dr. Marti was appointed to the New York State Commission on Higher Education where he chaired the Workforce & Economic Development Committee of the Commission.

Wayne T. Newton served as a trustee of Kirkwood Community College (IA) for 30 years, including nearly 20 years as Chairman of the Board of Trustees. He has also held all of the executive offices of ACCT including the Presidency in 1984-85. Mr. Newton has served as an ACCT Retreat Facilitator for nearly 200 community colleges across the country. He is familiar with and trained to provide assistance to boards in the Policy Governance model for board leadership.

Walter J. Packard, Ph.D. is an educational consultant. He holds a Ph.D. in Educational Administration from the Community College Leadership Program at the University of Texas at Austin. From 2003 to 2009 he served as president of McHenry County Community College in Crystal Lake. He has provided workshops and trainings across the country in president and board evaluation, strategic planning and accreditation standards.

Cindra J. Smith is recognized nationally for her expertise in governing boards and trustee development. Since 1988, she has served as director of education services for the Community College League of California, an association that serves the 72 boards of trustees and 108 colleges in the state. In that role, she authors education materials; develops professional and organizational development programs; and consults with local districts and boards. In 2000, ACCT published her book, *Community College Trusteeship: A Guide to Effective Governance*. She has made presentations at numerous international, national and state conferences; published articles on trusteeship; and facilitated over 100 workshops and retreats.

Dr. Linda M. Thor is chancellor emeritus of the Foothill-De Anza Community College District (CA). She also served as president of Rio Salado College (AZ) and West Los Angeles College (CA). She is a nationally recognized innovator in education and has served on the board of the League of Innovation in Community College, American Council on Education Commission on Education Attainment and Innovation and the board of the Community College Baccalaureate Association. Dr. Thor is a frequent speaker and author.

**Course Schedule:** The purpose of the association's trustee education is to:

- Assess and meet the educational needs of individual trustees and governing boards;
- Develop high-quality materials and programs to meet those needs;
- Assure our services and materials are accessible to ACCT membership;
- Create a national network of trustees who share and implement effective governance practices.

The ACCT's trustee education program is comprised of topical trustee education webinars, statewide workshops by interactive video conferencing, a repository of trustee materials and the Community College Governance Recognition Program (CGRP), a certificate program designed for trustees. ICCB staff was provided sample agenda materials from past trustee retreat and training institutes.

**Subject Matter and Method of Training:** With the exception of audits and contract law, the association is seeking approval to provide training in the areas identified in statute. The association also seeks to provide training in additional areas identified below. The association is seeking approval to provide training using a variety of methods through national, regional, and local training opportunities.

Agenda Item #13  
June 2, 2017

*Table 1: Provider Seeks Approval to Offer Training in the Following Topics*

Community College & Labor Law	Ethics	Fiduciary Responsibilities of a Trustee
Financial Oversight & Accountability	Freedom of Information Act	Open Meetings Act
Sexual Violence on Campus		
Other: Trustee roles, responsibilities and student success		

*Table 2: Methods of Providing Training*

Audio/Video – Prerecorded	In Person
Online Webinar	

**Fee Schedule:** The association provided the following schedule for board services fees.

*Table 3: Fee Schedule*

Retreats:	\$4,000 - \$7,000 per day
Governance Institute for Student Success (GISS):	\$3,000 per institute
Governance Leadership Institute:	\$650 per person

Item #14.1  
June 2, 2017

UNAPPROVED

Minutes of the 423<sup>rd</sup>  
Meeting of the  
Illinois Community College Board  
Triton College  
B203 and B204  
2000 Fifth Ave  
River Grove, IL

March 17, 2017

**RECOMMENDED ACTION**

It is recommended that the following motion be adopted:

The Illinois Community College Board hereby approves the Board minutes of the March 17, 2017 meeting as recorded.

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

Chairman Lopez called the Board meeting to order at 9:05 a.m. and asked Ann Knoedler to call roll. The following Board members were present: Dustin Heuerman, Suzanne Morris, Nick Kachiroubas, Doug Mraz, Terry Bruce and Teresa Garate. Board members Ann Kalayil, Cheryl Hyman, Jake Rendleman, and student Board member Ugne Narbutaite were absent. A quorum was declared.

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

Chair Lopez wished everyone a Happy St. Patrick's Day. He then stated there still has not been a state budget passed, which affects the function of the ICCB and colleges. As a reminder, just because the community colleges' doors are open, this does not mean they are not financially hurting due to the lack of budget. In February, Chair Lopez spoke at the Governor's Children's Cabinet Early Childhood Workforce Development Meeting and was also asked to speak at the Strategic Planning Conference by Dr. Shelia Quirk-Bailey at IL Central College. On behalf of the Board, Chair Lopez offered his condolences to Board member Ann Kalayil, whose father recently passed away. Finally, Chair Lopez thanked Triton College and President Mary-Rita Moore for hosting the Board meeting.

**Item #2.1 – Attendance by Means other than Physical Presence**

Chair Lopez stated that Board member Guy Alongi is unable to attend today's meeting due to a work conflict. According to Section 7 of the Open Meetings Act, Guy Alongi may participate in today's meeting via conference call and the Board needs a motion to allow his attendance.

Suzanne Morris made a motion, which was seconded by Doug Mraz, to allow Board member Doug Mraz to participate in today's Board meeting via conference call.

A roll call vote was taken with the following results:

Terry Bruce	Yea	Suzanne Morris	Yea
Teresa Garate	Yea	Doug Mraz	Yea
Dustin Heuerman	Yea	Laz Lopez	Yea
Nick Kachiroubas	Yea		

The motion was approved.

Guy Alongi stated, for the record, he is located at his place of employment in DuQuoin and unable to physically attend the Board meeting due to a work conflict. Chair Lopez stated that all further matters that require a vote will be conducted via roll call in order to properly record Guy Alongi's participation in this meeting.

**Item #3 - Welcoming Remarks from Ms. Mary Rita-Moore, President of Triton College**

President Mary-Rita Moore welcomed the ICCB Board and staff to Triton College. During this mid-term week and spring break next week, the College is renovating the student services building, science labs, and new green house for the Sustainable Agriculture, Horticulture, and Culinary Arts programs. Other projects being completed include advancement in the early childhood education program, new kindergarten and toddler room, and renovations related to the fitness center.

**Item #3.1 - Highlights of Triton College's Success in Partnerships**

Triton College is currently in their third year of the seven year strategic plan. The three directions are focused on college readiness, completion and retention, and filling the skills gap, all which come together thru partnerships. About four years ago, the continuing education department formed a partnership with the international union of operating engineers to develop a program that is highly successful in meeting the needs of the workforce with the Facilities Engineering Associated Degree. In 2015, the ICCTA awarded Triton College with the Business Partnership of the Year award for this specific partnership. And in 2016, the program also earned the National Continuing Education Award.

Through the college readiness program, Triton College also has a strong partnership with their K-12 entities, within seven districts, in regards to working with students that perhaps are not college ready in, mainly, mathematics. Triton College also has developed partnerships with universities and private colleges, recently with Northeastern IL University.

**Item #4 - Board Member Comments**

There were no Board Member comments.

**Item #4.1 - Illinois Board of Higher Education Report**

ICCB Board member representative Teresa Garate stated the Executive Director for the IBHE, Dr. Jim Applegate, resigned in February. One current issue being discussed at IBHE is Senate Bill 888, Bachelor of Science in Nursing Program for the community colleges. Board member Garate has been trying to alleviate some of the IBHE Board's concerns with the bill.

**Item #5 - Executive Director Report**

Dr. Karen Hunter Anderson started by thanking Triton College for hosting the March Board meeting and also thanked Randy Barnette for all his efforts in making the ICCB feel welcome. Dr. Anderson thanked Chair Lopez for attending and speaking at the Children's Cabinet Early Childhood Workforce Development Meeting with the Governor in February. The meeting was very informative and the group generated a great discussion. The Board Goals have been aligned with the ideas of the Governor's Children's Cabinet Early Childhood Workforce Development. Some of the objectives of the goals have been completed. More on the goals will be discussed at the June Board meeting.

Dr. Anderson thanked current student Board member Ugne Narbutaite for her service to the ICCB Board. During the June Board meeting, the newly elected student Board member will be introduced to the Board. The last Student Advisory Committee meeting was held at the beginning of March at Harper College, and the Student Advocacy Day will be held on April 5<sup>th</sup> in Springfield.

Dr. Anderson will be attending the Phi Theta Kappa Banquet on April 4<sup>th</sup> in Springfield and encouraged any Board member interested to attend.

Chair Lopez stated that even with all the hurdles the community colleges and ICCB are currently facing, there is still progress being made.

## **Item #6 - Committee Reports**

### **Item #6.1 - Academic, Workforce, and Student Support**

Dr. Dustin Heurman stated the committee did not meet and there was nothing to report.

### **Item #6.2 - Finance, Operations, and External Affairs**

The report will be given by Matt Berry and Ellen Andres.

#### **Item #6.2a - 2017 Spring Legislative Report**

Matt Berry gave an update on the following legislation currently being tracked by the Illinois Community College Board.

#### **The Grand Bargain**

In the Senate, a budget plan negotiated by Senate President John Cullerton and Minority Leader Christine Radogno was introduced on the first day of the 100<sup>th</sup> General Assembly. The plan includes a budget for the remainder of fiscal year 2017 as well as several reforms pushed by Governor Rauner to improve the state's overall business climate and spur economic growth. Thirteen separate pieces of legislation were filed with the caveat that the legislation can only become effective if all thirteen pieces pass the General Assembly and are signed by the Governor. The bills are as follows:

- SB 1 (President Cullerton) – Education Funding Reform
- SB 2 (Lightford) – Minimum Wage Increase (removed from package)
- SB 3 (Thomas Cullerton) – Local Government Consolidation
- SB 4 (Trotter) - Borrowing to Pay Down Debt
- SB 5 (President Cullerton) – Chicago Teachers Pension
- SB 6 (President Cullerton) – Fiscal Year 2017 Budget
- SB 7 (Link) – Gaming Expansion
- SB 8 (Harmon) – Procurement Reform
- SB 9 (Hutchinson) – Income Tax Increase/Sales Tax on Some Services
- SB 10 (President Cullerton) – Local Government Assignment of Receipts
- SB 12 (Radogno) – Workers' Compensation Reform
- SB 13 (Radogno) – Property Tax Freeze & Mandate Relief
- SB 16 (President Cullerton) – Pension Reform

Negotiations on a final resolution continued throughout much of January and February. Initial plans calling for a minimum wage increase and a new tax on sugary beverages were abandoned, while new revenue was sought from expanding the sales tax base and a tier three pension system was proposed. When voting commenced on February 28, gaming expansion and a state budget for the remainder of fiscal year 2017, along with local government restructuring and procurement reform were passed out of the Senate. A proposal to reform the State's pension system failed. Lacking Republican support for the remainder of the grand bargain amidst disagreements on worker's compensation reform and a property tax freeze, no further votes were called. Further negotiations on the remaining issues have stalled.

**Illinois Community College Board Initiated Legislation**

The ICCB has filed identical legislation in the House and Senate to accomplish each of the legislative priorities adopted by the Board. An overview of the status of this legislation is below.

**Credit for Prior Learning Act: SB 1865 (Rose) / HB 2404 (Willis)**

**SB 1865** has advanced out of the Senate Higher Education Committee and awaits a full vote in the Senate. **HB 2404** has yet to be called for a vote in committee. In response to university opposition, the ICCB staff is in the process of amending the legislation to remove IBHE and ICCB review and approval, although institutions will still be required to have and submit policies.

**Data Match Cost Recovery Authority: SB 887 (McGuire) / HB 3262 (Zalewski)**

Both **SB 887** and **HB 3262** were unanimously approved in committee. At the request of the IBHE, an amendment has been filed, but not yet approved, which will provide similar fee collection, cost-recovery authority to the IBHE.

**High School Equivalency Alternative Credentialing: SB 1428 (Rezin) / HB 2740 (Welch)**

Both **SB 1428** and **HB 2740** were approved unanimously in committee and are pending approval before the full House and Senate.

**Vacancy on Community College Board of Trustees: SB 1968 (Rooney) / HB 3091 (Bourne)**

Both **SB 1968** and **HB 3091** were approved unanimously in committee and are pending approval before the full House and Senate.

**Academic Affairs**

**Community College BSN Degree Authority**

Senator Manar has filed an amendment to **SB 888** which grants 20 community college districts in the State the ability to establish a Bachelor of Science in Nursing Program. The bill, as amended, sets forth conditions that must be met to establish the program, including a national professional accreditation, approval from appropriate state agencies, documentation of unmet workforce needs and demonstration of expertise, means and student interest. The bill calls for a 4-year review conducted by ICCB, including a comprehensive statewide evaluation of newly created programs and a written report provided to the Board of Higher Education, the governor's office and both chambers of the general assembly before July 1, 2022. Finally, the bill prohibits the use of state funding for the program. **SB 888** with the amendment was narrowly approved by the Senate Higher Education Committee by a vote of 7-6. The next step is a vote in the full Senate.

The following legislation was also mentioned:

- HB 3142
- HB 242
- SB 736 / HB 3694 /  
HB 3701
- HB 2647
- SB 705
- HB 2529
- HB 2714
- HB 2794
- HB 2527
- SB 888
- HB 313 / SB 625
- SB 900 / HB 3472
- HB 426

**Item #6.2b - Fiscal Year 2018 Budget Update**

Governor Rauner delivered his third budget address on February 15, 2017 to the assembled Illinois Senate and House of Representatives. After establishing an estimated \$4.8B shortfall between revenues and expenditures, his fiscal year 2018 budget submission to the General Assembly includes some of the revenue legislation proposed in the Senate's 'Grand Bargain' legislative package to balance it. He includes pension reforms, revamping of the state employee health insurance program, creating much needed efficiencies in state procurement processes, K-12 budget reform, Medicaid eligibility adjustments, an increase in income tax, and sale of the James R. Thompson Center in Chicago to increase revenues but only if workers compensation, term limits and a permanent property tax freezes are included with the legislation. Overall, the Governor's proposed Fiscal Year 2018 budget for higher education provides a total appropriation of \$3.1 billion, or a decrease of \$222.2 million or 6.7 percent, from the final FY2015 appropriations. The universities and community colleges were reduced by 10 percent.

**Item #7 - Advisory Organizations**

**Item #7 – Adult Education and Family Literacy Council**

Mr. Dan Deasy reported the council met yesterday and discussed the Workforce Education Strategic Plan and the three subgroups also met for discussions. On May 11<sup>th</sup>, the Council will conduct their final meeting for the year and will hear the final recommendations from the three subgroups.

**Item #7.2 – Illinois Community College Faculty Association**

Mr. Allan Levandowski reported the Association is working with the ICCCA on the annual Teaching and Learning Conference being held on November 16-17. The annual association retreat will be held in Lincolnshire in one day to save on costs. The Association will be focusing on the following three areas to assist in guiding the group over the next few years: Economic Integrity, Economic Freedom, Shared Governance. One last topic of discussion is how to handle the possibility of ICE (U.S. Immigration and Customs Enforcement) coming to campuses and is there a state policy. Dr. Anderson responded there wasn't, but it is definitely a topic of conversation.

**Item #7.3 – Illinois Community College Trustees Association**

Mr. Mike Monaghan reported that due to the budget problem, the Association is shortening their meetings in order to save on costs. The ICCTA met last week at Harper College for a one day meeting. Their main focus was the lack of budget and the mandated trustee training. April 26<sup>th</sup> will be the ICCTA's Lobby Day with a focus on the budget.

On June 2<sup>nd</sup>, the ICCTA will host their convention at the Bloomington-Normal Marriott Hotel & Conference Center in Normal. The retreat will be held on August 4 and 5 at Highland Community College.

**Item #7.4 - Illinois Council of Community College Presidents**

Dr. Tom Ramage stated due to the budget issues many community colleges have had to make cuts. Parkland has had to cut 75 full-time positions. There used to be 250 students to every faculty member; however now, with all the cuts, there are 750 students to every faculty member. The community colleges are using the tuition and property tax money as their only income since there is no state money being distributed. The community colleges are very excited the BSN legislation has successfully made it out of committee. The next meeting of the ICCCP will be held in conjunction with the ICCTA convention in June.

Item #14.1  
June 2, 2017  
\*\*\*\*\*

Chair Lopez announced that Juan Salgado has been named as the new  
Chancellor of the City Colleges of Chicago.

\*\*\*\*\*

The Board took a break at 10:34 and returned at 10:45 a.m.

\*\*\*\*\*

**Item #8 - Progress Report on the Post-Secondary Workforce Readiness Act**

Dr. Brian Durham stated that in July, 2016, the General Assembly passed House Bill 5729, the Postsecondary and Workforce Readiness Act. There are four major components to this bill. First, the bill calls for the establishment a college and career ready expectations framework. Second, the bill mandates the development of a competency-based high school graduation requirements pilot program. Third, the bill requires the development of a transitional math instruction, which is high school coursework that will place students into college credit-bearing math courses and reduce the remedial burden of students. Finally, the bill mandates the creation of college and career pathway endorsements on high school diplomas. This item will be brought back to the Board for approval at the June Board meeting.

**Item #9 - Draft Memorandum of Understanding between the ICCB and the College Board**

Dr. Brian Durham reported the Illinois State Board of Education recently adopted the College Board's SAT assessment instrument as the high school accountability exam in Illinois. The previous instrument, the ACT, discontinued the COMPASS exam, which was commonly used as a placement test for Illinois community colleges. With these changes, an opportunity to revisit the structure and method of community college placement has emerged in the system. The Draft Memorandum of Understanding (MOU) with the College Board to begin examining current SAT benchmarks and to potentially recommend cut scores for placement into credit bearing courses at Illinois Community Colleges in English and mathematics is an important step in this process. The MOU would authorize the beginning of a study that will use actual grades and SAT scores of students across only the State of Illinois and connect those measures with community college data. This study will take approximately 24 months to complete since eleventh grade students will take the SAT statewide for the first time in April 2017. At the conclusion of the study, the College Board will provide the results of the analyses to the Illinois Community College Board. Until the study is complete, the College Board recommends the continued use of the current benchmarks, adjusted to reflect the most appropriate cut scores based on the Illinois Community College Board placement policy and on Illinois data. As for right now, many colleges will use the current benchmarks recommendations; however, some colleges will use higher scores. Ultimately, the final decision will be made by the individual institutions. In the end, this study will promote more consistency. At this time, the Illinois Community College Board is only being asked to endorse the staff to move forward on negotiations for this Draft Memorandum of Understanding.

Nick Kachiroubas made a motion, which was seconded by Dustin Heuerman, to approve the following motion:

The Illinois Community College Board hereby affirms its support to move forward with the negotiations on the MOU with the College Board.

A roll call vote was taken with the following results:

Guy Alongi	Abstain	Nick Kachiroubas	Yea
Terry Bruce	Yea	Suzanne Morris	Yea
Teresa Garate	Yea	Doug Mraz	Yea
Dustin Heuerman	Yea	Laz Lopez	Yea

The motion was approved. Guy Alongi abstained.

**Item #10 - Approval of Trustee Training Providers**

The Public Community College Act (110 ILCS 805/3-8.5) 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 Illinois Community College Board (ICCB). At the January, 2017 board meeting, the ICCB approved the following as pre-approved providers of trustee-based training:

- 1) Illinois Minimum Continuing Legal Education (MCLE) Board accredited course or provider;
- 2) Illinois Department of Financial and Professional Regulation registered public accountant continuing professional education (CPE) sponsor; and
- 3) Public community colleges.

These providers will be reapproved every two (2) years.

**Item #10.1 - Approval of Pre-Approved Providers**

Pursuant to Public Act 096-0542, the Office of the Attorney General has developed Freedom of Information Act training for FOIA officers and Open Meetings Act training for OMA public bodies. These online training programs are also available to the general public. The Public Access Counselor within the Office of the Attorney General is responsible for development of the electronic training program and other educational materials. Once approved by the Board as a pre-approved provider, no additional application or Board action is necessary.

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

The Illinois Community College Board hereby approves the following pre-approved trustee training provider:

**Office of the Attorney General**

A roll call vote was taken with the following results:

Guy Alongi	Yea	Nick Kachiroubas	Yea
Terry Bruce	Yea	Suzanne Morris	Yea
Teresa Garate	Yea	Doug Mraz	Yea
Dustin Heurman	Yea	Laz Lopez	Yea

The motion was approved.

**Item #10.2 - Approval of Providers**

Having met the guidelines established, the Illinois Community College Board is requested to approve the following vendor as a trustee training provider.

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

The Illinois Community College Board hereby approves the following trustee training provider:

**Schmiedeskamp, Robertson, Neu & Mitchell LLP**

Item #14.1  
June 2, 2017

A roll call vote was taken with the following results:

Guy Alongi	Yea	Nick Kachiroubas	Yea
Terry Bruce	Yea	Suzanne Morris	Yea
Teresa Garate	Yea	Doug Mraz	Yea
Dustin Heuerman	Yea	Laz Lopez	Yea

The motion was approved.

**Item #10.3 - Approval of Providers (Late Addition)**

Founded in 1970, Robbins Schwartz pioneered the practice of education law as a singular discipline and their leadership in that field continues to be well-recognized. Over time, their focus has widened to include representation of educational institutions, public entities, and private sector clients located throughout Illinois. Robbins Schwartz regularly provides in-service training. They work to customize the topic(s) covered and to provide the scope and depth of coverage desired. Their in-services are normally conducted on-site or at a preferred location. Matt Berry submitted this item on Tuesday, March 14<sup>th</sup> and was posted the same day, well within the legal timeframe, which is 48 hours before the actual meeting date and time, set forth by the Open Meetings Act.

Doug Mraz made a motion, which was seconded by Teresa Garate, to approve the following motion:

The Illinois Community College Board hereby approves the following trustee training provider:

**Robbins Schwartz**

A roll call vote was taken with the following results:

Guy Alongi	Yea	Nick Kachiroubas	Yea
Terry Bruce	Yea	Suzanne Morris	Yea
Teresa Garate	Yea	Doug Mraz	Yea
Dustin Heuerman	Yea	Laz Lopez	Yea

The motion was approved.

**Item #11 - Illinois Community College Board Recognition of Illinois Community Colleges**

**Item #11.1 - Rend Lake College, Danville Area Community College, Black Hawk College**

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

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

Black Hawk College  
Danville Area Community College  
Rend Lake College

Item #14.1  
June 2, 2017

A roll call vote was taken with the following results:

Guy Alongi	Yea	Nick Kachiroubas	Yea
Terry Bruce	Yea	Suzanne Morris	Yea
Teresa Garate	Yea	Doug Mraz	Yea
Dustin Heuerman	Yea	Laz Lopez	Yea

The motion was approved.

**Item #12 - New Units of Instruction**

**Item #12.1 - Wabash Valley College**

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

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

Wabash Valley College

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

A roll call vote was taken with the following results:

Guy Alongi	Yea	Nick Kachiroubas	Yea
Terry Bruce	Abstain	Suzanne Morris	Yea
Teresa Garate	Yea	Doug Mraz	Yea
Dustin Heuerman	Yea	Laz Lopez	Yea

The motion was approved. Terry Bruce abstained.

**Item 12.2 - Lake Land College**

Sue Morris made a motion, which was seconded by Teresa Garate, to approve the following motion:

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

Lake Land College

- Medical Assistant A.A.S. degree (60 credit hours)
- Medical Assistant Certificate (36 credit hours)

A roll call vote was taken with the following results:

Guy Alongi	Yea	Nick Kachiroubas	Yea
Terry Bruce	Yea	Suzanne Morris	Yea
Teresa Garate	Yea	Doug Mraz	Yea
Dustin Heuerman	Abstain	Laz Lopez	Yea

The motion was approved. Dustin Heuerman abstained.

**Item #12.3 - College of DuPage, College of Lake County, Triton College and Lewis & Clark Community College**

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

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

College of DuPage

- Anesthesia Technology Certificate (49 credit hours)
- Ophthalmic Technician A.A.S. degree (64 credit hours)

College of Lake County

- Welding Technology A.A.S. (61 credit hours)

Lewis & Clark Community College

- Instrumentation & Control Systems A.A.S. degree (60 credit hours)
- Instrumentation & Control Systems Certificate (35 credit hours)
- Music Production A.A.S. degree (60 credit hours)
- Music Production Certificate (30 credit hours)

Triton College

- Construction Technology A.A.S. degree (60 credit hours)
- Renewable Energy Technology A.A.S. degree (64 credit hours)

A roll call vote was taken with the following results:

Guy Alongi	Yea	Nick Kachiroubas	Yea
Terry Bruce	Yea	Suzanne Morris	Yea
Teresa Garate	Yea	Doug Mraz	Yea
Dustin Heurman	Yea	Laz Lopez	Yea

The motion was approved.

**Item #13 - Adoption of Minutes (ACTION)**

**Item #13.1 - Minutes of the January 20, 2017 Board Meeting**

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

The Illinois Community College Board hereby approves the Board minutes of the January 20, 2017 meeting as recorded.

A roll call vote was taken with the following results:

Guy Alongi	Yea	Nick Kachiroubas	Yea
Terry Bruce	Yea	Suzanne Morris	Yea
Teresa Garate	Abstain	Doug Mraz	Yea
Dustin Heurman	Yea	Laz Lopez	Yea

The motion was approved. Teresa Garate abstained.

**Item #13.2 - Approval of Confidentiality of Executive Session Minutes**

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

The Illinois Community College Board hereby determines the Executive Session Minutes held on September 16, 2005; September 21, 2005; September 15, 2006; November 17, 2006; January 22, 2007; February 26, 2007; March 26, 2007; June 8, 2007; May 19, 2008; September 19, 2008; March 26, 2010; June 4, 2010; January 28, 2011; March 18, 2011; June 3, 2011; September 16, 2011; January 27, 2012; November 16, 2012; January 25, 2013; February 6, 2013; March 22, 2013; September 20, 2013; June 6, 2014; September 18, 2015; November 20, 2015; January 22, 2016; and June 3, 2016 are to remain confidential. All other Executive Session Minutes are available for public inspection.

A roll call vote was taken with the following results:

Guy Alongi	Yea	Nick Kachiroubas	Yea
Terry Bruce	Yea	Suzanne Morris	Yea
Teresa Garate	Yea	Doug Mraz	Yea
Dustin Heuerman	Yea	Laz Lopez	Yea

The motion was approved.

**Item #13.3 - Approval of Disposal of the Verbatim Recording of Minutes**

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

The Illinois Community College Board hereby authorizes the Board Secretary to destroy all verbatim recordings of minutes from closed meetings no less than 18 months after the completion of the meeting.

A roll call vote was taken with the following results:

Guy Alongi	Yea	Nick Kachiroubas	Yea
Terry Bruce	Yea	Suzanne Morris	Yea
Teresa Garate	Yea	Doug Mraz	Yea
Dustin Heuerman	Yea	Laz Lopez	Yea

The motion was approved.

**Item #14 - Consent Agenda**

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

**Item #14.1 - Proposed Repeal to the Illinois Community College Board Administrative Rules**

The Illinois Community College Board hereby approves repealing the following Administrative Rules of the Illinois Community College Board:

*Public Information, Rulemaking and Organization, 2 Ill. Adm. Code 5100 Administration of the Illinois Public Community College Act 23 Ill. Adm. Code 1501, subpart G State Community College of East St. Louis 23 Ill. Adm. Code 1600*

The Illinois Community College Board hereby authorizes its Executive Director to process the repeals in accordance with the Illinois Administrative Procedures Act.

**Item #14.2 - Approval for the 1917 East St. Louis Race Riots Centennial Commission to use land at the East St. Louis Higher Education Campus to erect a Commemorative Statue**

The Illinois Community College Board hereby approves the East St. Louis 1917 Centennial Commission and Cultural Initiative to erect a monument commemorating the 1917 East St. Louis race riots on the grounds of the East St. Louis Higher Education Center with privately donated funds for construction and maintenance.

**Item #14.3 - Cooperative Agreements**

**Item #14.3a - Comprehensive Agreement Regarding the Expansion of Educational Resources**

The Illinois Community College Board hereby approves the CAREER agreement, including the additions of City Colleges of Chicago and Triton College, to the agreement.

**Item #14.3b - Inter-district Agreement between Rend Lake College, Shawnee Community College and Southeastern Illinois College**

The Illinois Community College Board hereby approves the Intergovernmental Joint Agreement for General Educational Cooperation, inclusive of the following community colleges: Rend Lake College, Shawnee Community College, and Southeastern Illinois College.

**Item #14.3c - Illinois Community College Workforce Innovation and Opportunity Act Tuition Agreement**

The Illinois Community College Board hereby approves the WIOA Tuition Agreement, inclusive of the following participating community colleges: Kankakee Community College, McHenry County College, and William Rainey Harper College; and the following participating Workforce Investment Boards: McHenry County Workforce Network Board, to the agreement.

A roll call vote was taken with the following results:

Guy Alongi	Yea	Nick Kachiroubas	Yea
Terry Bruce	Yea	Suzanne Morris	Yea
Teresa Garate	Yea	Doug Mraz	Yea
Dustin Heurman	Yea	Laz Lopez	Yea

The motion was approved.

NOTE: There is a federal grant being awarded to Kaskaskia College but was not received and included on the Board agenda before the 48 hour OMA deadline. There will need to be an emergency board meeting within the next couple of weeks to approve Kaskaskia College to offer a vocational program at Greenville Federal Correctional Institution.

**Item #15 - Information Items**

There was no discussion.

**Item #15.1 - Fiscal Year 2017 Financial Statements**

**Item #15.2 - Summary of Capital Projects Approved by the Executive Director During Calendar Year 2016**

**Item #15.3 - Proposed Amendments to the Illinois Community College Board Administrative Rules**

**Item #16 - Other Business**

There was no other business.

**Item #17 - Public Comment**

Randy Barnette stated there is lunch provided in the other room.

**Item #18 - Executive Session**

Sue Morris made a motion, which was seconded by Terry Bruce, to approve the following motion:

I move to enter Executive Session for the purpose of **Employment/Appointment Matters and Review of Minutes of Closed Sessions** 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	Nick Kachiroubas	Yea
Terry Bruce	Yea	Suzanne Morris	Yea
Teresa Garate	Yea	Doug Mraz	Yea
Dustin Heurman	Yea	Laz Lopez	Yea

The motion was approved. The Board entered Executive Session at 11:59 a.m. Ann Knoedler and Karen Anderson stayed in the meeting.

\* \* \* \* \*

Terry Bruce made a motion, which was seconded by Nick Kachiroubas, to reconvene Public Session at 12:28 p.m.

A roll call vote was taken with the following results:

Guy Alongi	Yea	Nick Kachiroubas	Yea
Terry Bruce	Yea	Suzanne Morris	Yea
Teresa Garate	Yea	Doug Mraz	Yea
Dustin Heurman	Yea	Laz Lopez	Yea

The motion was approved.

**Item #19 - Executive Session Recommendations**

There were no recommendations made.

**Item #20 – Adjournment**

Dustin Heerman made a motion, which was seconded by Doug Mraz, to adjourn the Board meeting at 12:29 p.m.

A roll call vote was taken with the following results:

Guy Alongi	Yea	Nick Kachiroubas	Yea
Terry Bruce	Yea	Suzanne Morris	Yea
Teresa Garate	Yea	Doug Mraz	Yea
Dustin Heerman	Yea	Laz Lopez	Yea

The motion was approved.

Agenda Item #14.3

June 2, 2017

UNAPPROVED

Minutes of the 424<sup>th</sup>  
Emergency Meeting of the  
Illinois Community College Board

**James R. Thompson Center**

ICCB Chicago Office  
2<sup>nd</sup> Floor  
Room #2-010  
100 W Randolph Street  
Chicago, IL

**IL Eastern Community College**

District Office  
Public Board Room  
233 E Chestnut Street  
Olney, IL

**John A. Logan College**  
Administration Building (A)  
Administrative Conference Room  
700 Logan College Road  
Carterville, IL

**College of Lake County**  
Second floor of Library  
Room L225  
19351 West Washington Street  
Grayslake, IL 60030

**Forest View Educational Center**

Arlington Room  
2121 S. Goebbert Road  
Arlington Heights, IL 60005

**Lake Land College**  
South Conference Room  
5001 Lake Land Blvd.  
Mattoon, IL

**Municipal Building**  
Du Quoin's City Hall  
Council Chamber Room  
302 East Poplar  
Du Quoin, IL

April 6, 2017

**RECOMMENDED ACTION**

It is recommended that the following motion be adopted:

The Illinois Community College Board hereby approves the Board minutes of the April 6, 2017 emergency meeting as recorded.

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

Chair Laz Lopez, attending from the Forest View Educational Center location in Arlington Heights, called the Board meeting to order at 1:03 p.m. and asked Ann Knoedler to call roll. The following Board members were present: Doug Mraz and Nick Kachiroubas, attending from the James R. Thompson Center location; Guy Alongi, attending from the Du Quoin's City Hall location, Jake Rendleman attending from the John A. Logan College location; Dustin Heuerman attending from the Lake Land College location; Suzanne Morris, attending from the College of Lake County; and Terry Bruce attended from the IL Eastern Community College District location. Board members Ann Kalayil, Teresa Garate, and student Board member Ugne Narbutaite were absent. A quorum was declared.

Dr. Karen Hunter Anderson, Dr. Brian Durham, and Ann Knoedler were on the call from Springfield. Jake Rendleman stated Ron House, President of JALC, and Susan May were in the audience at JALC.

**Item #2 – Attendance by Means other than Physical Presence**

There were no Broad members calling in to the meeting.

**Item #3 – Announcements and Remarks by Dr. Laz Lopez, Board Chair**

Chair Lopez thanked everyone for rearranging their schedules to attend.

**Item #4 – Award from U.S. Department Of Justice to Kaskaskia College**

On December 8, 2016, Kaskaskia College submitted a bid to contract with the Greenville Federal Correctional Institution (GFCI) in Greenville, Illinois. This activity is pursuant to the institutional mission of providing life-long learning and quality, comprehensive educational opportunities to individuals, organizations, and communities throughout District 501. The GFCI lies in Bond County, IL, one of the five principal counties included in the College service area.

Kaskaskia College has a long history of successful prison education programming at the Centralia Correctional Center, where a number of career and technical programs, and adult education classes, have been offered. The institution has enjoyed a mutually beneficial relationship with the GFCI for many years as well, and the College has been represented on the prison's Community Relations Board for the past decade. In 2012, Kaskaskia was awarded a contract for vocational computer instructor services, renewable annually for a five-year period. Ratings for the College and the computer instructor were excellent and had developed a strong collaborative relationship with staff at the prison. With the approval of the ICCB, Kaskaskia looks forward to continuing to deliver quality courses that offer important opportunities for students to develop the knowledge and skills that will help them to find employment in the computer information systems field, and to make positive contributions to society upon their release.

As with the previous contract, this award is available for a total of five years, renewable annually, with an option to extend for up to six additional months. The effective date is April 1, 2017 (pending ICCB approval). This award is separate from state funding and is provided with federal funds. The College would like to get the instructor hired and programs in place as soon as possible. The Illinois Community College Board is requested to approve the award from the U.S. Department of Justice, Federal Bureau of Prisons, to Kaskaskia College to offer a vocational program at Greenville Federal Correctional Institution.

Jake Rendleman made a motion, which was seconded by Terry Bruce, to approve the following motion:

The Illinois Community College Board hereby approves the U.S. Department of Justice, Federal Bureau of Prisons, to Kaskaskia College to offer a vocational program at Greenville Federal Correctional Institution.

A roll call vote was taken with the following results:

Guy Alongi	Yea	Doug Mraz	Yea
Terry Bruce	Yea	Suzanne Morris	Yea
Dustin Heuerman	Yea	Jake Rendleman	Yea
Nick Kachiroubas	Yea	Laz Lopez	Yea

The motion was approved.

Agenda Item #14.3

June 2, 2017

**Item #5 – Adjournment**

Terry Bruce made a motion, which was seconded by Guy Alongi, to adjourn the Board meeting at 1:12 p.m.

A roll call vote was taken with the following results:

Guy Alongi	Yea	Doug Mraz	Yea
Terry Bruce	Yea	Suzanne Morris	Yea
Dustin Heuerman	Yea	Jake Rendleman	Yea
Nick Kachiroubas	Yea	Laz Lopez	Yea

The motion was approved.

Illinois Community College Board

**CALENDAR YEAR 2018 BOARD MEETING DATES AND LOCATIONS**

The Illinois Community College Board is requested to approve the Board meeting dates and locations for calendar year 2017:

**RECOMMENDED ACTION**

It is recommended that the following motion be adopted:

The Illinois Community College Board hereby approves the Calendar Year 2018 Board Meeting Dates and Locations listed below:

**Calendar Year 2018 Board Meeting Dates and Locations**

**January 19**

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

**March 16**

9:00 a.m. – Joliet Junior College, Joliet

**June 1\***

9:00 a.m. – TBD

**July**

Subject to Call

**August**

Board Retreat – TBD

**September 21**

9:00 a.m. – Lewis and Clark Community College, Godfrey

**November 30**

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

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

Illinois Community College Board

**AUTHORIZATION TO ENTER INTO INTERAGENCY  
CONTRACTS/AGREEMENTS**

Each fiscal year the ICCB enters into interagency contracts and agreements for the benefit of the community college system.

**RECOMMENDED ACTION**

It is recommended that the following motion be adopted:

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 2018.

Agenda Item #15.2  
June 2, 2017

**BACKGROUND**

Each fiscal year, the ICCB enters into interagency contracts, memorandums of understanding, and grant agreements for the benefit of the community college system. Examples of annual contracts include Adult Education with the U. S Department of Education, Career and Technical Education agreement with the Illinois State Board of Education, and training grants with the Illinois Toll Highway Authority.

Since several of the fiscal year 2018 grants and contracts will be negotiated during June, July, and August, this authorization will allow the Executive Director to execute agreements with concurrence of the Board Chair as they are finalized.

Agenda Item #15.3

June 2, 2017

Illinois Community College Board

**AUTHORIZATION TO TRANSFER FUNDS  
AMONG LINE ITEMS**

Each year, the Executive Director seeks ICCB authorization to transfer funds among appropriated line items, as may be necessary.

**RECOMMENDED ACTION**

It is recommended that the following motion be adopted:

The Illinois Community College Board hereby authorizes its Executive Director to transfer funds among fiscal year 2018 appropriated operating line items, as needed.

Agenda Item #15.3

June 2, 2017

**BACKGROUND**

The State Finance Act allows state agencies, with approval of the Governor's Office of Management and Budget, to transfer up to two-four percent of the operating budget among appropriated line items, within the same fund. This authorization will allow the Executive Director to transfer funds among the operating lines in the General Revenue Fund. This is the only flexibility the General Assembly allows in an appropriated budget. Transfers exceeding two percent or lines other than agency operations must have General Assembly approval before the funds can be transferred and expended.

Agenda Item #15.4  
June 2, 2017

Illinois Community College Board

**AUTHORIZATION TO ENTER INTO CONTRACTS**

ICCB policy requires contracts over \$20,000 to be approved by the Board. Contracts under \$20,000 require the Executive Director to notify the Board Chair before execution, and those under \$5,000 require no Board approval or notification. At the beginning of each fiscal year, all known contracts are presented to the Board for approval.

**RECOMMENDED ACTION**

It is recommended that the following motion be adopted:

The Illinois Community College Board approves the following Fiscal Year 2018 contractual agreements:

Funding Source	Contractor	Estimated Amount*	Contract Period	Description
All funds /allocated	IL Community College System Foundation	\$547,361	7/1/17 - 6/30/18	Rental of Office Space
GRF	Sorling, Northrup, Hanna, Cullen & Cochran Ltd.	\$190/hr	7/1/2017 - 6/30/18	Legal, as needed (not used in FY17)
GRF	Alternative Schools Network	\$2,815,800	7/1/2017 - 6/30/18	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	7/1/17 - 6/30/18	Sole Source Providers: High School Equivalency Testing Companies
GED/GRF	Turn-Key Solutions International, Inc.	\$160,000	7/1/17 - 6/30/18	Sole Source Provider: High School Equivalency Testing data submission to feds

Agenda Item #15.4  
June 2, 2017

Funding Source	Contractor	Estimated Amount	Contract Period	Description
GRF/general funds	Southern IL University-Edwardsville	\$350,000	7/1/17-6/30/18	Services at the Higher Education Center in East St. Louis
GRF/general funds	Southwestern IL College	\$600,000	7/1/17-6/30/18	Services at the Higher Education Center in East St. Louis
CTE/GRF	Capital Area Career Center	\$347,000	7/1/17-6/30/18	Specific Legislation to contractor: CTE Nursing Program
CTE/GRF	Career Center of Southern Illinois	\$153,000	7/1/17-6/30/18	Specific Legislation to contractor: CTE Nursing Program
CTE/multi	ISU-IL Center for Specialized Support	\$525,000	7/1/17 - 6/30/18	Program monitoring and staff development, civil rights
CTE	U of I	\$400,000	7/1/17 - 6/30/18	Administration of Carl Perkins federal grant program.
Multiple: federal and state	WIU-Center for Application of Information Technologies	\$675,000	7/1/17 - 6/30/18	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	7/1/17 - 6/30/18	Staff Development, as required by federal grant
Adult Ed	WIU-Curriculum Publishers Clearinghouse	\$100,00	7/1/17 - 6/30/18	Adult Education instructional materials
Adult Ed	Adult Learning Resource Center	\$689,600	7/1/17 – 6/30/18	Staff Development, as required by federal grant
Adult Ed/+ other grants	SIU-E Southern IL Professional Development Center	\$739,600	7/1/17 - 6/30/18	Accelerating Opportunity and Adult Education-professional development

\* Amounts are estimated based on the Fiscal Year 2017 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.

Illinois Community College Board

**PROPOSED AMENDMENTS TO THE  
ILLINOIS COMMUNITY COLLEGE BOARD  
ADMINISTRATIVE RULES  
(ACTION REQUIRED)**

As part of a continued review of administrative rules, the Board is making changes to update the rules to reflect current process and eliminate outdated process. The proposed changes also update the rules to reflect statutory changes in Public Act 99-0655. The rule changes were submitted to the Board for discussion only in March 2017, allowing for a comment period for the system.

The proposed amendments to the ICCB Administrative Rules are being submitted to the Board for adoption prior to publication in the Illinois Register for formal public comment and subsequent submission to JCAR for final approval.

**RECOMMENDED ACTION**

It is recommended that the following motion be adopted:

The Illinois Community College Board hereby approves the following amendments 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

TITLE 23: EDUCATION AND CULTURAL RESOURCES  
SUBTITLE A: EDUCATION  
CHAPTER VII: ILLINOIS COMMUNITY COLLEGE BOARD

PART 1501  
ADMINISTRATION OF THE ILLINOIS PUBLIC COMMUNITY COLLEGE ACT

SUBPART A: ILLINOIS COMMUNITY COLLEGE BOARD ADMINISTRATION

**Section**

- 1501.101 Definition of Terms and Incorporations by Reference
- 1501.102 Advisory Groups
- 1501.104 Manuals
- 1501.105 Advisory Opinions
- 1501.106 Executive Director
- 1501.109 Appearance at ICCB Meetings
- 1501.110 Appeal Procedure
- 1501.113 Administration of Detachments and Subsequent Annexations
- 1501.114 Recognition

SUBPART B: LOCAL DISTRICT ADMINISTRATION

**Section**

- 1501.201 Reporting Requirements
- 1501.202 Certification of Organization
- 1501.203 Delineation of Responsibilities
- 1501.204 Maintenance of Documents or Information

SUBPART C: PROGRAMS

**Section**

- 1501.301 Definition of Terms
- 1501.302 Units of Instruction, Research, and Public Service
- 1501.303 Program Requirements
- 1501.304 Statewide and Regional Planning
- 1501.305 College, Branch, Campus, and Extension Centers
- 1501.307 Cooperative Agreements and Contracts
- 1501.308 Reporting Requirements
- 1501.309 Course Classification and Applicability

SUBPART D: STUDENTS

**Section**

- 1501.401 Definition of Terms
- 1501.402 Admission of Students
- 1501.403 Student Services
- 1501.404 Academic Records
- 1501.405 Student Evaluation
- 1501.406 Reporting Requirements

SUBPART E: FINANCE

**Section**

- 1501.501 Definition of Terms
- 1501.502 Financial Planning
- 1501.503 Audits
- 1501.504 Budgets
- 1501.505 Student Tuition
- 1501.506 Published Financial Statements
- 1501.507 Credit Hour Claims
- 1501.510 Reporting Requirements
- 1501.511 Chart of Accounts
- 1501.516 Capital Renewal Grants
- ~~1501.518 Uncollectible Debts~~
- 1501.519 Special Initiatives Grants
- 1501.520 Lincoln's Challenge Scholarship Grants
- ~~1501.521 Technology Enhancement Grants~~
- ~~1501.523 Foundation Matching Grants~~

SUBPART F: CAPITAL PROJECTS

**Section**

- 1501.601 Definition of Terms
- 1501.602 Approval of Capital Projects
- 1501.603 State-Funded Capital Projects
- 1501.604 Locally Funded Capital Projects
- 1501.605 Project Changes
- 1501.607 Reporting Requirements
- 1501.608 Approval of Projects in [Section 3-20.3.01 of the Act from 110 ILCS 805/3-20.3.01](#)
- 1501.609 Completion of Projects [under Section 3-20.3.01 of the Act from 110 ILCS/3-20.3.01](#)
- 1501.610 Demolition of Facilities

SUBPART G: STATE COMMUNITY COLLEGE

**Section**

- 1501.701 Definition of Terms
- 1501.702 Applicability
- 1501.703 Recognition
- 1501.704 Programs
- 1501.705 Finance
- 1501.706 Personnel
- 1501.707 Facilities

SUBPART H: PERSONNEL

**Section**

- 1501.801 Definition of Terms
- 1501.802 Sabbatical Leaves

Agenda Item #15.5  
June 2, 2017

AUTHORITY: Implementing and authorized by Articles II and III and Section 6-5.3 of the Public Community College Act [110 ILCS 805/Arts. II and III and 6-5.3].

SOURCE: Adopted at 6 Ill. Reg. 14262, effective November 3, 1982; codified at 7 Ill. Reg. 2332; amended at 7 Ill. Reg. 16118, effective November 22, 1983; Sections 1501.103, 1501.107 and 1501.108 recodified to 2 Ill. Adm. Code 5175 at 8 Ill. Reg. 6032; amended at 8 Ill. Reg. 14262, effective July 25, 1984; amended at 8 Ill. Reg. 19383, effective September 28, 1984; emergency amendment at 8 Ill. Reg. 22603, effective November 7, 1984, for a maximum of 150 days; emergency amendment at 8 Ill. Reg. 24299, effective December 5, 1984, for a maximum of 150 days; amended at 9 Ill. Reg. 3691, effective March 13, 1985; amended at 9 Ill. Reg. 9470, effective June 11, 1985; amended at 9 Ill. Reg. 16813, effective October 21, 1985; amended at 10 Ill. Reg. 3612, effective January 31, 1986; amended at 10 Ill. Reg. 14658, effective August 22, 1986; amended at 11 Ill. Reg. 7606, effective April 8, 1987; amended at 11 Ill. Reg. 18150, effective October 27, 1987; amended at 12 Ill. Reg. 6660, effective March 25, 1988; amended at 12 Ill. Reg. 15973, effective September 23, 1988; amended at 12 Ill. Reg. 16699, effective September 23, 1988; amended at 12 Ill. Reg. 19691, effective November 15, 1988; amended at 13 Ill. Reg. 1182, effective January 13, 1989; amended at 13 Ill. Reg. 14904, effective September 12, 1989; emergency amendment at 14 Ill. Reg. 299, effective November 9, 1989, for a maximum of 150 days; emergency amendment expired on April 9, 1990; amended at 14 Ill. Reg. 4126, effective March 1, 1990; amended at 14 Ill. Reg. 10762, effective June 25, 1990; amended at 14 Ill. Reg. 11771, effective July 9, 1990; amended at 14 Ill. Reg. 13997, effective August 20, 1990; expedited correction at 18 Ill. Reg. 3027, effective August 20, 1990; amended at 15 Ill. Reg. 10929, effective July 11, 1991; amended at 16 Ill. Reg. 12445, effective July 24, 1992; amended at 16 Ill. Reg. 17621, effective November 6, 1992; amended at 17 Ill. Reg. 1853, effective February 2, 1993; amended at 18 Ill. Reg. 4635, effective March 9, 1994; amended at 18 Ill. Reg. 8906, effective June 1, 1994; amended at 19 Ill. Reg. 2299, effective February 14, 1995; amended at 19 Ill. Reg. 2816, effective February 21, 1995; amended at 19 Ill. Reg. 7515, effective May 26, 1995; amended at 21 Ill. Reg. 5891, effective April 22, 1997; amended at 22 Ill. Reg. 2087, effective January 12, 1998; amended at 22 Ill. Reg. 17472, effective July 10, 1998; amended at 24 Ill. Reg. 249, effective December 21, 1999; amended at 24 Ill. Reg. 17522, effective November 20, 2000; amended at 25 Ill. Reg. 7161, effective May 18, 2001; emergency amendment at 25 Ill. Reg. 12863, effective September 28, 2001, for a maximum of 150 days; emergency expired February 24, 2002; amended at 26 Ill. Reg. 646, effective January 7, 2002; amended at 27 Ill. Reg. 17204, effective October 31, 2003; amended at 28 Ill. Reg. 14092, effective October 18, 2004; amended at 29 Ill. Reg. 6239, effective April 25, 2005; amended at 30 Ill. Reg. 2755, effective February 21, 2006; amended at 32 Ill. Reg. 16396, effective September 23, 2008; amended at 40 Ill. Reg. 14054, effective September 29, 2016; amended at 41 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_.

SUBPART B: LOCAL DISTRICT ADMINISTRATION

**Section 1501.201 Reporting Requirements**

Complete and accurate reports shall be submitted by the district/college to the ICCB in accordance with ICCB requirements and on forms provided by the ICCB, where applicable.

Listed below is the schedule of due dates indicating when items from the community colleges are due at the Illinois Community College Board Office:

- | **January 15** • **annual financial statements and notice of publication (see Section 501.506)**
- | **January 31** • **certificate of tax levy (see Section 1501.510(f))**  
• **construction project status reports (see Section 1501.607(a))**

Agenda Item #15.5  
June 2, 2017

- ~~fiscal year to date unaudited uniform financial reporting system data (see Section 1501.510(i))~~

- February 1
- annual African American Employment Plan Survey (see Section 1501.308(b))
  - annual Hispanic/Latino Employment Plan Survey (see Section 1501.308(b))
  - annual Asian Employment Plan Survey (see Section 1501.308(b))
  - annual Bilingual Needs and Bilingual Pay Survey (see Section 1501.308(b))

- February 15
- spring semester (2<sup>nd</sup> term) enrollment survey (see Section 1501.406(ab))

- March 1
- annual Underrepresented Groups Report (see Section 1501.406(c))

- ~~May 30~~
- ~~occupational follow up study data for specified curricula (FS) (see Section 1501.406(e))~~

- June 15
- annual faculty, staff salary and benefits data (see Section 1501.308(a))

- July 1
- Resource Allocation and Management Plan (RAMP/CC) (see Section 1501.510(ba))
  - ~~application for recognition for specified colleges (see Section 1501.202(d))~~

- July 15
- report of out-of-state extensions (see Section 1501.307(h)(4))
  - annual noncredit course enrollment (see Section 1501.406(d))

- ~~July 31~~
- ~~fiscal year to date unaudited uniform financial reporting system data (see Section 1501.510(a))~~

- August 1
- ~~program review report (see Section 1501.303(d))~~
  - ~~program review listing (see Section 1501.303(d))~~
  - annual student enrollment and completion data (see Section 1501.406(a))
  - square footage and acreage (facility information) (see Section 1501.510(eb))
  - ~~special initiatives grants report (see Section 1501.519(d))~~
  - ~~annual report of Student Identification information (see Section 1501.406(g))~~

- September 1
- ~~unit cost data (see Section 1501.510(d))~~
  - budget and tax survey (see Section 1501.510(ed))
  - program review report (see Section 1501.303(d)(6))
  - program review listing (see Section 1501.303(d)(6))
  - facilities date data (see Section 1501.510(fe) and 1501.607(c))
  - annual Student Identification data submission (see Section 1501.406(f))
  - annual report of student course information submission (see Section 1501.406(g))

- October 1
- fall semester enrollment data (see Section 1501.406(a))
  - fall semester enrollment survey (see Section 1501.406(b))
  - ~~fall enrollment data (see Section 1501.406(a))~~

Agenda Item #15.5  
June 2, 2017

- October 15
- faculty, staff and salary data (see Section 1501.308(a))
  - ~~external audit (see Section 1501.503(a))~~
  - ~~special initiative grants audit (see Section 1501.503(a))~~
  - fiscal year budget (see Section 1501.504)
  - ~~certificate of chargeback (see Section 1501.503(a))~~
  - ~~annual fiscal year audited uniform financial reporting system data (see Section 1501.510(g))~~
  - ~~audit/fiscal year audited uniform financial reporting system data reconciliation statement (see Section 1501.510(g))~~
  - ~~audit/unit cost reconciliation statement (see Sections 1501.503(c) and 1501.510(h))~~
  - ~~unexpended special initiative grant funds (see Section 1501.519(e))~~
- November 1
- annual report on summer graduates (for IPEDS GRS)-summer graduate reporting (for the Integrated Postsecondary Education Data System Graduation Rate Survey) (see Section 1501.406(f))
- ~~December 1~~
- ~~annual financial statements and notice of publication (see Section 1501.506))~~
  - ~~underrepresented groups report (see Section 1501.406(d) moved to March 1~~
- December 31
- external audit (see Section 1501.503(a))
  - annual instructional cost report (see Section 1501.510(c))
  - unexpended special initiative grant funds (see Section 1501.519(d))
- 30 days after the end of each term - credit hour claims (see Sections 1501.~~606~~406(b) and Section 1501.507(a))

SUBPART C: PROGRAMS

**Section 1501.303 Program Requirements**

- a) Comprehensive Program. The programs of ~~each-a~~ college shall be comprehensive and shall include: pre-baccalaureate, occupational, and general studies curricula, and public service programs.
- b) Degrees and Certificates. A college shall award associate degrees and certificates in accordance with units of instruction approved by the ICCB. This authority is not extended to administrative units of the college.
- c) Honorary Degrees. Honorary degrees awarded by a board shall be limited to the associate degree.
- d) Review and Evaluation of Programs.
  - 1) ~~Each-A~~ college shall have a systematic, ~~college-wide-collegewide~~ program review process for evaluating all of its instructional, student services, and academic support programs at least once within a five-year cycle.
  - 2) The minimum review criteria for program review shall be program need, program cost, and program quality, as defined by each college.
  - 3) The review of academic disciplines, general education, adult education, and all other cross-disciplinary programs shall be scheduled according to the published ICCB schedule. A college shall follow the published schedule set by the ICCB that shows

Agenda Item #15.5  
June 2, 2017

~~when each program will be reviewed during a five-year cycle. If a college seeks an exception to the published schedule, the college must receive written approval from the ICCB. Each college shall develop a schedule that shows when each program will be reviewed during each a five-year cycle. Occupational programs shall be scheduled in the year following their inclusion in the ICCB follow-up study unless the college obtains an exception in writing from the ICCB. The review of general education shall be scheduled annually, but may focus each year on areas specified by the Illinois Board of Higher Education and ICCB.~~

- 4) The ICCB may request the college to include special reviews of programs that have been identified as a result of State-level analyses, legislative resolutions, or Illinois Board of Higher Education policy studies by notifying the college of this request ~~prior to~~before January 1 of the year the special review is to be conducted.
  - 5) ~~Each~~A college shall keep on file for ICCB recognition purposes a copy of its current program review process, its five-year schedule for program review, and complete reports of program reviews conducted during the past five years.
  - 6) ~~Each~~A college shall submit to the ICCB by ~~August~~September 1 each year a summary report of its previous year's program review results in a format designated by the ICCB and a copy of its current five-year schedule of program reviews. If an institution cannot meet this deadline, a written request for an extension shall be submitted to ICCB for approval.
- e) Academic Calendar
- 1) A college shall operate on an academic calendar that provides at least two academic terms consisting of at least 15 weeks (at least 75 days of instruction each), three academic terms consisting of at least 10 weeks (at least 50 days of instruction each) or a different combination of academic terms consisting of at least 30 weeks (at least 150 days of instruction).
  - 2) The days of instruction prescribed in subsection (e)(1) shall include all days when there is a full schedule of classes and support services but will exclude holidays, Saturdays, Sundays, and days scheduled exclusively for registration, orientation, ~~college-wide~~collegewide placement or assessment testing, faculty workshops, and final examinations.
  - 3) Colleges may include terms during the summer or any other time during the year, in addition to the ones identified in subsection (e)(1).
  - 4) Courses/classes may be scheduled between academic terms, spanning academic terms, for a shorter time frame than the academic term, or for a longer time frame than the academic term, if the schedule provides sufficient duration and contact hours to meet the requirements in Sections 1501.309(b) and 1501.507(b)(10).
  - 5) If an emergency such as a fire, flood, or strike makes it necessary for the college to shorten one of its academic terms, the college may request the ~~President/CEO~~Executive Director to approve a shorter term. In such cases, the length of the term may be shortened, but only to the extent that enables all courses to meet the contact hours specified in Section 1501.309(b).

Agenda Item #15.5  
June 2, 2017

- 6) If a college entered into a contract with its faculty regarding the length of the academic calendar in compliance with subsection (e)(1) ~~prior to before~~ the effective date of this revision, it may continue to operate under ~~the provisions of~~ that contract until that contract is renegotiated or expires.
- ~~6)7)~~ Colleges must have a plan in place to address modifications to the academic terms in the event of an emergency. This plan must be approved by the Board of Trustees.
- f) Preparation of Professional Staff. Professional staff shall be educated and prepared in accordance with generally accepted standards and practices for teaching, supervising, counseling and administering the curriculum or supporting system to which they are assigned. Such preparation may include collegiate study and professional experience. Graduate work through the master's degree in the assigned field or area of responsibility is expected, except in those areas in which the work experience and related training is the principal learning medium.
- g) Library. ~~Each A~~ college shall maintain a library or learning resource center with a collection of reference works and other learning resources to meet the specific needs of its curricula and students. This collection shall be kept up to date through a planned program of acquisition and deletion.
- h) Supplies and Equipment. Classrooms, laboratories, and shops shall be provided with equipment and supplies that are adequate for effective teaching and learning.
- i) General Education. Organized curricula leading to an associate degree shall include general education courses designed to contribute to the liberal education of each student.
- j) Apprenticeships. A college that participates in apprenticeships coordinated by the ~~Bureau Office~~ of Apprenticeship ~~Training~~, U.S. Department of Labor and/or other programs related to business, industrial, or trade groups or organizations shall meet applicable federal, State, and local governmental rules, regulations, and guidelines.

### Section 1501.308 Reporting Requirements

~~Each A~~ college shall submit the following specified items in a format prescribed by the ICCB and according to the schedules indicated:

- a) Annual salary data and basic characteristics, including but not limited to sex, date of birth, ethnic classification, highest degree earned, tenure status, and employment or teaching areas, of the faculty and staff employed by the college as of October 1 shall be submitted on or before October 15 of each year. Fiscal year data shall be submitted on or before June 15.
- b) An annual African American Employment Plan Survey; Hispanic/Latino Employment Plan Survey; Asian Employment Plan Survey; and Bilingual Needs and Bilingual Pay Survey submitted on or before February 1. (see 5 ILCS 410).

### SUBPART D: STUDENTS

### Section 1501.406 Reporting Requirements

Agenda Item #15.5  
June 2, 2017

~~Each~~ A college shall submit the items listed below in a format prescribed by the ICCB and according to the schedules indicated.

- a) Basic characteristics, including sex, date of birth, ethnic classification, and instructional area of enrollment, of each student enrolled in all courses offered for credit during each term within the following schedule:
  - 1) Students enrolled as of the end of regular registration during the fall term shall be reported on or before October 1 of that year.
  - 2) Students enrolled and/or completing a certificate or degree program during the fiscal year shall be reported on or before August 1.
- b) Student headcount and full-time equivalent enrollments as of the end of regular registration for fall and spring/winter term within the following schedule:
  - 1) Fall Term: On or before October 1
  - ~~2) Winter Quarter: On or before February 15~~
  - ~~3) 2) Spring Semester: On or before February 15~~
- ~~e) Colleges shall conduct a follow-up study of all students who completed specified occupational/career curricula during the previous fiscal year and shall report the results of this study on or before May 30 of that year in a format prescribed by the ICCB. Curricula to be included in the study will be specified in the ICCB Occupational Follow-up Study Manual.~~
- ~~d)c) An annual report on underrepresented groups submitted on or before ~~December~~ March 1.~~
- ~~e)d) An annual noncredit course enrollment ~~community education and community service~~ data submission (N1) on or before July 15.~~
- ~~f)e) Summer graduate reporting ~~An annual report on summer graduates~~ (for the Integrated Postsecondary Education Data System Graduation Rate Survey) submitted on or before November 1.~~
- ~~g)f) An annual ~~report of~~ Student Identification data submission ~~information submitted~~ on or before September 1.~~
- ~~h)g) An annual course submission on or before September 1.~~

SUBPART E: FINANCE

**Section 1501.503 Audits**

- a) External Audits.
  - 1) ~~Two copies~~ A copy of the annual external audit shall be submitted electronically to the ICCB on or before ~~October 15~~ December 31, following the close of the fiscal year. If the

Agenda Item #15.5

June 2, 2017

audit cannot be completed by this date, the district may submit a request for extension of time to the ~~Executive Director~~ ~~President/CEO~~ before ~~October 1~~ November 15, following the close of the fiscal year. This request shall be ~~accompanied by~~ with an explanation of the circumstances which cause the report to be delayed, along with an estimated date for submission.

- 2) ~~Each~~ An audit report shall contain financial statements composed of the funds established in Section 1501.511, a comment on internal control, a comment on basis of accounting, uniform financial statements prepared using the modified accrual basis of accounting, a certificate of chargeback verification and a State grant compliance section ~~which shall include that includes~~ a schedule of enrollment data, a ~~verification proof~~ of enrollment data, a description of the process for verifying residency status, a schedule of the district equalized assessed valuation, schedules for the restricted/special initiative grants distributed by the ICCB and received by the district in the manner and format established by the ICCB, and a schedule of federal financial assistance and related reports as prescribed by the federal Office of Management and Budget.
  - 3) Each ICCB restricted or special initiatives grant shall verify that grant funds received by the district were expended in the manner designated by the ICCB. The ICCB shall designate allowable expenditures for each of the restricted or special initiatives grants to include, but not be limited to, salary and benefits, contractual services, materials, instructional and office equipment, staff development, and travel. The external audit shall include an auditor's report on compliance with State requirements ~~(available upon request)~~, along with a balance sheet and a statement of revenues and expenditures based upon an understanding of the purpose of the grant, allowable expenditures, expenditure limitations, grant administrative standards, and transfer of funds, if applicable.
- b) Confirmation of ICCB Grants. ~~For the purposes of confirming~~ To confirm district records, ~~each a~~ district shall provide a copy of the ICCB allocation of grants to its external auditor. ~~Each district shall notify its independent external~~ External auditing firms ~~of this information and instruct that firm to make any requests for~~ can confirmation allocations using the *Operating Budget and Technical Appendix* located on the ~~directly to the~~ ICCB website.
  - c) ~~Upon completion of the external audit, the district shall reconcile its audited expenditures to previously submitted unit cost data. The reconciliation shall be submitted on forms provided by the ICCB.~~
  - d) ~~Upon completion of the external audit, the district shall reconcile its audited expenditures to the fiscal year audited uniform financial reporting system data. The reconciliation shall be submitted on forms provided by the ICCB.~~

**Section 1501.504 Budgets**

~~One (1)~~ An electronic copy of the official district budget shall be filed with the ICCB by October 15 of each year in the format prescribed by the ICCB. ~~An electronic copy~~ Copies of amended budgets shall also be filed with the ICCB within thirty (30) days after their adoption. Colleges may develop a budget format for internal use ~~which~~ that reflects their own individual organizational structures.

**Section 1501.506 Published Financial Statements**

Agenda Item #15.5  
June 2, 2017

The Annual Financial Statement shall be published in at least one (1) newspaper having general circulation within the district. If no such newspaper exists, then publications shall be made in two (2) or more newspapers which together cover the district. This statement shall be published ~~no not~~ later than ~~November 15~~ December 31, following the close of the fiscal year. ~~One (1) A~~ copy shall be filed with the ICCB on or before ~~December 15~~ January 15, following the close of the fiscal year.

**Section 1501.510 Reporting Requirements**

~~Each A~~ college shall submit the items listed below in a format prescribed by the ICCB and according to the schedules indicated.

- ~~a) Fiscal year to date unaudited uniform financial reporting system data by July 31 for the period July 1—June 30 of the previous fiscal year.~~
- a) Resource ~~allocation~~ Allocation and ~~management~~ Management planning Plan (RAMP) data by July 1 of each year.
- b) Construction in progress and acreage by August 1 of each fiscal year.
- c) Annual Instruction Cost Report Unit cost data in a format prescribed by the ICCB for the previous fiscal year by ~~September 1~~ December 31 following the end of that fiscal year.
- d) A survey of local budget and tax extensions and collections by September 1 of each year.
- e) F3, F6, B3, and R3 facilities data submission to report existing space in use for educational purposes at the end of the fiscal year (June 30) by September 1 following the end of the fiscal year.
- ~~f) Annual fiscal year audited uniform financial reporting system data and an audit/fiscal year audited uniform financial reporting system date reconciliation statement by October 15 following the end of the previous fiscal year.~~
- ~~g) Audit/Unit Cost Reconciliation Statements by October 15 of each year.~~
- ~~h) Fiscal year to date unaudited uniform financial reporting system data by January 31 for the period July 1—December 31.~~
- ~~i) Certificate of Tax Levy by January 31 of each year.~~

**Section 1501.511 Chart of Accounts**

- a) Community College Funds. The funds listed below or a subset of these funds shall be used for publicly reporting community college financial transactions. The local ~~Board of Trustees~~ board of trustees may determine the distribution of unrestricted revenues among the operating funds, ~~i.e., that is~~ the Education Fund; the Operations, Building and Maintenance Fund; and the Public Building Commission Operation and Maintenance Fund.
  - 1) Operating Funds.
    - A) Education Fund. Local property taxes for educational purposes shall be recorded as revenue in this fund.

Agenda Item #15.5

June 2, 2017

- B) Operations, Building and Maintenance Fund. Local property taxes for operations, building, and maintenance purposes shall be recorded as revenue in this fund.
  - C) Public Building Commission Operation and Maintenance Fund. Local property taxes for the operation and maintenance of college buildings leased from the Public Building Commission shall be recorded in this fund. Each agreement to operate and maintain property must be accounted for using a separate set of self-balancing accounts.
- 2) Restricted Purposes Fund. This fund is ~~for the purpose of accounting to account~~ for monies that have external restrictions regarding their use. Each of the restricted sources of revenue in this fund shall be accounted for separately using a group of self-balancing accounts.
  - 3) Audit Fund. The audit tax levy shall be recorded in this fund. Monies in this fund shall be used only for the payment of auditing expenses.
  - 4) Liability, Protection and Settlement Fund. The tort liability and Medicare insurance/FICA tax levies should be recorded in this fund. The monies in this fund and interest earned on assets shall be used only for the payment of tort liability, unemployment, ~~or~~ worker's compensation insurance and/or claims, or the cost of participation in the federal Medicare/Social Security program.
  - 5) Bond and Interest Fund. Revenues in this fund consist of property taxes for principal and interest bond payments. All principal and interest bond payments shall be expended from this fund. The debt service for each bond issue must be accounted for with a group of self-balancing accounts within the fund.
  - 6) Public Building Commission Rental Fund. Local property taxes for the payment of lease obligations to the Public Building Commission shall be recorded in this fund. Each lease with the Public Building Commission shall be accounted for using a separate group of self-balancing accounts.
  - 7) Operations, Building and Maintenance Fund (Restricted). This fund is used to account for funds which can be used only for site acquisition and construction and equipping of buildings. The monies in this fund shall not be permanently transferred or loaned to any other fund.
  - 8) Building Bond Proceeds Fund. Proceeds from construction bonds shall be recorded in this fund. Each bond issue shall be accounted for using a separate group of self-balancing accounts.
  - 9) Auxiliary Enterprises Fund. This fund is ~~for the purpose of accounting to account~~ for those services where a fee is being charged students and staff. Only monies that the institution has control of should be included in this fund. Each enterprise service where a fee is being charged should be accounted for using a separate group of self-balancing accounts.
  - 10) Working Cash Fund. This fund shall be used to account for the proceeds of working cash bonds.

Agenda Item #15.5  
June 2, 2017

- 11) Trust and Agency Fund. This fund shall be used to receive and hold monies in which the district serves as a custodian or fiscal agent for another body.
  - 12) Investment in Plant Account Group. This group of accounts shall be used to record the cost/value of plant assets.
  - 13) Long-term Liabilities Account Group. This group of accounts shall be used to record liabilities that are payable beyond the current fiscal year.
- b) Program and Object Codes. The program and object codes (report structure) used by the ICCB shall be used for publicly reporting community college financial transactions.

**Section 1501.516 Capital Renewal Grants**

- c) Districts may apply annually to the ICCB for approval of capital renewal grant projects. Requests for ICCB approval of capital renewal grant projects shall be submitted using forms prescribed by the ICCB.
- d) Expenditures of funds from this grant are limited to capital renewal projects that are within the scope of the definition of capital renewal grants contained in Section 1501.501.
- e) Funds received from this grant shall be accounted for in the Operations and Maintenance Fund (Restricted) (see Section 1501.511(a)(7)).
- f) Other sources of funding may be added to capital renewal grant funds to finance larger projects.
- g) Projects shall be designed and constructed to meet all applicable facilities codes as specified in Section 1501.603(~~fg~~).

Authority to approve capital renewal grant projects is delegated to the ICCB or its ~~President/CEO~~ Executive Director

**Section 1501.518 Uncollectible Debts**

- a) ~~In order to access the State Comptroller for the collection of debts owed a community college, the board of trustees shall maintain documentation of each debtor's debt in a separate file which shall be available for inspection by the ICCB or the Comptroller of the state of Illinois. Only debts in excess of \$150 may be submitted for collection.~~
- b) ~~Each debtor's file shall be maintained for a period of five years and shall include:~~
  - 1) ~~A description of the cause for the debt;~~
  - 2) ~~Correspondence concerning attempts to collect the debt locally;~~
  - 3) ~~Evidence of an opportunity for a hearing and review of the debt and the final outcome of such hearing and review.~~
- e) ~~Claims shall be submitted on forms and in the format prescribed by the ICCB.~~

Agenda Item #15.5  
June 2, 2017

- d) ~~The board of trustees shall submit a claim to the state of Illinois only after exhausting local options for collection of the debt.~~
- e) ~~The board of trustees shall give the debtor due process in accordance with the Illinois State Collection Act of 1986 (30 ILCS 210).~~
- f) ~~Any debtor scheduled to make repayments, who is not yet delinquent or who currently is making periodic payments to reduce a debt, shall not be submitted to the state for collection.~~
- g) ~~The board of trustees shall approve the debt to be submitted for collection.~~
- h) ~~The President/CEO of the ICCB is authorized to accept claims from the boards of trustees for collection. ICCB acceptance of claims is made when claims are submitted to the Comptroller of the state of Illinois. The board of trustees will be notified of acceptance or nonacceptance of the claims by the ICCB.~~

**Section 1501.519 Special Initiatives Grants**

- a) ~~Special initiatives grants shall be awarded to Illinois public community college districts after a request for proposal application process based upon criteria approved by the ICCB or specified in statute.~~
- b)h) Allowable expenditures for special initiatives grants will be specified in the grant agreement between the college or vendor and the ICCB.
- e)j) Special initiatives grant funds shall be accounted for in a restricted account.~~set of self-balancing accounts within the fund specified.~~
- d)j) ~~If specified in grant agreement, by August 1 following the end of the fiscal year, t~~The community college district or other vendor shall file a report with the ICCB in a format used by the ICCB or in accordance with the grant agreement, detailing how the funds were utilized~~used~~.
- e)k) Special initiatives grant funds shall be expended by the date specified in the grant agreement. If the grant agreement allows, goods and services for which funds have been obligated by the contract end date shall be received and paid for not~~no~~ later than 60 days after the grant agreement end date. Unexpended funds shall be returned to the ICCB no later than 90 days after the end of the grant agreement. by on or before December 31 or as specified in the grant agreement.
- f)l) Special initiatives grant funds not used in accordance with the terms specified in the grant agreement regardless of the amount shall be returned to the ICCB within six months after receipt of the external audit report by the ICCB or other identification of improper expenditures subsequently verified by the ICCB.

**Section 1501.521 Technology Enhancement Grants**

- a) ~~Requests for technology enhancement grants shall be submitted in a format prescribed by the ICCB.~~
- b) ~~Eligibility for technology enhancement grants shall include the local district board of trustees' approval of the project and certification of the availability of a 25 percent contribution to the total project cost.~~

Agenda Item #15.5  
June 2, 2017

- ~~c) — Funds received from this grant shall be accounted for in the Operations, Building, and Maintenance Fund (Restricted) [see Section 1501.511(a)(7)].~~
- ~~d) — Other sources of funding may be added to technology enhancement grant funds to finance larger projects.~~
- ~~e) — Grant funds shall only be used in facilities owned by the district.~~
- ~~f) — Allowable expenditures of funds, as submitted in the grant application, will be specified in a grant agreement executed with each Illinois public community college district eligible to receive the technology enhancement grant funds.~~
- ~~g) — Technology enhancement grant funds shall be expended within the grant period as specified in the grant agreement and pursuant to the provisions of the Illinois Grant Funds Recovery Act (30 ILCS 705).~~
- ~~h) — Technology enhancement grant funds not used in accordance with this Section regardless of the amount shall be returned to the ICCB within six months after receipt of the external audit report by the ICCB or other identification of improper expenditures subsequently verified by the ICCB.~~
- ~~i) — Each community college district receiving grant funds shall file a report with the ICCB in a format prescribed by the ICCB, or in accordance with the terms of the grant agreement, detailing how the funds were utilized. The due dates of the reports shall be specified in the grant agreement.~~
- ~~j) — Authority to approve technology enhancement grant requests is delegated to the ICCB President/CEO. His/her decision shall be based upon submission of a complete application and release of funds by the Bureau of the Budget.~~
- ~~k) — Projects shall be designed and constructed to meet all applicable facilities codes as specified in Section 1501.603(f).~~

**1501.523 Foundation Matching Grants**

- ~~a) — An eligible community college foundation, as referred to in this Section, is defined as a 501(c)(3) entity formed to benefit a community college district, students, and taxpayers of a community college district as provided for in the Public Community College Act and meets the criteria to receive an award as provided for in this Section. A foundation shall establish its eligibility by submitting a copy of its articles of incorporation (the first year of application only), a copy of its most recent signed federal 990 tax return, and a copy of the foundation's most recently completed external audit with the other components of an application.~~
- ~~b) — Requests for foundation matching grant awards (referred to in this Section as challenge grants) must be submitted in a format prescribed by the ICCB no later than December 1 of each year.~~
- ~~c) — Each community college foundation shall have the opportunity to apply for a \$25,000 challenge grant. The award amount shall be prorated to a reduced amount if sufficient funds are not available in the State's Academic Improvement Trust Fund to provide an initial grant of \$25,000 to those eligible foundations that submit an application no later than December 1.~~

Agenda Item #15.5  
June 2, 2017

- d) ~~In order to be eligible to receive a challenge grant, the community college foundation board must establish, as part of the application process, that the foundation board has:~~
- 1) ~~established an academic improvement trust fund as a depository for private contributions and awarded challenge grants;~~
  - 2) ~~\$3 of local match available (contributions received after July 1, 1999, for the purpose of matching the State challenge grants) for each \$2 of State funds; and~~
  - 3) ~~raised a minimum of \$10,000 from private sources and the contributions must be in excess of the total average annual cash contributions made to the community college foundation in the three fiscal years before July 1, 1999 (fiscal years 1997, 1998, 1999).~~
- e) ~~Any unmatched excess funds remaining in the State's Academic Improvement Trust Fund, on April 1 of the fiscal year in which an appropriation is received, for community college foundations after the award of the initial \$25,000 challenge grants will be available for matching by any community college foundation. No community college foundation will receive more than \$100,000 in challenge grants in any one State fiscal year.~~
- f) ~~The community college foundation board is responsible for determining the use of the proceeds of the challenge grants and such uses may include:~~
- 1) ~~scientific equipment;~~
  - 2) ~~professional development and training for faculty; and~~
  - 3) ~~student scholarships and other activities appropriate to improving the quality of education at the community college.~~
- ~~The community college foundation may not use the proceeds of the challenge grant for a capital campaign or program.~~
- g) ~~Each community college foundation receiving grant funds shall file a report with the ICCB in a format prescribed by the ICCB detailing how the funds were utilized within 60 days after the foundation's fiscal year end and submit a copy of the external audit of the fiscal year just ended as soon as it is completed.~~

SUBPART F: CAPITAL PROJECTS

**Section 1501.601 Definition of Terms**

~~"Alter" means to-~~ **Alter** means to remodel or modify a facility, without changing its original purpose or adding to its total dimensions, that would have been constructed differently had existing **handicapped**-accessibility, energy conservation, or environmental protection laws, codes, or standards (as specified in Section 1501.603(fg)(2)) been in effect at the time of construction.

~~Building Efficiency-~~ **Building Efficiency**-"Building efficiency" **is-means** the ratio of the total net assignable square feet (NASF) of a building, which includes the interior of classrooms, class laboratories, offices, study areas, libraries, special or general use areas, and supporting areas for each of these space types, to the total gross

Agenda Item #15.5  
June 2, 2017

square feet (GSF) of a building, which includes circulation areas, custodial areas, mechanical areas and structural areas plus the NASF as defined above.

“Capital Project Design Phase” ~~The design phase~~ of a capital project ~~includes means~~ development of detailed architectural plans, specifications, and cost estimates.

“Capital Project Needs Assessment” ~~Capital project needs assessment is means~~ the initial conceptualization and justification of the scope of the project.

~~Credits.~~ “Credits” ~~are mean~~ capital project local contribution allowances certified by the ICCB at its Board meeting on September 18, 1987.

“Facility” ~~means any~~ Any physical structure or entity that is necessary for the delivery of the district's programs and related services.

“Hazard” ~~A hazard is means~~ a risk or peril resulting from unsanitary conditions, deficiencies in codes specified in Section 1501.603(~~fg~~)(2)), conditions increasing the risk of fire, or conditions otherwise endangering human life to a degree greater than normal.

“Licensed Architect or Engineer” ~~means an~~ An architect or engineer licensed by or registered with the Illinois Department of Financial and Professional Regulation.

“Locally Funded” ~~A “locally funded” project is means~~ a capital project funded totally from local district bond issues, local district operating funds, federal grants, foundation or other grants, gifts, student fees, or any non-state ~~appropriated~~ source.

“Maintenance Project” ~~A maintenance means a project is one which that~~ keeps a facility or asset in efficient operating condition, preserves the condition of the property, or restores property to a sound state after prolonged use.

“Primary Site” ~~means. A primary site includes~~ any site constituting a campus as defined in Section 1501.301.

“Repair” ~~means. To~~ rehabilitate or return a facility to its original condition after damage or deterioration, without changing its original purpose or adding to its total dimensions, when the condition of the facility poses a hazard to individuals or threatens the structural integrity of the facility.

~~Scope.~~ “Scope” ~~is a term relating to means~~ the parameters of the project, primarily the physical dimensions of the project and the function of space included therein.

“Secondary Site” ~~means. A secondary site is~~ any location where the district maintains a permanent presence, but does not meet the criteria of a primary site.

“State-Funded” ~~means. A “state funded” project is~~ a capital project partially or fully funded with a state appropriation.

“Structural Defect/Deficiency Project” ~~means. A “structural defect/deficiency” project is~~ a capital project which has a defect or deficiency directly attributable to inadequate design or construction, or defective construction materials.

### Section 1501.602 Approval of Capital Projects

- a) ~~Notwithstanding any provision to the contrary (see subsection (b) and Section 1501.604(b)),~~  
Requests for approval of state-funded capital projects shall be submitted to the ICCB on the forms prescribed by the ICCB.
  
- b) ~~A project requiring the expenditure of state or local funds for purchase, construction, remodeling, or rehabilitation of physical facilities at a primary or secondary site shall have prior ICCB approval except the following:~~
  - 
  - 1) ~~locally funded projects that meet the definition of a maintenance project as defined in Section 1501.601, or~~
  - 
  - 2) ~~locally funded projects that result in no change in room use, or~~
  - 
  - 3) ~~locally funded projects for which the total estimated cost is less than \$250,000.~~
  
- eb) An updated District Site and Construction Master Plan shall be filed with the ICCB by July 1 of the year in which the district undergoes its recognition evaluation. The purpose of the plan is to apprise the ICCB of possible primary site new construction and secondary site acquisition/construction plans for the next five years throughout the district. The plan should be updated, as needed, to ensure that any project submitted for approval has been reflected in the district plan on file with the ICCB at least two months prior to submission of the project. Any primary site new construction or secondary site acquisition/construction projects must be reflected in the plan in order to receive consideration for approval. The plan, at a minimum, shall consist of a map of the district showing the location of all facilities owned by the district or leased for a period exceeding five years and a narrative describing the district's:
  - 1) Current permanent facilities where additions are planned.
  - 2) General plans for future site acquisition or acquisition/construction of permanent facilities either on the primary site or secondary sites. The location may be identified in terms of the general geographic area within the district.
  - 3) Proposed schedule for acquiring additional sites, constructing additions to existing facilities, or acquiring/constructing new permanent facilities.
  - 4) The intended use of all proposed site acquisitions and facility acquisition/construction.
  
- d) ~~The authority to approve locally funded projects is delegated to the President/CEO of the ICCB, who shall in turn report such actions to the ICCB.~~

### Section 1501.603 State-Funded Capital Projects

- a) Projects Eligible to Receive State Funds. State funds may be requested for capital projects, both those to be purchased and those to be constructed, as defined herein. The funds shall be requested prior to before construction and may include or consist of architectural and engineering fees associated with the project. Such projects shall consist of:
  - 1) Buildings, Additions, and/or Structures (including fixed equipment). Types of buildings that may be included are:

Agenda Item #15.5  
June 2, 2017

- A) Administration and student personnel services facilities;~~;~~
  - B) Central utility facilities;~~;~~
  - C) Classrooms;~~;~~
  - D) Fine and applied arts classrooms and laboratories;~~;~~
  - E) Libraries;~~;~~
  - F) Occupational, technical, and semi-technical laboratories, shops, and classrooms;~~;~~
  - G) Other structures used for the operation and maintenance of the campus;~~;~~
  - H) Physical education instructional facilities;~~;~~
  - I) Science laboratories and related science facilities; ~~and-~~
  - J) Student areas appropriate to the needs of a commuter institution, including food services, lounge areas, study areas, storage lockers, child care facilities, and facilities for student activities such as newspaper editing and student government.
- 2) Land.
  - 3) Movable Equipment.
  - 4) Utilities (those beyond a five foot perimeter of buildings).
  - 5) Remodeling or Rehabilitation of Existing Facilities. Such projects include provision for:
    - A) Access for ~~handicapped~~ students with disabilities.~~;~~
    - B) Emergency repairs (including construction defects/deficiencies).~~;~~
    - C) Energy conservation; ~~and-~~
    - D) Programmatic changes.
  - 6) Site Improvements.
    - A) Clearance;~~;~~
    - B) Drainage;~~;~~
    - C) Earth movement;~~;~~
    - D) Finish grading, seeding, landscaping;~~;~~
    - E) Other work required to make land usable as a building site;~~;~~
    - F) Parking; ~~and-~~

Agenda Item #15.5

June 2, 2017

- G) Streets and walkways.
- 7) Planning. A building project may be divided into sub-projects with planning funds (architect or engineering fees) requested for one fiscal year and construction funds requested in a subsequent year.
- b) Application Criteria for New Construction Projects at the Primary Site. In order for capital projects for new construction to be considered for state funding, the following requirements shall be met:

~~1) The information required under Section 1501.510(a) shall have been submitted.~~

2)1) Certification of local board approval of the projects requested shall be provided.

3)2) Certification shall be provided that funds or credits are available to provide the local share of the projects in accordance with Articles IIIA and V of the Act.

4)3) Certification shall be provided that a suitable construction site is available. Suitability is determined through a site feasibility study and a Capital Development Board technical evaluation. The feasibility study shall address, at a minimum, the following:

- A) The location of the site in relation to geography and population of the entire district and in relation to sites of the district's other colleges;~~;~~
- B) The impact on the surrounding environment, including the effect of increased traffic flow;~~;~~
- C) Accessibility to the site by existing and planned highways and/or streets;~~;~~
- D) Cost of development of the site in relation to topography, soil condition, and utilities;~~;~~
- E) Size of the proposed site in relation to projected student population (as determined by census data) and land cost;~~;~~
- F) The number, location, and characteristics (types of terrain, geography, roadway access, and suitability of the site for building purposes) of alternative sites considered; ~~and-~~
- G) The location of the site in relation to existing institutions of higher education.

5)4) Requests for site acquisition shall include a local board of trustees authorization to purchase the site, a copy of the feasibility study, a local ~~Board of Trustees~~board of trustees resolution that local funds are available, a copy of the Capital Development Board evaluation, three appraisals of the property, and a written request for ICCB approval in addition to the information requested in the Resource Allocation and Management Plan/Community Colleges (RAMP/CC).

6)5) Evidence of need for the space requested shall be provided either on a general enrollment basis as specified in subsection (e)(~~41~~)(C) of this Section or a specific program need basis as specified in subsection (e)(~~41~~)(D) of this Section.

Agenda Item #15.5  
June 2, 2017

- ~~7)6)~~ The project shall be within the mission of a community college as set forth in Section 1-2(e) of the Act.
- c) Application Criteria for Remodeling and Rehabilitation Projects. Projects to remodel and rehabilitate a facility shall require submittal of the following:
- 1) An application on forms prescribed by the ICCB;~~;~~
  - 2) Certification of local board approval of the projects requested;~~;~~
  - 3) Certification that funds or credits are available to provide the local share of the projects in accordance with Articles IIIA and V of the Act;~~;~~
  - 4) A summary detailing the effects of the remodeling on space usage (classrooms, laboratories, offices...); ~~and~~;
  - 5) A justification statement regarding the need to remodel.
- d) Application Criteria for Secondary Site Projects. Projects for the acquisition/ construction of a new site and/or structure for purposes other than a primary site facility and projects for acquisition of sites and/or structures adjacent to the primary site shall require submittal of the following:
- 1) A resolution by the local board of trustees stating that:
    - A) Local funds or credits are available to provide the local share of the projects in accordance with Articles IIIA and V of the Act; ~~and~~;
    - B) The programs offered have been approved by the ICCB and Illinois Board of Higher Education (IBHE) or approval of these stated programs by those boards is pending.
  - 2) Copies of at least two appraisals of the property.
  - 3) ~~Verification-Proof~~ that the condition of the facility is not a threat to public safety. This shall include tests of structural integrity, asbestos, toxic materials, underground storage tanks, and other hazardous conditions. (Findings regarding the existence of these hazards shall not ~~preclude-prevent~~ the procurement of the site/structure but the knowledge of the hazardous condition and any costs incurred in correcting the condition shall be incorporated into the total cost of procuring the facility.)
  - 4) Identification of the location of the site and its relationship to the main campus, community college facilities in contiguous districts, and other higher education facilities in contiguous districts.
  - 5) Identification of all estimated costs associated with the purchase and any subsequent construction and/or rehabilitation of the site/structure.
- e) Project Priority Criteria. All projects must meet requirements as stated in ILCS 805/5-3 and 5-4 of the Act. Capital project priorities will be established within the categories named in subsection (a) of this Section according to the following criteria:

Agenda Item #15.5

June 2, 2017

- 1) New Facilities: The acquisition of buildings/additions/structures through construction of new facilities or purchase of existing facilities. ~~Includes~~ includes planning, qualifying fixed and moveable equipment as necessary to support the new facility, land acquisition required for the facility, and any site improvements or utility work necessary to support the facility. All requests for new facilities must meet the criteria specified in either subsection (b) of this Section for new construction at a primary site or subsection (d) of this Section for secondary site projects.

~~Each of the~~ The following criteria will be considered in establishing priorities for new facilities:

- A) Type of space to be constructed (in priority order):
- i) Instructional, study, office, and student areas (all weighted equally):
    - Instructional space, including basic classrooms, lecture halls, seminar rooms, and other rooms used primarily for scheduled instruction, both credit and noncredit. These rooms may contain multimedia or telecommunications equipment. Space ~~utilized~~ used as classroom service, ~~i.e., that is~~ projection rooms, telecommunication control booths, closets, etc., are included. (FICM Codes 110-115). Instructional space also includes laboratory facilities, both class and open, used for instructional purposes and service areas that serve as an extension of the activities of the laboratory (FICM Codes 210-255).
    - Study areas, including all library facilities, any rooms or areas used by individuals at their convenience, general learning labs, and any service areas necessary to support the activities of these rooms. (FICM Codes 410-455).
    - Office facilities that provide work areas to support the academic, administrative, and service functions of the colleges. Also includes rooms such as student counseling rooms and testing areas, staff conference rooms, file rooms, and break rooms (FICM Codes 310-355).
    - Student service areas include general use facilities such as child care facilities (FICM Codes 640 and 645), food service facilities (FICM Codes 630 and 635), lounge facilities (FICM Codes 650 and 655), merchandise areas such as bookstores, student supply stores, or ticket outlet services (FICM Codes 660 and 665), and rooms ~~utilized~~ used for recreation and amusement (FICM Codes 670 and 675). Meeting rooms used by the institution or the general public for a variety of nonclass meetings also are included (FICM Codes 680 and 685).
  - ii) Support areas, including central administrative computer and telecommunications rooms, maintenance shops, garages, warehouses, and storage facilities (FICM Codes 710-765).
  - iii) Assembly areas, including theaters, auditoriums, arenas, exhibition rooms, and concert halls used primarily for general presentations or

Agenda Item #15.5

June 2, 2017

performances. Includes areas that serve as an extension of the activities in that facility (FICM Codes 610-625).

- iv) Physical education areas used for physical education instructional programs and intercollegiate and recreational activities. Includes areas such as ~~gymnasiums~~gymnasiums, athletic courts, swimming pools, and other special use athletic facilities (FICM Codes 520, 523, and 525). (Does not include specific classrooms more appropriately classified under FICM code series 100.)
  - v) Special use facilities not included elsewhere, such as armory, armory services, media production services, clinics, etc. (FICM Codes 510, 515, and 530-590).
- B) Core Campus Considerations. Priorities will be assigned to colleges that do not have adequate core campus components in place. A core campus generally consists of classrooms, laboratories, student services, day care, learning resources/library, business and industry training services, and facilities to support high enrollment programmatic areas.
- C) Space Criteria/Considerations.
- i) Utilization of Existing Space. Priorities will be assigned so that the higher utilization rate generated by weekly instructional hours for credit and noncredit courses offered at permanent locations owned by the college (college holds title, lease purchase, or purchasing contract for deed), the higher the priority that will be assigned. Instructional hours are defined as those enrollments generated by students taking credit and noncredit courses.
  - ii) Space per Student. Requests for space will be assigned priorities so that the less existing permanent space per student available at facilities owned by the college (college holds title, lease purchase, or contract for deed), the higher the priority assigned to the project.
- D) Program Considerations. Consideration will be given to the need for special facilities based on the programs to be housed in the requested facilities. Priorities will be assigned so that the greater the need for special facilities, the higher the priority. Criteria evaluated for need will include (not in priority order) but not be limited to:
- i) Documented need as evidenced by the college's accountability and productivity reviews;:-
  - ii) Labor market demand for completers of the program (as indicated by current manpower data);:-
  - iii) Unavailability of special facilities needed for the program; ~~and-~~
  - iv) Other special needs or measures as described in the program justification statement submitted by the college with the project request.

Agenda Item #15.5  
June 2, 2017

- 2) Remodeling or Rehabilitation of Existing Facilities. Remodeling or rehabilitation projects will be evaluated on structural considerations and/or programmatic considerations and core campus considerations, if applicable to project. Requests for remodeling or rehabilitation projects must meet the criteria specified in subsection (c) of this Section. The following criteria will establish the order of remodeling/rehabilitation projects:
- A) Structural Considerations (in priority order).
    - i) Those projects which will reduce physical health and safety hazards to the student body and staff (e.g., structural defects/deficiencies, ~~handicapped accessibility~~ modifications);
    - ii) Overall condition of space and/or other structural integrity considerations;
    - iii) Those projects that will result in financial and/or natural resource savings (e.g., energy conservation); ~~and~~
    - iv) Those projects that will result in the development of more efficient utilization of existing space.
  - B) Program Considerations. Consideration will be given to the need for remodeling or rehabilitation of facilities based on the programs to be housed in the facilities. Priorities will be assigned so that the greater the need for remodeling or rehabilitation, the higher the priority. Criteria evaluated for need will include (not in priority order), but not be limited to:
    - i) Documented need as evidenced by the college's accountability and productivity reviews;
    - ii) Labor market demand for completers of the program (as indicated by current manpower data);
    - iii) Unavailability of special facilities needed for the program; ~~and~~
    - iv) Other special needs or measures as described in the program justification statement submitted by the college with the project request.
  - C) Core Campus Considerations. Priorities will be assigned to colleges who demonstrate the need for remodeling or rehabilitation of existing core campus components due to either structural integrity issues or increased demand for services. A core campus generally consists of classrooms, laboratories, student services, day care, learning resources/library, business and industry training services, and facilities to support high enrollment programmatic areas.
- 3) Land. Requests for state funds for land purchases not related to new facilities acquisition will be evaluated based on the need to support existing campus facilities and services. Requests must meet applicable criteria specified in subsection (b) of this Section for land purchases at the primary site or subsection (d) of this Section for secondary site projects.

Agenda Item #15.5

June 2, 2017

- 4) Utilities. Utilities projects (beyond a five foot perimeter of buildings) not related to new facility acquisition will be evaluated based on the need to support existing campus facilities and services.
- 5) Site Improvements. Site improvements not related to new facilities acquisition will be evaluated in conjunction with the facilities to which they relate and other demonstrated need.
- 6) Additional consideration may be given to the priority ranking of a project if it had previous ICCB approval for planning or construction.

f) Changes in budget and/or scope to approved construction projects shall be submitted for approval according to the following criteria:

- 1) Changes in budget/scope totaling five percent or less of the approved project budget/scope shall be reconciled at the completion of the project and submitted to the ICCB for information purposes.
- 2) When changes in the project budget/scope have reached five percent, any subsequent change modifying the budget/scope of the project shall require approval by the ICCB Executive Director, prior to expenditure of funds on the additional work. The criteria which the ICCB Executive Director will use for approving changes in the project budget/scope will be the same as are listed in this Section.

g) Construction Standards. The standards listed in this subsection shall be applied in the design and construction of facilities.

- 1) Building Efficiency. ~~Campus-wide~~Campuswide building efficiency should be at least 70 percent. However, individual buildings may be below this level if they are high-rise (four or more floors), include a large number of small classrooms and/or labs, or if a large portion of the building is designed for custodial or mechanical purposes to serve the entire campus.
- 2) Facilities Codes. All construction, remodeling, and rehabilitation of facilities shall be in compliance with the following standards:
  - A) All incorporations by reference refer to the standards on the date specified and do not include any additions or deletions subsequent to the date specified:
    - i) International Building Code, 2003-2015 or more current Edition (International Code Council, 4051 W. Flossmoor Rd., Country Club Hills, Illinois 60478-5795).
    - ii) International Mechanical Code, 2003-2015 or more current Edition (International Code Council, 4051 W. Flossmoor Rd., Country Club Hills, Illinois 60478-5795).
    - iii) National Electrical Code, (NFPA 70, 2002-2014 or more current Edition (National Fire Protection Association, 1 Batterymarch Park, Quincy, Massachusetts 02169-7471).

Agenda Item #15.5

June 2, 2017

iv) National Fire Protection Association 101, Life Safety Code, 2003 Edition (National Fire Protection Association, 1 Batterymarch Park, Quincy, Massachusetts 02169-7471).

~~v) ASHRAE Standard 90.1-2001, Energy Standard for Buildings Except Low-Rise Residential Buildings, 2001 Edition (American Society of Heating, Refrigeration, Air Conditioning Engineers, 1791 Tullie Circle, Atlanta, Georgia 30329).~~

B) Illinois administrative rules that are referenced in this Part are:

i) Illinois Plumbing Code (77 Ill. Adm. Code 890).

ii) Illinois Accessibility Code (71 Ill. Adm. Code 400) or the 2010 Americans with Disabilities Standards for Accessible Design, whichever is more stringent.

~~iii)~~ Fire Prevention and Safety (41 Ill. Adm. Code 100).

~~iii)iv)~~ Illinois Energy Conservation Code (74 Ill. Adm Code 600)

C) Any local building codes that may be more restrictive than the code listed above.

~~3) State of Illinois Building Related Requirements. To assist the architect in determining which statutes and rules might be applicable to a project, the Capital Development Board (CDB) ~~Division of Building Codes and Regulations~~ has assembled a Directory of Illinois Construction-Related Statutes and Rules Building Related Requirements that lists ~~all the~~ statutory requirements relative to State construction. ~~It-CDB also maintains a List of Codes Used Throughout the State of Illinois by City or County. Both resources are available on CDB's website <http://www.illinois.gov/cdb/business/codes/Pages/BuildingCodesRegulations.aspx>. also includes a table of primary codes/standards/specifications for State of Illinois building requirements. This directory is available from the CDB Division of Building Codes and Regulations website ([www.ibe.state.il.us](http://www.ibe.state.il.us)) or by calling (217) 557-7500.~~~~

### Section 1501.604 Locally Funded Capital Projects

~~a) All locally funded capital projects shall meet the same codes or standards listed in Section 1501.603(~~g~~)(2).~~

~~b) Requests for ICCB approval of locally funded capital projects shall be submitted using forms prescribed by the ICCB. All locally funded capital projects shall receive prior ICCB approval except those meeting any one of the following criteria:~~

~~1) A project which meets the definition of a maintenance project as specified in Section 1501.601.~~

~~2) A project which does not create a change in room use.~~

~~3) A project which is less than \$250,000 regardless of the work being performed.~~

Agenda Item #15.5  
June 2, 2017

- ~~e) Requests for ICCB approval of locally funded capital projects shall be submitted to the ICCB according to the following criteria:
  - 
  - 1) All capital projects other than those excluded in Section 1501.604(b) require ICCB approval during the design phase of the project.
  - 
  - 2) Capital projects estimated to cost in excess of \$2.5 million shall be reported to the ICCB following a project needs assessment.
  - 
  - 3) The final budget and scope of the project shall be reported to the ICCB after bids are received but before contracts are awarded. If the budget or scope exceeds that approved by the ICCB, the project shall be resubmitted for approval.
  -~~
- ~~d) Application Criteria for New Construction Projects at the Primary Site. Applications for new construction projects submitted to the ICCB and shall have attached to them the following:
  - 
  - 1) A copy of the resolution or motion passed by the local board of trustees approving the budget and scope of the project.
  - 
  - 2) A statement identifying the source of local funds for the project.
  - 
  - 3) For primary sites, certification shall be provided that a suitable construction site is available. Suitability is determined through a site feasibility study. The feasibility study shall address, at a minimum, the following:
    - 
    - A) The location of the site in relation to geography and population of the entire district and its relation to sites of the district's other colleges, community college facilities in other contiguous districts, and other higher education facilities in contiguous districts.
    - 
    - B) The impact on the surrounding environment, including the effect of increased traffic flow.
    - 
    - C) Accessibility to the site by existing and planned highways and/or streets.
    - 
    - D) Cost of development of the site in relation to topography, soil condition, and utilities.
    - 
    - E) Size of the proposed site in relation to projected student population (as determined by census data) and land cost.
    - 
    - F) The number, location, and characteristics (types of terrain, geography, roadway access, and suitability of the site for building purposes) of alternative sites considered.
    -
  - 4) Requests for primary site acquisition shall include three appraisals of the property.
  - 
  - 5) Evidence of need for the space requested shall be provided either on a general enrollment basis as specified in Section 1501.603(e)(4)(C) or a specific program need basis as specified in Section 1501.603(e)(4)(D).~~

Agenda Item #15.5  
June 2, 2017

- 
- ~~6) — The project shall be within the mission of a community college as set forth in Section 1-2(e) of the Act.~~
- e) ~~Application Criteria for Projects Funded in Accordance with Section 3-37 of the Act. In addition to the above, applications for projects proposed for funding in accordance with Section 3-37 of the Act must include:~~
  - 
  - ~~1) — A copy of the proposed lease agreement showing that income is sufficient to pay the costs of constructing or acquiring and operating and maintaining the facility for the life of the installment loan arrangement entered into by the college.~~
  - 
  - ~~2) — A copy of the loan arrangement entered into by the college showing the installment costs to be incurred by the college.~~
  - 
  - ~~3) — Any other agreement between the college and another group which commits funds toward the project by that group.~~
- f) ~~Application Criteria for Remodeling and Rehabilitation Projects. Projects to remodel and rehabilitate a facility shall require submittal of the following:~~
  - 
  - ~~1) — A copy of the resolution or motion passed by the local board of trustees approving the budget and scope of the project.~~
  - 
  - ~~2) — A statement identifying the source of local funds for the project.~~
  - 
  - ~~3) — A summary detailing the effects of the remodeling on space usage (classrooms, laboratories, offices...).~~
  - 
  - ~~4) — A justification statement regarding the need to remodel.~~
  -
- g) ~~Application Criteria for Secondary Site Projects. Projects for the acquisition/construction of a new site and/or structure for purposes other than a primary site facility and projects for acquisition of sites and/or structures adjacent to the primary site shall require submittal of the following:~~
  - 
  - ~~1) — A resolution by the local board of trustees stating that:~~
    - 
    - ~~A) — Funds are available to procure the site.~~
    - 
    - ~~B) — The programs offered have been approved by the ICCB and IBHE or approval of these stated programs by those boards is pending.~~
  - ~~2) — Copies of at least two appraisals of the property.~~
  - ~~3) — Verification that the condition of the facility is not a threat to public safety. This shall include tests of structural integrity, asbestos, toxic materials, underground storage tanks, and other hazardous conditions. (Findings regarding the existence of these hazards shall not preclude the procurement of the site/structure but the knowledge of the hazardous~~

Agenda Item #15.5  
June 2, 2017

~~condition and any costs incurred in correcting the condition shall be incorporated into the total cost of procuring the facility.)~~

- ~~4) Identification of the location of the site and its relationship to the main campus, community college facilities in other contiguous districts, and other higher education facilities in contiguous districts.~~
- ~~5) Identification of all estimated costs associated with the purchase and any subsequent construction and/or rehabilitation of the site/structure.~~
- ~~h) Construction projects for use by the college which are financed in whole or in part by college foundations are to be submitted for ICCB approval as locally funded projects.~~

**~~Section 1501.605 Project Changes~~**

~~Changes in budget and/or scope to approved construction projects shall be submitted for approval according to the following criteria:~~

- ~~a) Changes in budget/scope totaling five percent or less of the approved project budget/scope shall be reconciled at the completion of the project and submitted to the ICCB for information purposes.~~
- ~~b) When changes in the project budget/scope have reached five percent, any subsequent change modifying the budget/scope of the project shall require approval by the ICCB Executive Director, prior to expenditure of funds on the additional work. The criteria which the ICCB Executive Director will use for approving changes in the project budget/scope will be the same as are listed in Sections 1501.603 and 1501.604 above.~~

**Section 1501.607 Reporting Requirements**

A college shall submit the items listed below in a format prescribed by the ICCB and according to the schedules indicated;

- a) Progress reports (as of December 31) of all construction projects by January 31 of each year.
- b) Course resource data (S6 and S7) showing the facilities used by each a course offered for credit during the fall term within 30 days after the end of the term. Facility identifiers, building identifiers, and room identifiers reported in the course resource data should match identifiers that will be reported in the F3, F6, B3, and R3 records at the end of the current fiscal year.
- c) An inventory of its facilities and an update of this inventory annually by September 1 immediately following the end of the fiscal year. Such facilities data (F3, F6, B3, and R3 records) shall be submitted in the format designated by the ICCB and shall represent existing facilities in service at June 30 of the fiscal year just ended.
- e)d) Course resource data (N6) for a non-credit offering (N1) showing the facilities used for each non-credit course offered during the fall term by August 15 following the end of the current fiscal year. Facility identifiers, building identifiers, and room identifiers reported in the N6 records

should match identifiers that will be reported in the F3, F6, B3, and R3 records at the end of the current fiscal year.

**Section 1501.608 Approval of Projects ~~in from 110 ILCS 805/Section 3-20.3.01 of the Act~~**

Projects proposed for construction under ~~the provisions of~~ Section 3-20.3.01 of the Act shall meet the criteria listed below.

- a) ~~Each A~~ proposed project shall meet the definition of "alter" or "repair" in Section 1501.601.
- b) ~~Each A~~ proposed project shall meet the definition of "facility" in Section 1501.601 and be owned by the district or leased where the district has assumed the obligation to make alterations or repairs.
- c) ~~Each A~~ proposed project shall not be considered a maintenance project.
- d) Projects to repair facilities shall be ~~for the purpose of correcting to correct~~ a hazard.
- e) ~~Each A~~ proposed project shall ~~be one which is have an~~ estimated by a licensed architect or engineer ~~to cost \$25,000 or more~~, and if financed through bonds in accordance with ~~Section Article IIIA~~ of the Act, is estimated ~~by a licensed or registered architect or engineer~~ to cost no more than \$~~14~~,500,000, unless otherwise stated in statute. A project may have several component parts if these components clearly relate to the same objective.
- ~~f) — Each proposed project shall have prior approval of the ICCB or its Executive Director.~~
- ~~g)f) Each A~~ proposed energy conservation project shall provide an estimated "pay back" of eight years or less as certified by a licensed architect or engineer.
- ~~h)g) Each A~~ project shall meet the codes specified in Section 1501.603(~~fg~~)(2).
- ~~i) — An application for each proposed project shall be submitted to the ICCB for approval on forms prescribed by the ICCB and shall include all of the following:~~
  - ~~1) — A certified copy of a lawful order of any federal, state, county, or municipal agency having authority in statute or ordinance to regulate the protection, health, or safety of individuals as such relate to community college facilities; a licensed architect or engineer's certification that the present condition of the facility poses a threat to the structural integrity of the facility; or a copy of the resolution indicating that the local board of trustees has determined that the proposed project is necessary for energy conservation, health or safety, environmental protection, or handicapped accessibility purposes.~~
  - ~~2) — A copy of a statement that, in the judgment of the local board of trustees, there are not sufficient funds available in the Operations and Maintenance Fund of the district to fund the project.~~
  - ~~3) — A certified copy of a licensed architect or engineer's estimated budget of the cost and scope of the project.~~
  - ~~4) — A copy of the local board of trustees' action authorizing the project.~~

j)h) If project costs are financed through bonds as referenced in e), all bonds for such purposes may not exceed \$4,500,000 in the aggregate at any one time unless otherwise stated in statute.

**Section 1501.609 Completion of Projects ~~under Section from 110 ILCS 805/3-20.3.01 of the Act~~**

When completed, ~~each a~~ project shall be certified by a licensed ~~or registered~~ architect or engineer as having been constructed within the budget and having met applicable plans, codes, and specifications.

**Section 1501.610 Demolition of Facilities**

A district may demolish a facility owned by the district. ~~The ICCB shall be notified upon demolition of the facility.~~

Agenda Item #15.5  
June 2, 2017

**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.

Public Act 99-0655, approved by the Governor on July 28, 2016, amends the Board of Higher Education Act and the Illinois Public Community College Act to reduce data redundancy and eliminating data collections that are not vital to the goals established by the ICCB. In doing so, the ICCB is no longer required to approve locally funded community college capital projects or submit uniform financial reporting system data. The Act also repeals statutory language for programs that are inactive and unfunded, including Foundation Matching Grants.

Additionally, as a strategy to address the board's Goal 2 (to continue to enhance data and accountability mechanisms to monitor student progress and performance, promote continuous improvement, and advance a culture of evidence), ICCB staff has undertaken a thorough review of its Administrative Rules with a focus on reducing data collection redundancy and streamlining administrative processes. This review will ensure that the rules are still relevant and up to date. The Administrative Rules had not been formally reviewed for more than five years.

Illinois Community College Board

**INTERGOVERNMENTAL AGREEMENT BETWEEN  
LAKE LAND COLLEGE  
AND  
BLACK HAWK COLLEGE**

The Illinois Community College Board is requested to approve the Intergovernmental Agreement between Lake Land College and Black Hawk College.

The participating parties desire to enter into this Intergovernmental Agreement to allow Lake Land to extend curricula/credit courses in Illinois Department of Correction facilities located in Black Hawk's district. The agreed upon course offerings are as follows: Custodial Maintenance, Restaurant Management, Horticulture, and Warehousing.

**RECOMMENDED ACTION:**

It is recommended that the following motion be adopted:

The Illinois Community College Board hereby approves the Intergovernmental Agreement between Lake Land College and Black Hawk College, which thereby allows Lake Land to offer the agreed upon courses in Illinois Department of Corrections facilities in Black Hawk College's district.

Illinois Community College Board

**FISCAL YEAR 2017 SPRING ENROLLMENT REPORT  
Headcount and Full-time Equivalent (FTE) Both Decreased Compared to Previous Year.**

Community colleges report opening Spring term enrollment figures to the Illinois Community College Board using a brief web based survey. These figures reflect student enrollments as of the end of registration for the Spring 2017 semester – usually the 10th day of the term.

Overall, compared to the same term one year ago, statewide Spring 2017 headcount enrollments and full-time equivalent (FTE) enrollments both decreased. The Spring 2017 semester headcount was 302,741 compared to 318,524 last year (a headcount decrease of 15,783 or -5.0 percent). The latest FTE count was 167,294 compared with 175,859 a year ago (an FTE decrease of 8,565 or -4.9 percent). FTE figures reflect the total number of credit hours being taken by students divided by 15 – the number of semester hours traditionally considered a full-time class load.

Despite the continued enrollment decreases statewide most Illinois community colleges continue to produce an elevated number of graduates annually. With 70,459 earned collegiate-level degrees and certificates, fiscal year 2016 had the second highest annual number of graduates ever recorded by the Illinois Community College System.

Table 1  
SUMMARY OF OPENING SPRING ENROLLMENTS IN  
ILLINOIS PUBLIC COMMUNITY COLLEGES FROM 2013 TO 2017

	<b>Spring 2013</b>	<b>Spring 2014</b>	<b>Spring 2015</b>	<b>Spring 2016</b>	<b>Spring 2017</b>
Headcount	366,736*	341,722*	330,010*	318,524	302,741
Percent Change	-1.9%	-6.8%	-3.4%	-3.5%	-5.0%

\* Adjusted Total

Table 1 contains comparative statewide Spring tenth-day headcount enrollments for the last five years. Across the system, only six colleges reported an increase from the previous year (1.0 percent or higher). Thirty-seven colleges saw decreases (1.0 percent or more) compared to last year. Five colleges reported little or no change (less than 1.0 percent) versus last year. Longer term, statewide headcount enrollments were down 17.4 percent compared to Spring 2013.

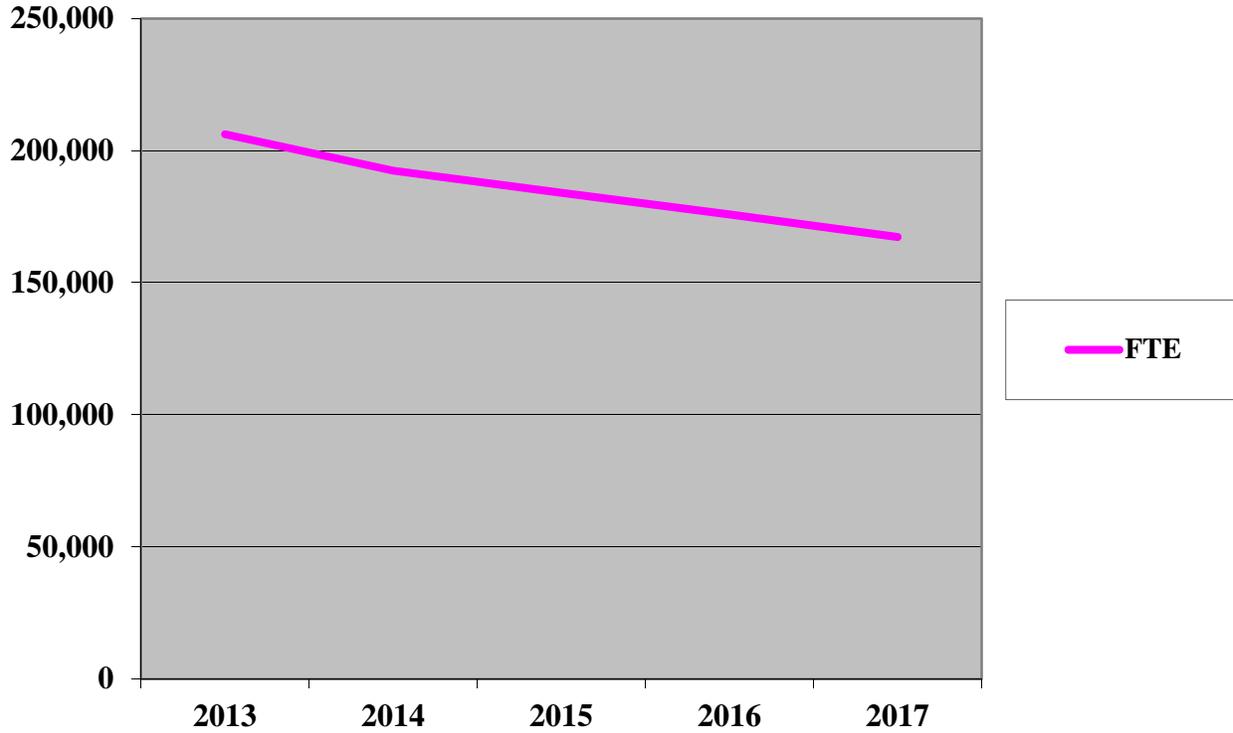


Figure 1  
Opening Spring Enrollment Trends in Illinois  
Public Community Colleges from 2013 to 2017

Figure 1 illustrates a comparison of FTE trends from 2013 - 2017. Compared to last year, Spring 2017 FTE increases were reported by only five colleges (1.0 percent or higher) while thirty-nine colleges reported decreases (1.0 percent or more). Four colleges indicated little or no change (less than 1.0 percent). Longer term, statewide FTE enrollments were down 18.9 percent compared to Spring 2013.

The 2017 Spring Enrollment Report with detailed college-level data tables is available on ICCB's website.

Agenda Item #16.3

June 2, 2017

Illinois Community College Board

**SPRING 2017 LEGISLATIVE UPDATE**  
**100th General Assembly**

Matt Berry will provide a complete legislative report and list of bills at the Board meeting, which will reflect the conclusion of the legislative activity.

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.

As a strategy to address the board's Goal 2 (*to continue to enhance data and accountability mechanisms to monitor student progress and performance, promote continuous improvement, and advance a culture of evidence*), ICCB staff has undertaken a thorough review of its Administrative Rules with a focus on reducing data collection redundancy and streamlining administrative processes. This review will ensure that the rules are still relevant and up to date.

The Administrative Rules had not been formally reviewed for more than five years. The amendments to the rules include non-substantive wording changes, clarification of processes or terms, changes to current processes, elimination of outdated processes, and addition of new rules. The proposed changes focus on rules pertaining to the administration of the Board, academic affairs and student services.

These rule changes 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 September 2017, and then printed in the *Illinois Register* for the formal public comment process before submission to JCAR for final approval.

**TITLE 23: EDUCATION AND CULTURAL RESOURCES**  
**SUBTITLE A: EDUCATION**  
**CHAPTER VII: ILLINOIS COMMUNITY COLLEGE BOARD**

**PART 1501**  
**ADMINISTRATION OF THE ILLINOIS PUBLIC COMMUNITY COLLEGE ACT**

**SUBPART A: ILLINOIS COMMUNITY COLLEGE BOARD ADMINISTRATION**

**Section**

- 1501.101 Definition of Terms and Incorporations by Reference
- 1501.102 Advisory Groups
- 1501.104 Manuals
- 1501.105 Advisory Opinions
- 1501.106 Executive Director
- 1501.109 Appearance at ICCB Meetings
- 1501.110 Appeal Procedure
- 1501.113 Administration of Detachments and Subsequent Annexations
- 1501.114 Recognition
- [1501.115 Use, Security and Confidentiality of Data](#)
- [1501.116 Shared Data Agreements](#)
- [1501.117 Data Repository](#)

**SUBPART B: LOCAL DISTRICT ADMINISTRATION**

**Section**

- 1501.201 Reporting Requirements
- 1501.202 Certification of Organization
- 1501.203 Delineation of Responsibilities
- 1501.204 Maintenance of Documents or Information

**SUBPART C: PROGRAMS**

**Section**

- 1501.301 Definition of Terms
- 1501.302 Units of Instruction, Research, and Public Service
- 1501.303 Program Requirements
- 1501.304 Statewide and Regional Planning
- 1501.305 College, Branch, Campus, and Extension Centers
- 1501.307 Cooperative Agreements and Contracts
- 1501.308 Reporting Requirements
- 1501.309 Course Classification and Applicability

**SUBPART D: STUDENTS**

**Section**

- 1501.401 Definition of Terms
- 1501.402 Admission of Students
- 1501.403 Student Services
- 1501.404 Academic Records
- 1501.405 Student Evaluation
- 1501.406 Reporting Requirements

## **SUBPART E: FINANCE**

### **Section**

1501.501	Definition of Terms
1501.502	Financial Planning
1501.503	Audits
1501.504	Budgets
1501.505	Student Tuition
1501.506	Published Financial Statements
1501.507	Credit Hour Claims
1501.510	Reporting Requirements
1501.511	Chart of Accounts
1501.516	Capital Renewal Grants
1501.518	Uncollectible Debts
1501.519	Special Initiatives Grants
1501.520	Lincoln's Challenge Scholarship Grants
1501.521	Technology Enhancement Grants
1501.523	Foundation Matching Grants

## **SUBPART F: CAPITAL PROJECTS**

### **Section**

1501.601	Definition of Terms
1501.602	Approval of Capital Projects
1501.603	State-Funded Capital Projects
1501.604	Locally Funded Capital Projects
1501.605	Project Changes
1501.607	Reporting Requirements
1501.608	Approval of Projects in Section 3-20.3.01 of the Act
1501.609	Completion of Projects under Section 3-20.3.01 of the Act
1501.610	Demolition of Facilities

## **SUBPART H: PERSONNEL**

### **Section**

1501.801	Definition of Terms
1501.802	Sabbatical <del>Leave</del> Leaves

**AUTHORITY:** Implementing and authorized by Articles II and III and Section 6-5.3 of the Public Community College Act [110 ILCS 805/Arts. II and III and 6-5.3].

**SOURCE:** Adopted at 6 Ill. Reg. 14262, effective November 3, 1982; codified at 7 Ill. Reg. 2332; amended at 7 Ill. Reg. 16118, effective November 22, 1983; Sections 1501.103, 1501.107 and 1501.108 recodified to 2 Ill. Adm. Code 5175 at 8 Ill. Reg. 6032; amended at 8 Ill. Reg. 14262, effective July 25, 1984; amended at 8 Ill. Reg. 19383, effective September 28, 1984; emergency amendment at 8 Ill. Reg. 22603, effective November 7, 1984, for a maximum of 150 days; emergency amendment at 8 Ill. Reg. 24299, effective December 5, 1984, for a maximum of 150 days; amended at 9 Ill. Reg. 3691, effective March 13, 1985; amended at 9 Ill. Reg. 9470, effective June 11, 1985; amended at 9 Ill. Reg. 16813, effective October 21, 1985; amended at 10 Ill. Reg. 3612, effective January 31, 1986; amended at 10 Ill. Reg. 14658, effective August 22, 1986; amended at 11 Ill. Reg. 7606, effective April 8, 1987; amended at 11 Ill. Reg. 18150, effective October 27, 1987; amended at 12 Ill. Reg. 6660, effective March 25, 1988;

Agenda Item #16.4  
June 2, 2017

amended at 12 Ill. Reg. 15973, effective September 23, 1988; amended at 12 Ill. Reg. 16699, effective September 23, 1988; amended at 12 Ill. Reg. 19691, effective November 15, 1988; amended at 13 Ill. Reg. 1182, effective January 13, 1989; amended at 13 Ill. Reg. 14904, effective September 12, 1989; emergency amendment at 14 Ill. Reg. 299, effective November 9, 1989, for a maximum of 150 days; emergency amendment expired on April 9, 1990; amended at 14 Ill. Reg. 4126, effective March 1, 1990; amended at 14 Ill. Reg. 10762, effective June 25, 1990; amended at 14 Ill. Reg. 11771, effective July 9, 1990; amended at 14 Ill. Reg. 13997, effective August 20, 1990; expedited correction at 18 Ill. Reg. 3027, effective August 20, 1990; amended at 15 Ill. Reg. 10929, effective July 11, 1991; amended at 16 Ill. Reg. 12445, effective July 24, 1992; amended at 16 Ill. Reg. 17621, effective November 6, 1992; amended at 17 Ill. Reg. 1853, effective February 2, 1993; amended at 18 Ill. Reg. 4635, effective March 9, 1994; amended at 18 Ill. Reg. 8906, effective June 1, 1994; amended at 19 Ill. Reg. 2299, effective February 14, 1995; amended at 19 Ill. Reg. 2816, effective February 21, 1995; amended at 19 Ill. Reg. 7515, effective May 26, 1995; amended at 21 Ill. Reg. 5891, effective April 22, 1997; amended at 22 Ill. Reg. 2087, effective January 12, 1998; amended at 22 Ill. Reg. 17472, effective July 10, 1998; amended at 24 Ill. Reg. 249, effective December 21, 1999; amended at 24 Ill. Reg. 17522, effective November 20, 2000; amended at 25 Ill. Reg. 7161, effective May 18, 2001; emergency amendment at 25 Ill. Reg. 12863, effective September 28, 2001, for a maximum of 150 days; emergency expired February 24, 2002; amended at 26 Ill. Reg. 646, effective January 7, 2002; amended at 27 Ill. Reg. 17204, effective October 31, 2003; amended at 28 Ill. Reg. 14092, effective October 18, 2004; amended at 29 Ill. Reg. 6239, effective April 25, 2005; amended at 30 Ill. Reg. 2755, effective February 21, 2006; amended at 32 Ill. Reg. 16396, effective September 23, 2008; amended at 40 Ill. Reg. 14054, effective September 29, 2016; amended at 41 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_.

## **SUBPART A: ILLINOIS COMMUNITY COLLEGE BOARD ADMINISTRATION**

### **Section 1501.102 Advisory Groups**

- a) Advisory Organizations. Independent organizations may be considered by the ICCB to be advisory upon petition to the State Board. Independent organizations so recognized by the ICCB as "advisory" will have the opportunity to bring matters before the ICCB during ~~each a~~ regular ICCB meeting and will have an opportunity to provide advice to the ICCB on proposed rule and policy adoptions and matters of interest to community colleges. An advisory organization may have its recognition status withdrawn by action of the ICCB or by request of the organization. Advisory organization recognition may be granted by the ICCB at the request of an organization which meets the following criteria:
- 1) The organization exists independently of the ICCB and any individual college;
  - 2) A primary purpose of the organization is to deal with matters of systemwide importance; and
  - 3) Representatives of Illinois community college districts are included as voting members of the organization.
- b) Advisory Committees—~~Standing. Standing a~~Advisory committees to the ICCB ~~will may~~ be authorized and appointed by the ICCB. Membership and terms of appointment shall be established at the time of authorization.

Agenda Item #16.4  
June 2, 2017

~~e) Advisory Committees — Ad Hoc. The Executive Director is authorized to appoint ad hoc advisory committees to advise the ICCB staff on specific projects. The terms of appointment shall be for one year or less.~~

~~d)c) Student Advisory Committee.~~

1) Purpose. The purposes of this committee are to:

A) Review proposed ICCB policies;~~;~~

B) Inform the ICCB of systemwide issues that impact the education of community college students; ~~and~~;

C) Select the ICCB Student Member.

2) Membership. Each member of the Student Advisory Committee shall be the nonvoting student member of the local district board of trustees. In the case of multi college districts, the student trustee of the district shall automatically be designated as the voting member for the individual college where he or she attends, or a student designated by the district's chief executive officer if ~~If the student member of the local district board of trustees is unable to cannot serve, and for colleges that are part of a multi college district not represented by the district's student member, the district's president or chief executive officer may designate a student as a voting member. No community college shall have more than one voting member per college.~~ The ICCB Student Member will serve ex officio.

3) Officers. The Student Advisory Committee shall annually select the following officers from its membership to serve a one-year term: a Chair to conduct the meeting of the Committee; a Vice Chair to assist the Chair, to conduct the meeting if the Chair is absent, and to represent the SAC on the IBHE Student Advisory Committee; and a Recording Officer to record the minutes of all SAC meetings.

~~4) SAC shall elect one representative from its membership annually to serve one-year terms on each of the ICCB advisory committees (Program, Finance, Legislative, and MIS/Research) by a majority vote of members present.~~

~~5)4) The Executive Director of the ICCB shall call SAC meetings at least once each quarter as necessary and notify each local district board of trustees at least 30 days in advance.~~

~~6) Reimbursement. Reimbursement for actual and necessary meeting expenses of SAC members will be in accordance with Section 2-7 of the Act.~~

~~7)5) ICCB Meetings. The SAC report shall be given at regular ICCB meetings.~~

~~e)d) Selection of ICCB Student Member. The SAC will seek nominations for the ICCB Student Member from all Illinois public community colleges. Each A college district can nominate one candidate for this position. The nomination shall include information such~~

Agenda Item #16.4

June 2, 2017

as personal information (name and address), number of credit hours (current and expected), college and community activities, resume, letters of reference, and rationale for desiring the position. The ICCB Student Member shall be elected before June 1 by a majority vote of SAC members present from all nominations who meet ICCB student membership requirements as delineated in subsection (f) below.

(e) Membership Requirements of ICCB Student Member. The ICCB Student Member shall be enrolled in an Illinois public community college for a minimum course load of six semester or quarter credit hours during both the fall and spring semesters (fall/winter/spring quarters) for each term of his/her appointment. If the course load of the ICCB Student Member falls below the minimum credit hours, that member shall be replaced by a majority vote of the SAC members present at the next SAC meeting.

(f) Length of Term of ICCB Student Member. The ICCB Student Member shall serve for a term of one year beginning on July 1 and expiring on June 30. No ICCB Student Member shall serve for more than two terms. Service during a partial term shall not be considered as one term.

### Section 1501.105 Advisory Opinions

The ICCB will provide advisory opinions regarding interpretation of the Act to community colleges upon request of the ~~President district's chief executive officer~~ or Chair of the Board and with the approval of the ICCB Chair and Executive Director. Such opinions also will be provided to recognized advisory organizations upon request of the chair of each group, subject to the approval of the ICCB Chair and Executive Director.

### Section 1501.113 Administration of Detachments and Subsequent Annexations

- a) ICCB decisions concerning approval or disapproval of requested detachments and subsequent annexations are required by Section 6-5.3 of the Act to be based on the criteria of being "*in the best interests of the schools in the general area and the educational welfare of the students residing within the territory.*" These criteria are defined as follows:
  - 1) *In the best interest of schools* – The effect of the proposed annexation/new district formation on:
    - A) Reasonableness of cost to taxpayers of the territory being annexed to an existing community college district or becoming part of a new community college district, ~~i.e., that is~~ whether the operating tax rate of the community college district exceeds the chargeback levy of the nondistrict territory;
    - B) Finances of the existing or new community college district, ~~i.e., that is~~ the equalized assessed valuation of the nondistrict territory is examined to determine how much tax revenue will be generated for the community college district to which the nondistrict territory could annex; and
    - C) Enrollments of the existing district,
      - i) which community college the nondistrict territory students have been attending; and

Agenda Item #16.4

June 2, 2017

- ii) effect of additional enrollments when the nondistrict territory is annexed to a community college district.
- 2) *Educational welfare of students* – The effect of the proposed annexation/new district formation on:
- A) Program availability to students of the territory being annexed to an existing community college district, ~~that is i.e.~~, will the program be more available to students should annexation be approved?
  - B) Physical access of students to the campus(es) of the existing or new community college district, ~~i.e., that is~~ what is the distance and time which the students must travel to attend?
  - C) Cost to students to attend the existing or new community college district, ~~i.e., that is~~ what are the tuition and fees and commuting costs associated with attending that community college district?
  - D) And participation by students in their normal economic, cultural, and social activities, ~~i.e., that is~~ where do potential students shop, work, and attend religious and cultural events?
- b) In addition to the criteria identified in subsection (a) ~~of this section~~, consideration will be given to the expressed wishes of local residents, such expression to be in the form of signatures on a petition submitted in accordance with ~~the provisions of~~ Section 6-5.3 of the Act.

**Section 1501.114 Recognition**

- a) Recognition Provisions.
  - 1) Recognition Status. A district will be granted a status of recognition continued, recognition continued-with conditions, or recognition interrupted.
  - 2) Effect of Recognition Continued. A district which has been granted the status of recognition continued will be entitled to receive ICCB grants for which it is otherwise entitled and eligible.
  - 3) Effect of Recognition Continued-With Conditions. A district which has been ~~assigned-granted~~ the status of recognition continued-with conditions will be entitled to receive ICCB grants for which it is otherwise entitled and eligible, but it will be given a specified time to resolve the conditions which led to its assignment to that status. A follow-up visit will be scheduled not sooner than three nor later than nine months after ICCB action on the assignment to determine the district's progress in resolving the conditions.
  - 4) Effect of Recognition Interrupted. A district which has been ~~assigned-granted~~ a status of recognition interrupted may apply for recognition at such time as all requirements set forth by the ICCB have been satisfied. A district on recognition interrupted status will have state funding suspended on a prorata, per diem basis for the period ~~of time~~ for which such status is in effect.

Agenda Item #16.4  
June 2, 2017

- 5) Recognition Action. Recognition is considered to be continuous unless action is taken to interrupt it. The ICCB will act on the recognition status of ~~each~~a district at the meeting subsequent to the ICCB recognition report being received. A district which previously has not been granted a recognition status by the ICCB may apply for a recognition status at any time. A district which has the status of recognition continued shall apply for continuation of that status at least 30 days ~~prior to~~before a scheduled recognition team visit.
- b) Evaluation. The ICCB staff recognition team will conduct an in-depth evaluation of ~~each~~a district at least once every 5 years. Additional or ~~alterate~~alternate focused evaluations may be conducted to review circumstances of alleged gross noncompliance with ICCB standards. The purpose of the evaluation will be to determine compliance with ICCB standards. The evaluation may include an on-site visit. No district will be ~~assigned~~granted a recognition status without having received a prior in-depth evaluation. A district will receive a draft report of the recognition team's findings ~~not~~ later than 30 days after the conclusion of the evaluation. The district will have 30 days to review the draft report, respond to compliance recommendations, and return the responses to ICCB. A final report will be presented to the ICCB at its next regularly scheduled meeting and will include the district's responses to the draft report's findings. Accompanying the final report will be the evaluating team's recommendation for recognition status.
- c) Review and Appeal. The ICCB may place a district on a recognition interrupted status for failure to meet ICCB standards after being ~~assigned~~granted a status of recognition continued-with conditions and receiving a follow-up evaluation if the district has not resolved the conditions within the stated time allowed. Any district whose recognition is interrupted may file a written request with the ICCB for a hearing on the decision in accordance with Section 1501.110. Pending the hearing and decision, any consequences of recognition interrupted will be suspended.
- d) Recognition Standards. The recognition standards by which a district will be evaluated for recognition purposes will be the applicable statutes within the Public Community College Act and the applicable ICCB rules.

**Section 1501.115 Use, Security and Confidentiality of Data**

ICCB and entities accessing ICCB data shall comply with all applicable federal and State laws which regulate the privacy and use of, and access to, shared data. (See, e.g., the Family Educational Rights and Privacy Act (20 USC 1232g); the Illinois School Student Records Act (105 ILCS 10/1, et seq.); the Data Processing Confidentiality Act (30 ILCS 585/0.01 et seq.); the Freedom of Information Act [5 ILCS 140]; Section 487 of the Higher Education Act of 1965, as amended (20 USC 1094); (12 CFR 313; and 34 CFR 682.610.) ICCB data is confidential and shall not be used or shared for any purpose other than that which is directly related to internal operations of ICCB or that which is stipulated in an ICCB Shared Data Agreement with another entity. Entities accessing ICCB data shall be responsible for meeting ICCB Shared Data Agreement security procedures and protocols, pursuant to Section 1501.116, to protect the integrity of the data accessed, stored, transmitted or received.

**Section 1501.116 Shared Data Agreements**

Individual-level data furnished by the ICCB on behalf of Illinois community colleges are governed by Shared Data Agreements and may be licensed for the following: 1) to meet state and federal accountability reporting requirements in statute, or 2) to promote community college student and institutional improvement. ICCB individual-level data licensed to an approved entity(ies) for a non-

statute data sharing purpose must be authorized the ICCB Executive Director. As specified in the Shared Data Agreement, the entity(ies) in receipt of ICCB individual-level data must comply with applicable laws and regulations with respect to the protection of privacy, security and dissemination of the confidential information. Upon completion of the data sharing purpose, the entity(ies) in receipt of ICCB individual-level data will return it to ICCB or destroy it and any copies as specified in the Shared Data Agreement. Individual-level data licensed by ICCB are and remain the property of ICCB.

### Section 1501.117 Data Repository

Under the authority of the P-20 Longitudinal Education Data System Act (105 ILCS 13/1 et seq.), ICCB is the State Education Authority responsible for collecting and maintaining authoritative enrollment, completion, and student characteristic information on community college students. Illinois Community College system data collection, administrative data matching, and reporting is coordinated through ICCB.

## **SUBPART C: PROGRAMS**

### **Section 1501.301 Definition of Terms**

"Adult Basic Education" means 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" means 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 the high school equivalency examination preparation.

~~Associate Degree. An~~ "Associate Degree" is means 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 means 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 means 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 of Arts in Teaching" means an award of the satisfactory completion of a prescribed curriculum intended to transfer to baccalaureate degree programs in secondary math, secondary science, special education and early childhood education.

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

~~Associate in Fine Arts Degree. An~~ "Associate in Fine Arts Degree" is means 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.

Agenda Item #16.4  
June 2, 2017

~~Associate in General Studies Degree. An~~ "Associate in General Studies Degree" ~~is means~~ 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 means~~ 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.

"Baccalaureate/Transfer Education" means coursework intended to prepare individuals for transfer into a baccalaureate curriculum in a related field of study.

"Bridge Instruction" means coursework in adult education, remedial education, career and technical education, vocational skills education or a combination of such to prepare individuals for entering credit courses and curricula.

~~"Branch" means 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" means 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.

"Career and Technical Education" means organized educational programs of study that prepare students for employment in a specific field and should be aligned with related secondary and/or upper-division programs that require a common knowledge and skill set.

~~"Certificate" means Certificate. A "certificate" is~~ an award for satisfactory completion of a series of courses or curriculum of ~~50 semester credit hours or less~~ than 59 semester credit hours.

~~"General Certificate" means General certificate. A "general certificate" is an a non-credit~~ 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 or Career & Technical Certificate" certificate. An "occupational certificate or career & technical certificate" is means an a credit~~ award for satisfactory completion of a prescribed curriculum intended to prepare an individual for employment in a specific field.

~~"College" means. 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.

"Contact Hour" means instructional time based on a 50-60 minute clock hour of instructional activity(s) that may include classroom, online, laboratory, clinical, or work-based instruction or any combination of those instructional methods.

~~"Course" means. 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” means ~~:- 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” means ~~:- 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 Curriculum” means ~~General Studies. A “General Studies” curriculum consists of courses a curriculum~~ designed to meet individual student goals, in the promotion of personal improvement and self-understanding.

“Regional Curriculum” means ~~:- 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. An institution holding authority to offer a regional curriculum shall not exclude additional districts, including those within the defined region or regional consortia of colleges, from requesting approval to offer the same curriculum in its district.

~~Remedial Education. “Remedial Education” 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 postsecondary education.~~

“Statewide Curriculum” means ~~:- A “statewide curriculum” is~~ a curriculum approved for offering on the basis of student interest and employment demand statewide. An institution holding authority to offer a statewide curriculum shall not exclude additional districts from requesting approval to offer the same curriculum statewide, regionally, or in its district.

“Educational Agency” means ~~:- An “educational agency” is~~ an agency, corporation, or other defined legal entity which offers instruction.

“Electronic Exchange System” means an online tool for organizing ICCB proposals and tracking their status.

“Extension Center” means ~~:- 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.

Agenda Item #16.4  
June 2, 2017

“Instructional Activity” means classroom, online, laboratory, clinical, or work-based instruction or any combination of those instructional methods.

“Internship/Practicum” means. ~~An “internship/practicum” is~~ a course of planned and supervised training ~~which that~~ 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.

“Laboratory” means. ~~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.

“Lecture” means a course presented in an oral or related format that allows for content to be discussed among class participants.

“Principal Site” means. ~~The principal site is~~ the official mailing address of the college.

“Public Service” means. ~~“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.

“Remedial Education” means courses in computation, communication (that is 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 before entry into postsecondary education.

~~Research.~~ “Research” means 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~~ means a mean private or parochial secondary school, public secondary school district, or public unit school district.

“Unit of Instruction” means. ~~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” means. ~~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 Education” means. ~~“Vocational skills education” 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 1501.302 Units of Instruction, Research, and Public Service**

a) Approval of New Units of Instruction. ~~Each~~ An application for approval of a proposed new unit of instruction shall be submitted to the ICCB for approval forms provided by the ICCB. The criteria for approval of new units of instruction, which also apply to existing programs offered by community colleges are:

1) Mission and Objectives.

A) The objectives of the unit of instruction are consistent with the mission of the college as set forth in Section 1-2(e) of the Public Community College Act.

B) The objectives of the unit of instruction are consistent with what the title of the unit of instruction implies.

2) Academic Control.

A) The design, conduct, and evaluation of the unit of instruction are under the direct and continuous control of the college's established processes for academic planning and quality maintenance, and clear provision is made for ensuring a high level of academic performance of faculty and students.

B) The admission, course placement, and graduation requirements for the unit of instruction are consistent with the stated objectives of the unit of instruction and with Section 3-17 of the Act where applicable.

3) Curriculum. The content of the curriculum ensures that the objectives of the unit of instruction will be achieved.

A) The range of total number of credit hours required for completion of an associate degree curriculum shall be within the following parameters:

i) For the Associate in Arts degree and the Associate in Science degree, a total requirement of not less than 60 semester credit hours nor more than 64 semester credit hours or the quarter credit hour equivalent;

ii) For the Associate in Fine Arts and the Associate in Engineering Science degree, a total requirement of not less than 60 semester credit hours nor more than 68 semester credit hours or the quarter credit hour equivalent;

Agenda Item #16.4

June 2, 2017

~~(iii)~~ For the Associate in Applied Science degree, a total requirement of not less than 60 semester credit hours nor more than 72 semester credit hours or the quarter credit hour equivalent, except in such occupational fields in which accreditation or licensure by a state or national organization requires additional coursework; ~~and~~

iv) For the Associate in General Studies degree, a total requirement of not less than 60 semester credit hours nor more than 64 semester credit hours or the quarter credit hour equivalent; ~~and~~

v) For the Associate of Arts in Teaching degree, a total requirement of not less than 60 semester credit hours nor more than 64 semester credit hours or the quarter credit hour equivalent.

B) ~~Each~~-An associate degree curriculum shall include a specific general education component consisting of coursework in communication, arts and humanities, social and behavioral sciences, and mathematics and science within the following parameters:

i) For the Associate in Arts degree and the Associate in Science degree, the general education component required will represent at least 37 semester credit hours or the quarter hour equivalent for completion;

ii) For the Associate in Fine Arts degree, the general education component required will represent at least 25 semester credit hours or the quarter hour equivalent for completion;

iii) For the Associate in Engineering Science degree, the general education component required will represent at least 19 semester credit hours or the quarter hour equivalent for completion;

iv) For the Associate in Applied Science degree, the general education component required will represent at least 15 semester credit hour or the quarter hour equivalent for completion; ~~and~~

v) For the Associate in General Studies degree, the general education component required will represent no less than 20 semester credit hours or the quarter hour equivalent for completion; ~~and~~

vi) For the Associate of Arts in Teaching degree, the general education component required will represent no less than 23 semester credit hours and no more than 25 semester credit hours or the quarter hour equivalents for completion.

4) Faculty and Staff.

A) The academic preparation and experience of faculty and staff ensure that students receive education consistent with the objectives of the unit of instruction.

Agenda Item #16.4

June 2, 2017

- B) The involvement of faculty in the unit of instruction is sufficient to cover the various fields of knowledge encompassed by the curriculum, to sustain scholarship appropriate to the unit of instruction, and to ensure curriculum continuity.
  - C) Support personnel, including counselors, administrators, clinical supervisors, and technical staff, have the educational background and experience necessary to carry out their assigned responsibilities.
- 5) Support Services.
- A) Facilities, equipment, and instructional resources (e.g., laboratory supplies and equipment, instructional materials, computation equipment) necessary to provide quality instruction will be available and maintained.
  - B) Library holdings and acquisitions necessary to support quality instruction and scholarship are available, accessible, and maintained.
  - C) Provision is made for the guidance and counseling of students, the evaluation of student performance, the continuous monitoring of progress of students toward their degree or certificate objectives, the placement of completers of the unit of instruction, and appropriate academic recordkeeping.
- 6) Financing.
- A) The financial commitments to support the unit of instruction are sufficient to ensure that the stated objectives can be attained and that the faculty, staff, and support services necessary to offer the unit of instruction can be acquired and maintained.
  - B) Projections of revenues necessary to support the unit of instruction are based upon supportable estimates of general revenue, student tuition and fees, private gifts, and/or governmental grants and contracts.
- 7) Public Information.
- The information that the college provides to students and the public accurately describes: the unit of instruction offered; the objectives of the unit of instruction; length of the unit of instruction; residency requirements, if any; schedule of tuition, fees, and all other charges and expenses necessary for completion of the unit of instruction; cancellation and refund policies; and such other material facts concerning the college and the unit of instruction as are likely to affect the decision of the student to enroll.
- 8) Accreditation and Credentialing.
- A) Appropriate steps have been taken to ensure that accreditation of the proposed new unit of instruction will be granted in a reasonable ~~period of~~ time.

Agenda Item #16.4

June 2, 2017

- B) The proposed new unit will provide the skills required to obtain individual credentialing (certification, licensure, registration) needed for entry into an occupation as specified in the objectives of the proposed new unit of instruction.
- 9) Program Needs and Priorities.
  - A) The unit of instruction must be educationally and economically justified based on the educational priorities and needs of the citizens of Illinois and the college's district.
  - B) The unit of instruction meets a need that is not currently met by units of instruction which are offered by other institutions in the district.
- b) Approval of New Administrative Units of Research or Public Service. An application for approval of ~~each a~~ proposed new administrative unit of research or public service shall be submitted to the ICCB on forms provided by the ICCB. The criteria for approval of new administrative units of public service or research are:
  - 1) The proposed new administrative unit shall be authorized by the board of trustees~~;~~
  - 2) The objectives of the proposed new administrative unit are consistent with the mission of the college (see 110 ILCS/Section 1-2(e) ~~of the Act~~)~~;~~
  - 3) The proposed new administrative unit shall meet a district's need to deliver a public service or research program which cannot be met through the district's current structure as indicated by an organizational chart~~;~~
  - 4) The proposed new administrative unit shall administer at least one public service or research program~~;~~
  - 5) The needs assessment demonstrates that the demand for the public service or research program to be administered by the proposed new unit shall be continuous for at least three years~~;~~ and
  - 6) The district shall provide evidence that the resources for the facilities, equipment and materials, and staff necessary to provide a quality program or service shall be made available to the proposed new administrative unit.
- c) Withdrawal. An approved unit of instruction, public service, or research may be withdrawn by the college when it decides to suspend operation of the unit. The withdrawal request shall be ~~reported on forms supplied by the~~ submitted to the ICCB through an electronic exchange system. Withdrawal of a curriculum will require reassignment of related courses.
- d) Reasonable and Moderate Extensions.
  - 1) An approved unit of instruction, public service, or research may be modified or extended by the college within the parameters listed in subsection (d)(2) through (4). The college shall notify the ICCB of such extensions on forms provided by the ICCB.

Agenda Item #16.4

June 2, 2017

- 2) Reasonable and moderate extensions of previously approved units of instruction include:
- A) The addition, modification, or withdrawal of courses within an approved unit of instruction which does not alter the objectives of the unit of instruction.
  - B) A change in minimum credit hours for completion of an approved unit of instruction that does not affect the instructional level of the unit of instruction.
  - C) A change in title of an approved unit of instruction that does not indicate a different objective of the unit than that previously approved.
  - D) The creation of an option (major, concentration, or specialization) within an approved unit of instruction in which:
    - i) the option created is within the same general academic discipline or occupational field as the previously approved unit of instruction,
    - ii) the option created within a previously approved associate degree curriculum shares a common core of first-year courses with the previously approved unit of instruction, and
    - iii) the option created does not substitute more than 15 semester credit hours of other courses for courses previously approved as part of an associate degree curriculum or cluster of closely related curricula; e.g., from the same four-digit CIP code or substitute more than 9 semester credit hours of other courses for courses previously approved as part of a certificate curriculum (or closely related cluster) of 30 semester credit hours or more.
  - E) The creation of certificate curricula from previously approved associate degree curricula and certificate curricula, including closely related curricula; e.g., from the same four-digit CIP code, providing no more than 6 semester credit hours are substituted for certificates of up to 30 semester credit hours or no more than 9 semester credit hours are substituted in certificates of 30 semester credit hours or more.
  - F) The creation of ~~a~~-certificate curricula of less than seven semester credit hours from previously approved associate degree curricula and certificate curriculum from the same two-digit CIP code.
  - G) Modifications. An approved unit of instruction, public service or research may be modified by the colleges within the parameters listed in 1501.302(d). The college shall notify the ICCB of such modifications through an electronic exchange system. Modifications to existing units of instruction include:

Agenda Item #16.4

June 2, 2017

- i) The addition, modification, or withdrawal of courses within an approved unit of instruction which does not alter the objectives of the unit of instruction;
  - ii) A change in minimum credit hours for completion of an approved unit of instruction that does not affect the instructional level of the unit of instruction;
  - iii) A change in title of an approved unit of instruction that does not indicate a different objective of the unit than that previously approved; or
  - iv) A change in program/course classification code which does not alter the objectives of the unit of instruction.
- 3) Reasonable and moderate extensions of previously approved units of research or public service include units with an annual operating expenditure from whatever source of less than \$250,000 or an annual operating expenditure from state appropriations of less than \$50,000.
- 4) Reasonable and moderate extensions of previously approved units of administration include any administrative reorganization of a college.
- e) Approval in a Multi-College District. Approval of new units of instruction, research, or public service in a multi-college district will be for a specific college. Transfer of a unit to, or duplication of a unit by, other colleges within the district constitutes a new unit requiring approval by the ICCB. However, up to 9 hours of a program approved at one college may be offered by any other college in the district at the option of the State Board.
- f) Inactivation. When a college no longer offers an approved unit of instruction to additional new students, that unit of instruction shall be reported to the ICCB and shall be removed from the college catalog and other documents advertising the program offerings to the public.

An inactive unit of instruction shall be maintained on the ICCB Curriculum Inventory File with the date that it became inactive for a period of at least ten years. The effective date that a unit of instruction becomes inactive shall be determined by the college.

- g) Reactivation. A unit of instruction that has been inactivated by a college may be reactivated by submitting the material(s) outlined in subsection 1501.302-(a) for review and approval by the ICCB.
- 1) A unit of instruction that has been inactive for less than three years may be reactivated by the college once it has completed the following:
    - A) Obtained approval to reactivate the program from its chief executive administrator;~~;~~
    - B) Obtained approval to reactivate the program from agencies that license, certify, or accredit the program, if appropriate; ~~and~~.

Agenda Item #16.4

June 2, 2017

- C) ~~Submitted a notification to the ICCB.~~ Submitted a request for reactivation and an updated copy of the curriculum to the ICCB.
- 2) A unit of instruction that has been inactive for three to ten years may be reactivated by the Executive Director of the ICCB if the college has completed the following:
- A) Obtained approval to reactivate the program from its chief executive administrator;
  - B) Obtained approval to reactivate the program from agencies that license, certify, or accredit the program, if appropriate;
  - C) Demonstrated through local surveys or state labor market data that the labor market demand and supply shows a need for graduates of the program;
  - D) Conducted a review of the program with representatives from business and industry including on-site visits and advice regarding current technologies and equipment;
  - E) Demonstrated, in accordance with subsections (a)(5) and (a)(6) of this Section ~~and Section 1501.510~~, that the college has adequate facilities, equipment, and financial resources to offer a quality program;
  - F) Demonstrated, in accordance with Section 1501.303(f), that the college has available qualified faculty to provide the instruction for the program; ~~and~~;
  - G) Submitted a request for the reactivation and an updated copy of the curriculum to the ICCB.
- 3) A unit of instruction that has been inactive for over ten years may be reactivated by following the new unit approval process described in subsection (a) of this Section.
- h) Discontinuation of Programs. The ICCB may discontinue programs which fail to reflect the educational needs of the area being served as follows:
- 1) Programs that do not meet standards of need, quality, and cost effectiveness may be discontinued by the ICCB. This determination shall be made based on review and collective findings of information available to the ICCB through ICCB and IBHE—Illinois Board of Higher Education program review, evaluation, and productivity processes; the ICCB Management Information System; and other sources of pertinent information on the following criteria:
    - A) Program need, including educational priorities of the district, accessibility, credit hours generated enrollments, completions, and labor market supply and demand.

Agenda Item #16.4

June 2, 2017

- B) Program quality, including job placement or education continuation, program content, academic control, faculty qualifications, and accreditation and credentialing.
  - C) Program costs, including adequacy of financial support and unit costs.
- 2) The ICCB will ~~utilize~~use special state-level analyses to identify programs that appear to be of questionable need, cost, or quality based on state data. Programs identified through state-level analysis will be referred to the colleges to enable them to evaluate the programs in detail in their normal process and to obtain the results and comments from the local level.
  - 3) The ICCB will notify college districts of programs being considered for discontinuation and shall grant the district 60 days to respond to concerns regarding the program in question ~~prior to~~before action by the Board. This information shall be taken into account in determining if a program should be discontinued by the ICCB.
  - 4) Once a program is discontinued by the ICCB and the appeal process is concluded, the college must inactivate the program by not enrolling any additional new students and develop a plan for an orderly discontinuation of the program for students currently enrolled. Programs discontinued by the ICCB may be reestablished by obtaining approval as a new unit of instruction under subsection (a) of this Section.

**Section 1501.304 Statewide and Regional Planning**

- a) Program planning is based on an assessment of program needs within districts, regions, and the state as a whole. ~~Regions may comprise a community college district and one or more adjacent districts; e.g., some or all surrounding districts or the regional university/community college consortium. Program approval shall be based, in part, on the labor market and economic needs of the district or regional consortium of colleges requesting authority to offer specific curricula.~~
- b) Admission of Students to Regional Curricula. Regions, or regional consortia of colleges, may comprise a community college district and one or more adjacent districts; e.g., some or all surrounding districts or the regional university/community college consortium. A college which offers approved regional curricula shall admit qualified students from throughout the Region on the same priority basis as in-district students.
- c) Admission of Students to Statewide Curricula. A college which offers approved statewide curricula shall admit qualified students from throughout the state on the same priority basis as in-district students.

**Section 1501.305 College, Branch, Campus, and Extension Centers**

- a) Approval of a New College. An application for approval for ~~each a~~ proposed new college shall be submitted to ICCB on forms provided by ICCB. The criteria for approval of a new college are:
  - 1) The proposed college shall be authorized by the Board of Trustees.

Agenda Item #16.4

June 2, 2017

- 2) The proposed college shall meet educational needs that cannot be met within that area of the district as demonstrated by a needs assessment. The needs assessment shall include identification of all other educational institutions providing postsecondary education within a thirty-mile radius of the proposed college, identification of student demand for postsecondary education by program area within the service area of the proposed college, a statement on how the establishment of the proposed college will impact the enrollments on these postsecondary educational institutions within a thirty-mile radius of the proposed college, a statement on how the establishment of the proposed college will impact the current enrollments of the district's present college(s), and of student enrollments for the proposed college.
- 3) The proposed college shall provide a comprehensive program of instruction as specified in Section 101-2(e) of the Act.
- 4) The district shall certify that the resources for the facilities, equipment, instructional materials, library holdings, and faculty and staff necessary to provide quality instruction pursuant to Section 1501.302 shall be made available to the proposed college.
- 5) The needs assessment substantiates that the student enrollment for the proposed college shall be at least 1,000 full-time equivalent students (30,000 semester credit hours) per year by the second full year of operation.
- 6) The district shall have at least \$150 million of assessed valuation for each of its colleges, including the proposed college.
- 7) The proposed college shall serve a population of at least 60,000 or a geographic area of at least three entire counties.
- 8) The plans to obtain regional accreditation for the proposed college have been developed.

| b) Approval of a Branch or Campus. An application for approval of ~~each~~a proposed branch or campus shall be submitted to ICCB on forms provided by ICCB. The criteria for approval of a branch or campus are:

- 1) The proposed branch or campus shall be authorized by the Board of Trustees.
- 2) The proposed branch or campus shall meet educational needs that cannot be met in that area of the district as demonstrated by a needs assessment.
- 3) The college shall certify that resources for facilities, equipment, instructional materials, library holdings, and faculty and staff necessary to provide quality instruction pursuant to Section 1501.302 shall be made available to the proposed branch or campus.
- 4) The proposed branch or campus shall provide student and academic support services on site that are adequate pursuant to Section 1501.302 to support the curricula offered and the students in attendance at the branch or campus.

Agenda Item #16.4

June 2, 2017

- c) To qualify for a grant of up to \$100,000 for the establishment of a college, campus, or branch once approval has been granted by the ICCB ~~and the Illinois Board of Higher Education~~, all of the following conditions must be met:
- 1) The college, campus, or branch shall meet the conditions specified in 110 ILCS 805/3-12.2, Ill. Rev. Stat., 1991, ch. 122, par. 103-12.2.
  - 2) The college district shall request the ICCB to include the grant in its budget request submitted to the IBHE and shall include a justification of the need and proposed use of the grant.
  - 3) Funds for the college, campus, or branch shall have been appropriated.
- d) Extension Centers. An extension center located within the community college district is a reasonable and moderate extension of a college and may be established at the discretion of the district's Board of Trustees. An extension center located outside the community college district requires ICCB approval under Section 1501.307.

**Section 1501.309 Course Classification and Applicability**

- a) Course Classification. Information on courses for which credit is to be awarded shall be submitted to ICCB ~~on forms provided by ICCB~~ through an electronic exchange system in order for the courses to be classified into appropriate instructional and funding categories and added to the college's Management Information System (MIS) Course Master File.
- b) Course Credit Hour Determination.
- 1) Credit hours for courses for which ICCB credit hour grants are to be claimed shall be determined on the basis of an expected 45 hours of combined classroom/laboratory and study time for each semester hour or 30 hours of such time for each quarter credit hour.
  - 2) Lecture Courses. Courses with students participating in lecture/discussion-oriented instruction will be assigned one semester credit hour or equivalent for a minimum of each 15 classroom contact hours of instruction per semester or equivalent. It is assumed that two hours of outside study will be invested for each classroom contact hour.
  - 3) Laboratory Courses. Courses in which students participate in laboratory/ clinical-laboratory-oriented instruction will be assigned one semester credit hour or equivalent for a minimum of each 30-45 classroom contact hours of instruction per semester or equivalent. It is assumed that one hour of outside study will be invested for each two laboratory contact hours.
  - ~~3)4)~~ Clinical Practicum courses. Courses in which students participate in clinical practical experiences shall receive one semester credit hour or equivalent for a minimum of each 30-60 contact hours per semester or equivalent. It is expected that one hour of outside study time will be invested for each two clinical practical contact hours.
  - ~~4)5)~~ Internship Courses. Courses in which ~~S~~students ~~who~~ participate in nonclinical internship, practicum, or on-the-job supervised instruction shall receive one

Agenda Item #16.4

June 2, 2017

semester credit hour or equivalent for a minimum of each 75-149 contact hours per semester or equivalent, ~~and students who participate in clinical practicums shall receive one semester credit hour or equivalent for each 30-60 contact hours per semester or equivalent. It is assumed that one hour of outside study time will be invested from each two clinical practicum contact hours.~~

- c) Course Syllabus. A syllabus shall be developed and maintained for ~~each~~ a credit course and shall be available to the public and students upon request. A syllabus contains the description of the course, specific objectives of the course, a topical outline, and the method for evaluating student performance.
- d) Course Applicability. All credit courses must be part of an approved unit of instruction (pursuant to Section 1501.302), and the approved unit of instruction for ~~each~~ a course shall be indicated on the college's ICCB MIS Course Master File.
  - 1) Lower-Division Baccalaureate Courses. Courses designed to meet lower-division baccalaureate degree requirements shall be applicable to associate transfer degrees. For ~~each~~ a baccalaureate course offered, the college shall either obtain approval for the course to be listed as a statewide articulated transfer course by a general education or baccalaureate major panel of the Illinois Articulation Initiative or maintain current written articulation agreements or transfer equivalency documents with:
    - A) at least three (3) Illinois public universities, or
    - B) at least three baccalaureate degree-granting institutions to which a majority (51%) of the college's students transfer, or
    - C) one or more baccalaureate degree-granting institutions to which a majority (51%) of the college's students, majoring in the field for which the course is required, transfer.
  - 2) Remedial Course Credit. No remedial course credit shall be applicable to associate degrees designed for transfer to institutions granting baccalaureate degrees.
  - 3) Adult Basic Education Course Credit. No adult basic education course credit ~~is applicable~~ applies to degrees or to certificates, except the Adult Basic Education Certificate.
  - ~~4)~~ 4) Adult Secondary Education Course Credit. No adult secondary or college preparatory education course credit ~~is applicable~~ applies to degrees or certificates, except the Adult Secondary Education Certificate.
  - ~~4)5)~~ 4)5) Career and Technical Education Course Credit. Courses designed to prepare individuals with a technical skill shall be applicable towards the requirements or electives for completion of an associate's degree (applied or transfer) or a career and technical education certificate.
  - ~~5)6)~~ 5)6) General Studies Course Credit. General studies course credit ~~is applicable~~ applies only to the Personal Development; Homemaking; Improving Family

Agenda Item #16.4  
June 2, 2017

Circumstances; Intellectual and Cultural Studies; Community and Civic Development; and Health, Safety and Environment Certificates.

- e) Special Upper-Division Courses.
- 1) A college may offer any course that is offered by a university, regardless of numbering system, if the university normally permits its own students to take the course as lower-division students. Such courses will be eligible for ICCB grants, if they meet all other criteria.
  - 2) If at least three public universities in Illinois agree, or if a public university which is the principal recipient of transfers from the community college agrees, certain special courses taught at the upper-division level may be offered by a college and be eligible for ICCB grants, provided they meet all other criteria.
- f) Independent Study. Independent Study course credit shall not exceed 25 percent of the credit hour requirements for a student to earn an associate degree. The topic of an independent study course shall be listed on the student's permanent academic record.
- g) Internships. An internship experience for credit that is designed to provide the student an opportunity to put into practice the theories and techniques learned in the classroom/laboratory shall be applicable to an associate degree or certificate, provided at least 12 semester credit hours or equivalent in the corresponding curriculum are completed by the student ~~prior to before~~, or are taken by the student concurrently with, such experience.
- h) Courses Approved as Repeatable.
- 1) Courses in which the content varies from term to term or from student to student (e.g., independent study, special topics, and internship courses) or in which a student is expected to gain increased depth of knowledge and skill through repetition (~~e.g., music, speech, theatre, and journalism performance or production courses~~) shall, at the request of the college, be approved for repeatability under the following conditions:
    - A) The number of times the course may be taken for credit does not exceed four times, or the semester or quarter equivalent, e.g., a single course can be taken one time and repeated no more than three times per student; semesters (or six quarters);
    - B) The method of determining the amount of credit to be awarded for each section of the course, for each term, or for each student is specified in the college's catalog, on the course syllabus, and on the course classification form, and the subject matter and number of credits for which the student enrolled is specified on the student's permanent academic record;
    - C) The college's catalog, the course syllabus, and the course classification form requesting approval of repeatability by the ICCB indicate the number of such credits that will apply to degree or certificate completion for a single course or a combination of related courses; and

Agenda Item #16.4

June 2, 2017

- D) The total number of credit hours for a single course or for a combination of related courses that are applicable to degree or certificate completion does not exceed the maximums established in ~~subsection (e) governing independent study~~, subsection (b) governing credit hour determination, subsection (f) governing independent study, or Section 1501.507(b)(10) governing the maximum rate of credit hour production.
- 2) A~~V~~ vocational skill courses that must be retaken periodically by law for persons employed in an occupation or vocation ~~must retake periodically by law in order~~ to maintain employment shall, at the request of the college, be approved for repeatability beyond the limits described in subsection (h)(1)(A) under the following conditions:
- A) The content of the course is determined by law and does not change from one year to the next; and
- B) A copy of the law (or regulation administering it) and a course syllabus accompanies the course classification form requesting repeatability.
- 3) An adult basic, or adult secondary, or a remedial education course that is organized into discrete modules and offered for variable credit shall, at the request of the college, be approved for repeatability under the following conditions:
- A) No discrete module is repeated more than three times;
- B) The title of ~~each~~a module completed and the grade received is permanently recorded on the student's academic record; and
- C) The content and number of credit hours for ~~each~~a discrete module is shown on the course syllabus and on the course classification form requesting approval of repeatability by the ICCB.
- 4) A~~n~~ adult basic, adult secondary, or a remedial education course that is not organized into discrete modules shall, at the request of the college, be approved for repeatability under the following conditions:
- A) The number of times the course may be taken for credit does not exceed four times, ~~i.e., repeatable three times.~~ or the semester or quarter equivalent, e.g.: a single course can be taken one time and repeated no more than three times per student.
- B) The variety of skill levels included in the course and the methods used to accommodate individual differences based on an assessment of student skills is specified in the course syllabus; and
- C) The course title and the grade received is permanently recorded on the student's academic record each time that the course is taken.

## SUBPART D: STUDENTS

### Section 1501.401 Definition of Terms

~~Gifted Student. A "gifted student" is a student who is judged to possess exceptionally high academic ability by both the secondary school in which the student is enrolled and the college district.~~

### Section 1501.402 Admission of Students

- a) Students Whose Connection With a Secondary School is Severed. Any student who is 16 or 17 years of age and has severed connection with a secondary school, as certified in writing by the chief executive officer of the secondary school in which the student has legal residence, is eligible to attend a college in accordance with policies of the Board. Courses taken by such students are eligible for ICCB grants.
- b) Students Currently Enrolled in a Secondary School Program. Students currently enrolled in a secondary school program may be accepted into a college course(s). If such courses are offered during the regular school day established by the secondary school or are offered for secondary school credit, prior approval of the chief executive officer of the secondary school must be received.
- c) Admission of Students in Programs ~~for Special Groups~~. Students shall be admitted to instructional programs supported by state funds for which they are otherwise qualified without regard to race, religion, sex, ethnic origin, sexual orientation, disability, or membership in any profession, group, organization, or association.
  - 1) Designating Specific Sections. Course enrollments shall be open to those individuals identified in this subsection (c). However, the nature of the instructional unit may make it desirable to offer specific sections for students with certain common backgrounds, experiences, and future aspirations.
  - 2) Organizations' Standards Not Applicable. While it is recognized that certain organizations, groups, fraternities, and associations have standards which must be met to become employed in a particular field, such standards shall not be applicable to the continuing participation of students in college courses receiving ICCB grants.

## SUBPART E: FINANCE

### Section 1501.501 Definition of Terms

~~"Annual Financial Statement" means an annual financial report and an annual program report. The "annual financial statement", which that is required to be published by a district, ~~consists of two parts:~~~~

~~an An~~ annual financial report, ~~which~~ includes a statement of revenues and expenditures along with other basic financial data; ~~and~~

Agenda Item #16.4

June 2, 2017

~~an~~ An annual program report, which provides includes a narrative description of programs offered, goals of the district, and student and staff data.

“Attendance at Midterm.” A student is "in attendance at midterm" in a course if the student is currently enrolled in and actively pursuing completion of the course.

“Auditor” means. ~~An auditor is~~ a person who enrolls in a class without intent to obtain academic credit and whose status as an auditor is declared by the student, approved by college officials, and identified on college records ~~prior to~~ before the end-of-registration date of the college for that particular term.

“Capital Renewal Grants”. ~~Capital renewal grants are~~ mean State grants allocated proportionally to ~~each a~~ community college district based on the latest fall on-campus nonresidential gross square feet of facilities as reported to the ICCB. Such grants are to be ~~utilized~~ used for miscellaneous capital improvements such as rehabilitation, remodeling, improvement, and repair; architect/engineer services; supplies, fixed equipment, and materials; and all other expenses required to complete the work.

“Lincoln's Challenge Scholarship Grants” mean scholarships provided to a community college to graduates of the. ~~The Lincoln's Challenge Program is administered by the Illinois Department of Military Affairs. Upon successful completion of that program, students qualify for a scholarship to a community college. The Lincoln's Challenge Scholarship Grant is a special appropriation received by the ICCB from the Governor and the General Assembly. These scholarships provide an opportunity for graduates of Lincoln's Challenge to transition easily into higher education by enrolling in one of the 48 public community colleges. The scholarship grants can be used to cover the cost of education, which includes tuition, books, fees, and required educational supplies.~~

“Midterm Class List Certification.” means the college’s process for certifying students in attendance at the midterm to the ICCB. ~~As~~ as part of the ~~verification proof~~ that a student’s credit hours are eligible for State funding, ~~the college shall establish a process for certifying students in attendance at the midterm.~~ The district shall file with the ICCB a document outlining the process (including but not limited to specific steps and/or procedures, steps for obtaining an electronic midterm certification signature, etc.) it follows as part of that certification and the district shall file an amended process any time changes are made, but not less than once every five years.

“Midterm Certification Signature”; means midterm class lists obtained and maintained by the college that are manually signed and dated by faculty or electronic signature of the faculty. ~~The college may either obtain and maintain midterm class lists manually signed and dated by faculty or accept electronic signature of the faculty.~~

If the college chooses to accept an electronic signature of faculty, then the college must include in the midterm class list certification process a written summary explaining what steps are in place that ~~assure~~ ensure:

Appropriate administrative and operational controls are in place to ensure faculty only have access to midterm class lists they teach;

Appropriate controls are in place to only allow an electronic signature at the midpoint of the class during a specified period (~~i.e., that is~~ is one or two weeks before and one or two weeks after the midpoint of the class);

Agenda Item #16.4

June 2, 2017

~~Each-A~~ faculty member's identity is authenticated and attributed to the midterm certification signature;

The integrity of the electronically signed midterm class list of ~~each-a~~ course section has been secured and verified; and

The college has the capability of generating signed printed midterm class lists that support the ICCB credit hour claim submission.

A final grade sheet electronic signatures process, if adopted, should be implemented in the same manner as the electronic midterm certification signature.

~~“Residency - Applicability-Verification-Proof of Status” - means the college’s processes in accordance with 110 ILCS 805/2-16.02 for verifying the residency status of its students to the ICCB. As as part of verification-proof that its credit hours are eligible to receive ICCB grants., each community college district shall submit its process for verifying the residency status of its students to the ICCB each year with its certification of credit hours in accordance with 110 ILCS 805/2-16.02 as part of the annual external audit.~~ The process shall include the methods for verifying residency as defined in the general provisions, special State provisions, and district provisions of this Section. ~~Each-A~~ district shall file descriptions of any revisions to its process with the ICCB ~~prior to before~~ their implementation.

~~“Residency - General Provisions.”~~ The following provisions apply both to State and district residency definitions:

To be classified as a resident of the State of Illinois or of the community college district, ~~each-a~~ student shall have occupied a dwelling within the State or district for at least 30 days immediately ~~prior to before~~ the date established by the district for classes to begin.

The district shall maintain documentation verifying State or district residency of students.

Students occupying a dwelling in the State or district who fail to meet the 30-day residency requirement may not become residents simply by attending classes at a community college for 30 days or more.

Students who move from outside the State or district and who obtain residence in the State or district for reasons other than attending the community college shall be exempt from the 30-day requirement if they demonstrate through documentation a verifiable interest in establishing permanent residency.

~~“Residency - District Provisions.”~~ Students shall not be classified as residents of the district where attending even though they may have met the general 30-day residency provision if they are:

federal job corps workers stationed in the district;

inmates of state or federal correctional/rehabilitation institutions located in the district;

full-time students attending a postsecondary educational institution in the district who have not demonstrated through documentation a verifiable interest in establishing permanent residency; ~~and/or~~

students attending under ~~the provisions of~~ a chargeback or contractual agreement with another community college.

“Residency - Special State Provisions.” Students shall be classified as residents of the State without meeting the general 30-day residency provision if they are:

federal job corps workers stationed in Illinois;

members of the armed services stationed in Illinois;

inmates of State correctional/rehabilitation institutions located in Illinois; or

employed full time in Illinois.

“Special Initiatives Grants” mean. ~~Special initiatives grants provide~~ funds for conducting special initiatives activities. ~~Special initiatives activities are based upon criteria as specified in terms outlined in a grant agreement between the college or vendor and the ICCB.~~

~~Special Initiatives Activities. Special initiatives activities are defined each year in a request for proposal process. All colleges will have the opportunity to apply for funds to conduct such approved special initiatives activities. Special initiatives activities are based upon criteria as specified in terms outlined in a grant agreement between the college and the ICCB.~~

### **Section 1501.502 Financial Planning**

Financial ~~Planning~~ planning for current and future operation shall provide for both a sound educational program and prudent use of public funds.

## **SUBPART H: PERSONNEL**

### **Section 1501.801 Definition of Terms**

“Sabbatical Leave:” means ~~A sabbatical leave is~~ a leave of absence granted by the ~~Board of Trustees~~ board of trustees to eligible employees ~~for the purpose of providing to provide~~ opportunities for such employees to engage in activities which are aimed at developing the employees professionally and improving their abilities to perform their contractual responsibilities.

### **Section 1501.802 Sabbatical ~~Leave~~ Leaves**

Any ~~Board of Trustees~~ board of trustees’ policy providing for sabbatical ~~leave~~ leaves for its employees shall contain ~~at least~~ the following provisions:

- a) A statement of purpose and/or objectives~~;~~
- b) A description of the types of leaves (e.g., professional development, project, exchange) that may be granted~~;~~
- c) A statement of employee eligibility~~;~~
- d) A procedure for making application~~;~~

Agenda Item #16.4  
June 2, 2017

- e) A listing of criteria ~~utilized~~used in evaluating applications~~;~~
- f) A procedure for selection~~;~~
- g) A statement of limitations concerning the granting of leave (e.g., how many employees in a given year and subject to what, if any, financial limitations)~~;~~
- h) A schedule of compensation, if any, to be granted and for what period~~of time;~~
- i) A statement of employee obligations (e.g., reporting requirements, returning to work after the leave)~~; and~~
- j) Other conditions which the Board feels may affect the employee-employer relationship as a result of a leave being granted.