

Agenda Item #11.1
March 18, 2016

APPROVED

Minutes of the 416th
Meeting of the
Illinois Community College Board

Harry L. Crisp II Community College Center
Second Floor Conference Room
401 East Capitol Avenue
Springfield, IL

January 22, 2016

RECOMMENDED ACTION

It is recommended that the following motion be adopted:

The Illinois Community College Board hereby approves the Board minutes of the January 22, 2016 meeting as recorded.

Item #1 – Roll Call and Declaration of Quorum

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

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

Chair Lopez took a moment to acknowledge former Board members Michael Dorf and Randy Barnette who were recently replaced by the Governor. He thanked them for their service and knowledge they brought to the Board.

Chair Lopez also welcomed newly appointed members Nick Kachiroubas, Ann Kalayil, and Douglas Mraz.

He also congratulated Board member Guy Alongi for being reappointed to the Board.

Chair Lopez stated he has been travelling the State visiting the community colleges. While at the City Colleges of Chicago, Dr. Lopez met with also met with Rasmus Lynnerup, Executive Vice Chancellor and Chief Strategy Officer - City Colleges of Chicago, Hilary Hodge, Associate Vice Chancellor of Adult Education -City Colleges of Chicago, and Jenny Wittner, Associate Director – Women Employed, and discussed career pathways in Adult Education. They are present at the Board meeting to give a presentation on this subject.

Chair Lopez stated he attended, as well as Dr. Anderson and Board member Garate, the opening of the new Health Sciences Building at Malcolm X College. He also attended the opening of the new Health Sciences Building at Triton College.

In closing, Chair Lopez stated he is well aware of the hard times, but everyone needs to keep moving forward.

Item #3 – Board Members Comments

The Board welcomed the newly appointed newly appointed members, Nick Kachiroubas, Ann Kalayil, and Douglas Mraz, acknowledged former Board members Michael Dorf and Randy Barnette who were recently replaced by the Governor, and congratulated Board member Guy Alongi for being reappointed to the Board.

Jake Rendleman stated that all community colleges are going through rough times; however, the community colleges who receive a large percentage of funds from the state are going through an even rougher time and will be looking at layoffs and program closures if they have not already. John A. Logan College funded their MAP Grants, which should be funded by the state, to the students.

Chair Lopez stated that Board member Teresa Garate has been appointed the official representative on the IL Board of Higher Education Board. Chair Lopez stated he appreciated Dr. Garate's willingness to take on this new role.

Item #4 – Executive Director Report

Dr. Karen Hunter Anderson took a moment to acknowledge former Board members Michael Dorf and Randy Barnette who were recently replaced by the Governor. He thanked them for their service and knowledge they brought to the Board. Dr. Anderson also welcomed newly appointed members Nick Kachiroubas, Ann Kalayil, and Douglas Mraz and congratulated Board member Guy Alongi for being reappointed to the Board.

Dr. Anderson also congratulated Student Board member Stephanie Torres for officially becoming a United States citizen.

Dr. Anderson congratulated Chancellor Hyman for the opening of Malcolm X College's new Health Sciences Building and suggested holding a future Board meeting there.

Dr. Anderson congratulated Jennifer Foster, Deputy Director for Adult Education and Workforce at the ICCB, for being appointed to the Cook County Workforce Board, and congratulated Dr. Brian Durham, Deputy Director for Academic Affairs at ICCB, for completing his Doctoral Program.

There has been a few new staff to join the ICCB after June 1, 2015:

Zula Lee – Account Technician II
Teresa Monaghan – Front Desk Secretary
Thao Le – Application Programmer I

ICCB still has quite a few number of vacancies yet to fill.

Beginning in the New Year, there are still a number of challenges, such as program closures and staff reductions at the community colleges due to the lack of a state budget.

Dr. Anderson, along with a few staff members, will be attending the fiscal year 2017 appropriations hearing on March 10th in Chicago.

Dr. Anderson concluded by thanking the community colleges for taking charge and handling the issues during this crisis.

Item #5 - Committee Reports

Item #5.1 – Adult Education and Workforce Development

The Adult Education and Workforce Development committee convened on Friday, January 22 at 8:15 a.m. The below items were discussed:

- Program Closures
- Budget Impact on High School Equivalency (HSE)
- Workforce Education Strategic Plan (WESP) Update
- Board Presentation on the Workforce Innovation and Opportunities Act (WIOA)

Item #5.1a – Workforce Innovation Opportunity Act

The Workforce Innovation and Opportunities Act (WIOA) was signed into law on July 22, 2014 and include the WIOA Title II: Adult Education and Literacy Act. As part of the law, it is required that the State of Illinois submit a Unified Plan on March 3, 2016 which includes the four core partners: Title I – Adult, Youth and Dislocated Worker Programs -Department of Commerce (Commerce); Title II: Adult Education- Illinois Community College Board (ICCB); Title III: Wagner Peyser – Illinois Department of Employment and Security (IDES); and Title IV: Vocational Rehabilitation – Illinois Department of Human Services (IDHS).

A brief oral presentation was given by Jennifer Foster, Deputy Director of Adult Education and Workforce for ICCB, highlighting the Unified Plan requirements and timelines, the planned activities, specifically for Title II: Adult Education; and the connection of WIOA with the Workforce Education Strategic Plan.

Chancellor Hyman stated the community colleges need to make sure the students are receiving employment in the field they have been trained in.

Item #6 – Advisory Organizations

Item #6.1 – Illinois Council of Community College Presidents (ICCCP)

Dr. Charlotte Warren, President of Lincoln Land Community College and the President of the ICCCP, stated the ICCCP has not yet met since the last ICCB Board meeting. The next ICCCP meeting will be held on January 28-29 at Heartland Community College in Bloomington. Discussions will take place on transfer, athletics, and accreditation pathways.

Item #6.2 – Student Advisory Council

Stephanie Torres, student Board member, stated the Council met last weekend in Springfield. The Council had a couple of guest speakers and discussed textbook affordability MAP Grants, college affordability, public safety, creating safe zones, and the idea of Run, Hide, and Fight. April 20th will be Student Advocacy Day.

Item #6.3 – Illinois Community College Faculty Association (ICCFA)

Allan Levandowski briefly stated that the ICCFA discussed their 2016 Fall Conference, which will be held in October. The Association released the applications for the grant and scholarship funds. To date, all dues have been collected from the community colleges.

Item #6.4 – Illinois Community College Trustees Association (ICCTA)

Mike Monaghan congratulated newly appointed Board members.

The association held a press conference last Wednesday and spotlighted community college students discussing how the lack of a state budget is affecting them.

The Association also has not yet met since the last ICCB Board meeting held in November 2015. Their next meeting will be via conference call on Saturday, January 23rd in order to cut down on travel. They have also cancelled their annual meeting in Washington D.C.

Mr. Monaghan concluded by stating the legislature will only be in session seven times between January and April. There are rumors there will not be a state budget passed until November. The Association’s next meeting will be held in Lombard in March.

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The Board took a break at 10:19 and returned at 10:33 a.m.

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Item #7 - Career Pathways in Adult Education Presentation

For several years, the City Colleges of Chicago (CCC) has made significant strides in developing Career Pathway programs. In partnership with Women Employed, CCC has developed curriculum and lesson plans that contextualize instruction for students attending the adult education program. The staff of CCC and Women Employed will provide an overview of these programs and the use of a newly developed curriculum “Career Foundations” in developing career pathway partnerships with Chicago community-based organizations and connecting them to City Colleges' focus areas.

A presentation was given by Rasmus Lynnerup, Executive Vice Chancellor and Chief Strategy Officer - City Colleges of Chicago, Hilary Hodge, Associate Vice Chancellor of Adult Education -City Colleges of Chicago, and Jenny Wittner, Associate Director – Women Employed.

Item #8 – New Units

Item #8.1 – Permanent Approval of College of DuPage, Carl Sandburg College, Illinois Valley Community College, Lake Land College, Rend Lake College, Shawnee Community College, Southeastern Illinois College, and Temporary Approval of Parkland College

Chair Lopez asked for clarification on the Rend Lake College and John A. Logan College Biomedical Electronics A.A.S. degree. At Rend Lake College this degree requires 64 credit hours and at JALC this same degree requires 60 credit hours. Chair Lopez asked why the same degree would require different credit hours. Brian Durham explained that Rend Lake College requires more work-based learning, which requires more credit hours. The number of credit hours also depends on what the employers in those specific districts require.

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

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

PERMANENT PROGRAM APPROVAL

College of DuPage

- Early Childhood Administration Associate in Applied Science (A.A.S.) degree (64 credit hours)

Carl Sandburg College

- Bioprocess Operations Technician A.A.S. degree (68 credit hours)
- Bioprocess Fermentation Technician Certificate (32 credit hours)

Illinois Valley Community College

- Engineering Technology A.A.S. degree (64 credit hours)

Lake Land College

- Horticulture Production Certificate (34 credit hours)

Rend Lake College

- Biomedical Electronics A.A.S. degree (64 credit hours)

Shawnee Community College

- Logistics & Operations Management A.A.S. degree (65 credit hours)

Southeastern IL College

- Associate in Fine Arts (A.F.A.) in Musical Theatre degree (64 credit hours)
- Associate in Fine Arts (A.F.A.) in Theatre Acting degree (64 credit hours)

TEMPORARY PROGRAM APPROVAL

Parkland College

- Interactive Design A.A.S. degree (65 credit hours)

A roll call vote was taken with the following results:

Terry Bruce	Yea	Suzanne Morris	Yea
Cheryl Hyman	Yea	Jake Rendleman	Yea
Teresa Garate	Yea	Stephanie Torres	Yea
Nicholas Kachiroubas	Yea	Lazaro Lopez	Yea

The motion was approved. Student Advisory vote: Yea.

Item #8.2 – Malcolm X College

Chancellor Hyman explained that the College has a partnership with the University of Illinois for this particular degree of 74 credit hours. The intent is for the student to be able to transfer from Malcolm X College to the University of Illinois, without losing any of their credits, to complete their Bachelor's Degree. The 74 credit hours are made up of employer input and accreditation.

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

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

PERMANENT PROGRAM APPROVAL

Malcolm X College

- Dental Hygiene A.A.S. degree (74 credit hours)

A roll call vote was taken with the following results:

Terry Bruce	Yea	Suzanne Morris	Yea
Cheryl Hyman	Abstain	Jake Rendleman	Yea
Teresa Garate	Yea	Stephanie Torres	Yea
Nicholas Kachiroubas	Yea	Lazaro Lopez	Yea

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

Item #8.3 – John A. Logan College

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

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

PERMANENT PROGRAM APPROVAL

John A. Logan College

- Associate in Fine Arts (A.F.A.) in Studio Arts degree (63 credit hours)
- Biomedical Electronics Technology A.A.S. degree (60 credit hours)

A roll call vote was taken with the following results:

Terry Bruce	Yea	Suzanne Morris	Yea
Cheryl Hyman	Yea	Jake Rendleman	Abstain
Teresa Garate	Yea	Stephanie Torres	Yea
Nicholas Kachiroubas	Yea	Lazaro Lopez	Yea

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

Item #9 – Consent Agenda

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

Item #9.1 - Minutes of the November 20, 2015 Board Meeting

The Illinois Community College Board hereby approves the Board minutes of the November 20, 2015 meeting as recorded.

Item #9.2 - Minutes of the November 20, 2015 Board Executive Session Meeting

The Illinois Community College Board hereby approves the Executive Session minutes of the November 20, 2015 meeting as recorded

Item #9.3 - Fiscal Year 2017 Capital Budget Request

- Approves the fiscal year 2017 Capital Budget Request for the Illinois Community College System as presented in the attached Table 1 and Table 2;
- Authorizes the submission of the request to the Governor's Office of Management and Budget, the Illinois Board of Higher Education, and the Illinois General Assembly; and
- Authorizes its Executive Director, with the concurrence of the Chair, to make technical adjustments to the request if more refined data become available.

Item #9.4 - Public Notice Policy for Community College Employment Contracts

The Illinois Community College Board hereby approves the following Board policy:

Pursuant to Public Act 99-0482, Illinois public community college districts shall provide public notice of an employment contract entered into, amended, renewed, or extended by publication of a complete description of the action to be taken in the board's agenda and published pursuant to the Illinois Open Meetings Act. If the final contract is written before the meeting, a copy of the pending contract, including all addendums or any other documents that change an initial contract, shall be posted prior to board action on the district's official website. As soon as possible following board action, copies of the contract enacted, including all addendums and other documents that change an initial contract, shall be posted to the district's official website. This policy does not apply to collective bargaining agreements.

Item #9.5 - Revisions to the Employee Guidebook

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

5.6 Timekeeping / Time Sheets

All employees are required to record their hours worked each day. Employees will write their time, in ink, on a semi-monthly time report record their time on the approved time sheet. Falsifying your time report or another employee's time report will result in corrective action, up to and including termination.

Staff time reports must be signed by both employee and supervisor and submitted each pay period by the end of the following pay period. (For example, a time sheet for the period of October 1st – 15th would be due no later than October 31st.) Written leave requests (including vacation, sick time, personal time, and floating holidays) must be signed and turned in with the time sheet. Verbal authorization from your supervisor may be obtained prior to leave. If verbal authorization is given, the supervisor must indicate it on the request forms submitted with the time sheets.

Changes of leave categories may be changed by time keeper if time sheet and leave request sheet do not match. Time sheet will be changed to reflect leave request sheet provided employee has a sufficient balance in the requested category.

8.3 Vacation

All vacation requests are subject to approval by the employee's immediate supervisor to ensure adequate coverage for the department. Except in emergency situations, Vacation requests must be approved by the employee's supervisor, either verbally or in writing, prior to the employee taking the requested day of vacation.

8.4 Sick Leave

8.4.1 Sick Days

Employees shall accumulate sick leave at the rate of one day for each month's service. Part-time employees will accumulate on a prorated basis. There is no limit on the amount of sick leave which may be accumulated. If an employee has taken more time than has been accumulated, Human Resources will address this on a case by case basis resulting in either a negative balance or payroll deduction.

Item #9.6 - Revisions of the 2016 Calendar of Meetings for the Illinois Community College Board

The Illinois Community College Board hereby approves the following revised Calendar Year 2016 Board Meeting Dates and Locations:

Calendar Year 2016 Board Meeting Dates and Locations

January 22

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

March 18

9:00 a.m. – Spoon River College, Canton District 214 Central Office, Arlington Heights

June 3*

9:00 a.m. – Wyndham Springfield City Centre, Springfield

July

Subject to Call

September 16

9:00 a.m. – Sauk Valley Community College, Dixon

November 18

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

December

Subject to Call

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

A roll call vote was taken with the following results:

Terry Bruce	Yea	Suzanne Morris	Yea
Cheryl Hyman	Yea	Jake Rendleman	Yea
Teresa Garate	Abstained	Stephanie Torres	Yea
Nicholas Kachiroubas	Yea	Lazaro Lopez	Yea

The motion was approved. Teresa Garate abstained. Student Advisory vote: Yea.

Item #10 – Information Items

There was no discussion.

Item #10.1 - Fiscal Year 2016 Financial Statements

Item #10.2 - Statewide Articulation Agreement with the University of Iowa

Item #11 – Other Business

There was no other business

Item #12 – Public Comment

There was no public comment.

Item #13 – Executive Session

Item #13.1 – Employment/Appointments Matters

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

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

A roll call vote was taken with the following results:

Terry Bruce	Yea	Suzanne Morris	Yea
Cheryl Hyman	Yea	Jake Rendleman	Yea
Teresa Garate	Yea	Stephanie Torres	Yea
Nicholas Kachiroubas	Yea	Lazaro Lopez	Yea

The motion was approved. Student Advisory vote: Yea. The Board entered Executive Session at 11:17 a.m.

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Jake Rendleman made a motion, which was seconded by Terry Bruce, to reconvene Public Session at 11:51 a.m.

A roll call vote was taken with the following results:

Terry Bruce	Yea	Suzanne Morris	Yea
Cheryl Hyman	Yea	Jake Rendleman	Yea
Teresa Garate	Yea	Stephanie Torres	Yea
Nicholas Kachiroubas	Yea	Lazaro Lopez	Yea

The motion was approved. Student Advisory vote: Yea.

Item #14 – Executive Session Recommendations

Item #14.1 - Employment/Appointments Matters

There were no recommendations.

Item #15 – Adjournment

Jake Rendleman made a motion, which was seconded by Nick Kachiroubas, to adjourn the Board meeting at 11:52 a.m.

A roll call vote was taken with the following results:

Terry Bruce	Yea	Suzanne Morris	Yea
Cheryl Hyman	Yea	Jake Rendleman	Yea
Teresa Garate	Yea	Stephanie Torres	Yea
Nicholas Kachiroubas	Yea	Lazaro Lopez	Yea

The motion was approved. Student Advisory vote: Yea.

Lazaro Lopez, Ed.D.
Board Acting Chair

Karen Hunter Anderson, Ph.D.
Executive Director