

Item #10.1
January 28, 2022

UNAPPROVED

Agenda
448th Meeting of the
Illinois Community College Board

Zoom Meeting

<https://us02web.zoom.us/j/88470182079?pwd=MmtyZGJzOXdzSUkzNnVkc0ZpOXF3dz09>

Meeting ID: 884 7018 2079
Passcode: GrJtM3
One tap mobile
+13126266799,,88470182079#,,, *400269# US (Chicago)

Dial by your location
+1 312 626 6799 US (Chicago)
Meeting ID: 884 7018 2079
Passcode: 400269

December 3, 2021

RECOMMENDED ACTION

It is recommended that the following motion be adopted:

The Illinois Community College Board hereby approves the Board minutes of the December 3, 2021 meeting as recorded.

Item #1 – Roll Call and Declaration of Quorum

Chair 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 on the zoom call: Craig Bradley, An-Me Chung, Teresa Garate, Suzanne Morris, Larry Peterson, Paige Ponder, Lynette Stokes, and Jaleel Harris, Student Board member, were present. Terry Bruce and Nick Kachiroubas were absent. A quorum was declared.

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

Chair Lopez called the meeting to order with the following statement: Though the Governor's disaster proclamation does not in person meetings are necessarily infeasible, the head of a public body may determine that an in-person meeting is not practical or prudent given the disaster. Given the onset of the variant, he made that determination, hence we find ourselves now meeting remotely. He stated that he does anticipate the January 28, 2022 meeting to be held in person at Lincoln Land Community College in the Trutter Center. It is important to note that as a part of this determination, the ICCB will be keeping a verbatim recording of this meeting for a period of 18 months, as required by law. This zoom meeting will be recorded. Also, to be noted, ICCB staff, Jeff Newell, is present at the ICCB 2nd floor conference room, per requirements of the OMA law.

Chair Lopez stated that he, and Dr. Durham, participated in the Governor's Commission on Workforce Equity and Access meeting last week. It was the third meeting of this commission. The central goal of this commission is to create a vision for an equitable, accessible, and effective future state workforce system with a focus on three recommendation areas: key design enhancements/improvements to the state workforce system, the streamlining of state agencies, and the governance structure and state leadership needed for execution.

Item #10.1
January 28, 2022

Though the meeting seems to be mostly about the Workforce Innovation and Opportunity Act (WIOA), community college programs are coming up in the conversation often. The community college system is in a great position to be responsive to the needs of the Commission. As open access institutions, community colleges are perhaps best situated to meet the needs of the students being discussed in the conversation.

Chair Lopez also wanted to acknowledge the efforts of the community colleges in meeting the COVID vaccine and test mandate that was issued by the Governor. In the face of enrollment challenges, COVID fatigue, and vaccine hesitancy, community colleges are all doing their very best to implement the mandate and meet the spirit of the mandate, which is to get more people vaccinated. The Board thanks them for their hard work as they navigate through the mandate and everything else.

One of the items on the agenda is about how colleges have been helping students through mental health needs. These needs have been heightened and highlighted throughout the pandemic. In addition to managing through this mandate, colleges have also been working to meet the heightened needs of students. The Board will be hearing from two community colleges on their best practices in achieving this goal while facing obstacles.

Chair Lopez went on to acknowledge Craig Bradley, who was recently featured in piece on WSIL-TV in Southern IL (Carterville) entitled: *Unsung Hero*. Among the many things that the video and accompanying article pointed out was that Craig serves as the coordinator for Phi Theta Kappa at Shawnee Community College and that he was instrumental in bringing a food pantry to campus, that he often helps to keep stocked. Finally, he acknowledged the recent “semi-retirement” of Paige Ponder from One Million Degrees, where she served as the CEO for over 9 years. One Million Degrees is an organization that helps support community college students as they go down their career path, providing wrap around services. They are very active in the City of Chicago. The new CEO of the organization is Aneesh Sohoni, while Ms.Ponder has transitioned to Senior Advisor and is currently exploring her next career pathway.

Item #2.1 - Appointment to the Illinois Community College System Foundation Board

The ICCB has a seat reserved on the Illinois Community College System Foundation Board, which was last occupied by member Heuerman and vacated some time ago when he resigned from the ICCB Board. As the Foundation has recently transitioned to new leadership, the Board will now be charged with assigning a new member to fill that seat again.

Chair Lopez then opened the floor for nominations for the position of ICCB representative on the Illinois Community College Foundation Board.

Larry Peterson made a motion to nominate and elect Craig Bradley for the position of representative on the Illinois Community College Foundation Board, which was seconded by Suzanne Morris.

There were no other nominations.

A roll call vote was taken with the following results:

An-Me Chung	Yea	Paige Ponder	Yea
Teresa Garate	Yea	Lynette Stokes	Yea
Suzanne Morris	Yea	Jaleel Harris	Yea
Larry Peterson	Yea	Lazaro Lopez	Yea

The motion to nominate and elect Craig Bradley as the new ICCB Board member representative on the Illinois Community College Foundation Board was approved. Student advisory vote: Yes. Chair Lopez congratulated and thanked Member Bradley.

Item #3 - Board Member Comments

There were no comments.

Item #3.1 - Illinois Board of Higher Education Report

Teresa Garate reported the IBHE has not met since the last ICCB meeting, which was held on September 17th. The IBHE last met on September 15th. However, given the revised timeline for the Governor's Budget address, IBHE has been busy putting together the budget recommendation for higher education. They have a statutory obligation to present a budget recommendation on behalf of all higher education, which includes ICCB, ISAC, and the public universities. The IBHE staff has met with ICCB leadership on their budget request, which they have incorporated into the final budget recommendation. The IBHE plan is to approve those budget recommendations at the January 2022 meeting, which is currently scheduled for January 28th, but they will be moving it up in January, likely around January 10th, to vote on this. The expectation is that IBHE will be requesting 5% for all of higher education in the recommendation.

The IBHE also has a meeting on December 14th, where Dr. Durham will be presenting on the Economic Impact study. This is also the time when the Community College Presidents will be giving their annual update to IBHE, so it is a nice opportunity to highlight community colleges overall.

IBHE kicked off their Commission on Equitable Public University Funding on November 9th. The Commission must provide a report of its findings to the General Assembly no later than July 1, 2023. Community Colleges are not involved in this commission, but in conversations with Dr. Durham, there has been some discussions with Advocacy organizations on community college funding.

Meanwhile, IBHE is busy working on the implementation of the Early Childhood Consortium and their Strategic Plan. One of their staff will be primarily responsible for the tracking of the plan. ICCB staff will continue to work closely on the plan.

Item #4 – Executive Director Report

Executive Director Brian Durham also congratulated Board member Bradley on the article as well as member Ponder for her move from OMD CEO and wished her luck with her future plans. Dr. Durham attended a virtual luncheon held by OMD to introduce their new CEO.

Beginning next week, ICCB staff, along with Deputy Governor for Education Martin Torres, will hold four virtual regional meetings with the community college presidents to discuss the following three topics: A Discussion of Capital, COVID Protocols for Spring, and Enrollment Trends on Campuses.

Dr. Durham also discussed the proposed schedule for priority areas and how those are developed going forward. This document was made outlining specific areas of focus for each upcoming Board meeting in 2022.

- January 28 Board meeting will focus on:
 - Board Goals Update
 - Future of Work
 - proposed presentation from the Illinois Green Economy Network and an update from Heartland Community College and their partnership with Rivian.
 - Committees are also charged with discussing their proposed Board priority areas as well.
- March 25 Board meeting will focus on:
 - Rural Partnerships:
 - proposed presentation from Southeastern IL College and Rend Lake College on their shared services agreement, which is on December 3, 2021 meeting's agenda for approval.
 - proposed panel discussion of rural dual credit participants, colleges and high schools.

Item #10.1
January 28, 2022

- Committees Discuss their proposed Board Priority areas
- June 17 Board meeting will focus on:
 - Board Goals Update, tying strands together
 - Committees Report out on their proposed Board Priority areas for the upcoming year
- August Board Retreat will focus on:
 - Board Goals Review
 - Board Priority Area Review

The document will be emailed out to the members after the Board meeting.

Item #5 – Financial Empowerment Task Force Presentation

Under House Resolution 270 it specifies that universities, community colleges, and financial institutions in Illinois are required to participate in a task force for financial empowerment. The Financial Empowerment Task Force for the Bank On Illinois Commission has two team members, Jorge Arteaga, Midwest Program Manager at Young Invincibles, and Bola Delano, Deputy Director for the Illinois Office of Comptroller, that presented to the Board on the initiatives and directives of the program.

Item #6 - Advisory Organizations

Item #6.1 - Illinois Community College Faculty Association

Dr. Julia DiLiberti stated the annual conference, named the “Year of the Pandemic”, took place virtually on November 12th. During the conference, attendees shared stories of what the pandemic brought to their campus and what the community colleges are doing for the students during these tough and stressful times. There were grant winners, faculty scholarships, and student scholarships given out during the conference also. The main speaker, Preston Jackson, was also there to give a presentation.

Lastly, Dr. DiLiberti stated there is a need for faculty to have standing and the voice that they deserve as an advisory board; however, the members have trouble meeting because their institutions do not provide them with a standing release time to do so. If these faculty members meet, it is either late after hours or they are required to take their own time to do so.

Item #6.2 - Illinois Community College Trustees Association

Mr. Jim Reed stated the Association met on November 12-13th and discussed the following: Adopted ICCTA’s 2022 Legislative Goals; received a report on the Illinois General Assembly’s fall 2021 veto session and coordinated efforts with higher education partners to oppose House Bill 2778 (mandated paid COVID leave for education personnel); learned that the Illinois Community College Board will ask for a 5% increase in Fiscal Year 2023 community college funding; discussed the legislature’s accelerated 2022 spring session schedule, which will run January 4 – April 8; were informed that ICCTA has been invited to participate in monthly legislative briefings on diverse vendor contracts which ICCB reports indicate that Illinois community colleges are not yet meeting the 20% aspirational goal; noted that the 2021 Illinois Community College System Economic Impact Study found that Illinois community colleges account for \$3.5 billion in economic output and more than 43,000 jobs; were informed that Gov. JB Pritzker’s administration will move forward soon on appointing the trustee representative to the ICCB board; and heard updates on federal legislation, including the proposed \$1.75 trillion Build Back Better Act and the \$1.2 trillion Infrastructure Investment and Jobs Act.

The Association also adopted the guidelines and criteria for ICCTA’s new Gregg Chadwick Student Service Scholarship; removed the age requirement for the ICCTA Lifelong Learning Award; were informed that the ICCTA Diversity Committee is developing an anti-racism statement for consideration at ICCTA’s March 2022 board meeting; and congratulated three trustees on their elections during the Association of Community College Trustees’ October 13-16 Leadership Congress in San Diego: Dr. Maureen Dunne (Central Region director, ACCT Board); Torrie

Item #10.1
January 28, 2022

Newsome (Central Region member, ACCT Diversity Committee), and Greg Wolfe (chair, ACCT Central Region Nominating Committee).

The members learned that ICCTA's November 12 Trustees Roundtable drew record participation. Three topics were discussed: techniques to reverse enrollment trends; new vocational/technical curricula and programs; and COVID compliance and accountability. They also heard that ICCTA's March 2022 seminar will focus on college budgeting and finance; and received a suggestion to sponsor a seminar on the Business Enterprise for Minorities, Women, and Persons with Disabilities Act.

There will be a Legislative Summit held in February 2022.

Item #6.3 - Illinois Council of Community College Presidents

Dr. Jonathan Bullock stated the first in-person meeting was held this past November. There will also be a new president orientation breakfast that will be held on Friday, January 21, 2022 at Parkland College.

The Presidents are actively working with the Illinois Community College Marketing Collaborative (ICCMC) and the universities in making a case for the Governor to veto HB 2778. The messaging will emphasize several key points:

- The op-ed will be positive in nature, focusing foremost on sharing a summary of the positive contributions the institutions have made to bring students back safely to campus and ensure they are meeting their educational goals, despite pandemic operations over the last year. This effort will require data to share from various colleges and universities, which our marketing and public relations which is already being compiled.
- The second part of the editorial will focus on how HB 2778, which was drafted without input from higher education, could jeopardize and disrupt the systems and processes that are already in place that allow higher education to provide critical courses and services on campus, while mitigating spread. It is important to ensure the educational goals of every student remain uninterrupted and acknowledge HB 2778 could lead to significant staffing challenges that may drive of our institutions back to a more remote, and less effective, environment.

The meeting with the executive committee of the university presidents and chancellors' group at the end of November went extremely well. It was agreed to form small working groups to collaboratively address areas related to MAP funding, SURS earnings cap, shared purchasing opportunities, Business Enterprise Program (BEP) goals, CDB funds release, joint marketing, and legislative advocacy. Also addressed was workforce shortages through multiple means, such as consortium models, collaborative partnerships, streamlining transfer, and focused applied community college baccalaureate degrees.

The updated list of appropriated capital funding projects has been submitted to the ICCB and Deputy Governor Torres' office. The ICCB staff held regional meetings with the presidents and Deputy Governor Torres to help assist community colleges and the students with this issue.

Finally, an opportunity has recently arisen to work with a key legislator on drafting potential legislation for creating an AIM High type program for short-term community college certificates and credentials in high demand areas. This will be a key legislative focus for spring. It is hopeful to be able to share more information in January. The Council will also continue to move forward with assembling a small taskforce of presidents to address this issue long-term. Also, a focused topic for 2022 will be specific funding for students, such as, the MAP or federal funding that isn't available for community college students.

Item #6.4 - Student Advisory Council

Item #10.1
January 28, 2022

Student Board member, Jaleel Harris, stated there was a meeting held on November 18th. There were introductions of members and updates of what is currently happening with individual institutions. Committee officers were also named.

Item #7 - Committee Reports

Item #7.1 - Finance, Budgeting, Accountability and External Affairs Committee

The committee met on the morning of December 3rd at 8:00a with An-Me Chung, Larry Peterson, and Lynette Stokes in attendance. The following items were discussed: Spring 2022 Legislative Agenda – this item is on the agenda to be voted on by the Board; Legislative Update – there was a brief update given; Public Relations and Marketing Update – the National Apprenticeship Week and Illinois Postsecondary Profiles Release were discussed; Fall 2021 Enrollment Report – is under the information items to be reviewed by the board; January 2022 Regulatory Agenda – this item is on the agenda to be voted on by the Board under the consent agenda; and the Employee Guidebook Update – there is an addition being made under the Remote Work Policy and Procedures and will need to be approved under the consent agenda.

Item #7.1a - Spring 2022 Legislative Agenda

Craig Bradley made a motion, which was seconded by Lynette Stokes, to approve the following item:

The Illinois Community College Board hereby approves the following Spring 2022 Legislative Agenda and authorizes board staff to introduce legislation to enact Agenda:

1. Accelerated Placement into Dual Credit
2. High School Equivalency (HSE) Certificate Name Change

A roll call vote was taken with the following results:

Craig Bradley	Yea	Larry Peterson	Yea
An-Me Chung	Yea	Paige Ponder	Yea
Teresa Garate	Yea	Lynette Stokes	Yea
Suzanne Morris	Yea	Jaleel Harris	Yea
		Lazaro Lopez	Yea

The motion was approved. Student advisory vote: yes.

Item #7.2 - Academic, Workforce, and Student Support Committee

The committee met on the morning of December 3rd at 8:00a with Paige Ponder, Suzanne Morris, Teresa Garate, Jaleel Harris, and Craig Bradley in attendance. The following items were discussed: ICCB Recognition Manual Process; Transfer Boost; Diversity, Equity, and Inclusion (DEI) Update; New Units– were also reviewed.

The High School Equivalency – State Constitution Timeline was also discussed.

- ICCB will extend the suspension of the state constitution test to June 30, 2022. It was due on December 31, 2021. There is a new online test in development with CAIT at Western IL University. Additional time is needed to complete the test, the Spanish language version, and the Corrections version. It's estimated to be completed before the end of the 1st quarter in 2022. The new date for implementation of the State Constitution requirements is July 1, 2022.

Item #8 - Community College's Usage of Federal Funds to Support Student Mental Health

Before the Pandemic and as the state began to enter it, there was discussion about how to serve the mental health needs of students on campus.

Item #10.1
January 28, 2022

Some included legislation: Mental Health Early Action on Campus Act (110 ILCS 58) which passed in 2019 and intended to address gaps in mental health services on college campuses across Illinois, including both 2-year and 4-year institutions, through training, peer support, and community-campus partnerships, and included areas of focus such as advisor, mental health conditions, telehealth, campus ratios for service, and technical assistance. P.A. 102-0373: Student ID Mental Health Info - Suicide Prevention Efforts requires a suicide prevention number on student ID cards and adds a provision to the Mental Health Early Action on Campus Act requirements for raising mental health awareness. If the college issues student ID cards, it must provide contact information for the National Suicide Prevention Lifeline, the Crisis Text Line, and the college's mental health counseling center or program on the back of each student ID. Otherwise, the college must publish the contact information on its website.

The session on Mental Health provided an overview of how community colleges have utilized federal COVID relief funding to address mental health challenges that have been exasperated by the pandemic. The discussion focused on best practices and the challenges that colleges are facing in this context. Two colleges, Lincoln Land Community College, Dr. Lesley Frederick the Vice President for Student Services, and Moraine Valley Community College, Dr. Scott Freidman the Dean for Student Engagement, highlighted some of their local efforts to address student mental health.

Dr. Frederick provided an overview on their Telemental Health program which is a type of virtual mental health support, asynchronous and synchronous resources, unlimited texting, emailing, and asynchronous video messaging. LLCC implemented this in Spring 2021. It began with 1 live session per month: increasing to 2 live sessions per month beginning in January 2022. Students log into the app/webpage and create a profile and identify characteristics that are important to them, e.g. gender, ethnicity, religion, gender identity, veteran status, etc. Students can also choose a language preference (service is open to our Adult Ed students and many are ESL). There are countless resources available to the students and can access various assessments, guides, pamphlets, and other digital resources. LLCC also provided resources to employees such as, provided Mental Health First Aid Training to large numbers of campus constituents, including faculty, and provided Professional Development for student services staff and other employees around topics such as poverty informed practice, compassion fatigue, trauma informed care, etc.

Dr. Freidman provided an overview of mental health services offered at Moraine Valley Community College, which includes: The Counseling & Career Development Center staffed by licensed master's counselors and social workers. Counselors provide holistic academic, career, and personal counseling focused on short-term intervention. Intensive mental health services, medication management, long-term therapy, and mental health emergencies are referred to community mental health agencies. The Center is staffed by 6 full-time and 6 part-time Counselors and is in the process of utilizing targeted federal funding to temporarily increase staffing. The power point presentation can be found on the ICCB website.

Item #9 - New Units

Item #9.1 - Permanent Approval: Carl Sandburg College, College of DuPage, Elgin Community College

Paige Ponder made a motion, which was seconded by Lynette Stokes, to approve the following items:

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

PERMANENT PROGRAM APPROVAL

Carl Sandburg College

- Agribusiness Associate of Applied Science (A.A.S.) degree (60 credit hours)
- Advanced Agriculture Certificate (30 credit hours)
- Agricultural Mechanization A.A.S. degree (63 credit hours)
- Agricultural Mechanization Certificate (31 credit hours)
- Medical Assistant A.A.S. degree (60 credit hours)

Item #10.1
January 28, 2022

- Welding A.A.S. degree (60 credit hours)
- Advanced Welding Certificate (31 credit hours)

College of DuPage

- Internet of Things Proficiency Certificate (36 credit hours)

Elgin Community College

- Medical Assisting Certificate (30 credit hours)

A roll call vote was taken with the following results:

Craig Bradley	Yea	Larry Peterson	Yea
An-Me Chung	Absent	Paige Ponder	Yea
Teresa Garate	Yea	Lynette Stokes	Yea
Suzanne Morris	Yea	Jaleel Harris	Yea
		Lazaro Lopez	Yea

The motion was approved. An-Me Chung had to step out of the meeting and was absent for this vote. Student advisory vote: yes.

Item #10 - Adoption of Minutes

Larry Peterson made a motion, which was seconded by Craig Bradley, to approve the following items:

Item #10.1 - Minutes of the September 17, 2021 Board Meeting

The Illinois Community College Board hereby approves the Board minutes of the September 17, 2021 meeting as recorded.

A roll call vote was taken with the following results:

Craig Bradley	Yea	Larry Peterson	Yea
An-Me Chung	Absent	Paige Ponder	Yea
Teresa Garate	Yea	Lynette Stokes	Yea
Suzanne Morris	Yea	Jaleel Harris	Yea
		Lazaro Lopez	Yea

The motion was approved. An-Me Chung had to step out of the meeting and was absent for this vote. Student advisory vote: yes.

Item #11 - Consent Agenda

Craig Bradley made a motion, which was seconded by Larry Peterson, to approve the following items:

Item #11.1 - Illinois Community College Board January 2022 Regulatory Agenda

The Illinois Community College Board hereby approves the January 2022 Regulatory Agenda listed below:

ILLINOIS COMMUNITY COLLEGE
BOARD JANUARY 2022 REGULATORY
AGENDA

a) Part (Heading and Code Citations): Administration of the Illinois Public Community College Act, 23 Ill. Adm. Code 1501

1) Rulemaking:

A) Description: The Board proposes the adoption of new administrative rules that codify the Board's processes and procedures for administration of the

Item #10.1
January 28, 2022

postsecondary career and technical education program.

- B) Statutory Authority: Public Community College Act [110 ILCS 805]
- C) Scheduled meeting/hearing dates: None have been scheduled.
- D) Date agency anticipates First Notice: July 2022
- E) Effect on small businesses, small municipalities or not for profit corporations: The Board believes this rulemaking will not affect small businesses, small municipalities, or not for profit corporations.
- F) Agency contact person for information:
Matt Berry
Rules Coordinator
Illinois Community College Board
401 East Capitol Avenue Springfield, IL 62701

Telephone: 217/785-7411
Fax: 217/524-4981
- G) Related rulemakings and other pertinent information: None

2) Rulemaking:

- A) Description: The Board anticipates possible amendments to its administrative rules to conform with the Grants Accountability and Transparency Act.
- B) Statutory Authority: Grant Accountability and Transparency Act [30 ILCS 708/]
- C) Scheduled meeting/hearing dates: None have been scheduled.
- D) Date agency anticipates First Notice: September 2022
- E) Effect on small businesses, small municipalities or not for profit corporations: The Board believes this rulemaking will not affect small businesses, small municipalities, or not for profit corporations.
- F) Agency contact person for information:
Matt Berry
Rules Coordinator
Illinois Community College Board
401 East Capitol Avenue
Springfield, IL 62701

Telephone: 217/785-7411
Fax: 217/524-4981
- G) Related rulemakings and other pertinent information: None

b) Part (Heading and Code Citations): New Part Assignment Pending

1) Rulemaking:

- A) Description: The Board proposes the adoption of new administrative rules that codify the Board's processes and procedures for administration of the adult education program.
- B) Statutory Authority: Public Community College Act [110 ILCS 805]
- C) Scheduled meeting/hearing dates: None have been scheduled.
- D) Date agency anticipates First Notice: October 2022
- E) Effect on small businesses, small municipalities or not for profit corporations: The Board believes this rulemaking will not affect small businesses, small municipalities, or not for profit corporations.
- F) Agency contact person for information:

Matt Berry
Rules Coordinator
Illinois Community College
Board 401 East Capitol Avenue
Springfield, IL 62701

Telephone: 217/785-
7411 Fax: 217/524-
4981
- G) Related rulemakings and other pertinent information: None

c) Part (Heading and Code Citations): New Part Assignment Pending

1) Rulemaking:

- A) Description: The Board proposes the adoption of new administrative rules that codify the Board's processes and procedures for administration of the high school equivalency testing and certification program.
- B) Statutory Authority: Public Community College Act [110 ILCS 805]
- C) Scheduled meeting/hearing dates: None have been scheduled.
- D) Date agency anticipates First Notice: May 2022
- E) Effect on small businesses, small municipalities or not for profit corporations: The Board believes this rulemaking will not affect small business, small municipalities, and not for profit corporations.
- F) Agency contact person for information:

Matt Berry
Rules Coordinator
Illinois Community College Board
401 East Capitol Avenue
Springfield, IL 62701

Telephone: 217/785-
7411
Fax: 217/524-4981

G) Related rulemakings and other pertinent information: None

Item #11.2 - Rend Lake College and Southeastern IL College Institutional and Academic Alliance Intergovernmental Agreement

The Illinois Community College Board hereby approves the Institutional and Academic Alliance Intergovernmental Agreement Between Rend Lake College and Southeastern Illinois College.

Item #11.3 - Revision to ICCB Employee Guidebook Appendix III: Remote Work Policy and Procedures

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

Appendix III: Remote Work Policy and Procedures

Eligibility Considerations for Remote Work

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

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

Position Eligibility for Remote Work:

- Has job functions that can be performed at a remote site without diminishing the quality of the work or disrupting productivity.
- Does not require an employee's presence in the office on a daily or routine basis.
- Allows for an employee to be as effectively supervised as they would be if the job functions were performed in the office.
- Does not impact overall operations of the division and the agency and interactions required with colleagues or constituents is minimal.
- Involves measurable or quantifiable work product.
- Has minimal or flexible need for specialized materials or equipment available only in the office.

Emergency Authorized Remote Work

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

Temporary Expanded Remote Work (New Addition)

Temporary expansion of remote work beyond the two or three day maximum allowed under this policy may be an option for employees in extraordinary circumstances. In those circumstances, an employee may work up to five days per week remotely within one concurrent 30-day period per fiscal year. A request for temporary expanded remote work shall initially be approved by the employee's direct supervisor. If approved, the employee shall submit the request to the Human Resources Department for final approval.

Item #10.1
January 28, 2022

Temporary expanded remote work does not require completion of a new remote work agreement; however, approval must be documented, which can be done by email. Temporary expanded remote work is not appropriate as a substitute for sick time off and should not be used when the employee's own or a family member's illness or injury interferes with the employee's ability to perform their work as they would in a normal office setting

A roll call vote was taken with the following results:

Craig Bradley	Yea	Larry Peterson	Yea
An-Me Chung	Absent	Paige Ponder	Yea
Teresa Garate	Yea	Lynette Stokes	Yea
Suzanne Morris	Yea	Jaleel Harris	Yea
		Lazaro Lopez	Yea

The motion was approved. An-Me Chung had to step out of the meeting and was absent for this vote. Student advisory vote: yes.

Item #12 - Information Items

There was no discussion.

Item #12.1 - Fiscal Year 2021 and 2022 Financial Statements

Item #12.2 - Fall 2021 Enrollment Report

Item #12.3 - Recognition Manual for the Illinois Public Community College Districts 2021-2025

Item #12.4 - Basic Certificate Program Approval approved on behalf of the Board by the Executive Director

Item #13 - Other Business

There was no other business.

Item #14 - Public Comment

There was no public comment.

Item #15 - Executive Session

Item #15.1 - Employment/Appointment 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:

Craig Bradley	Yea	Larry Peterson	Yea
An-Me Chung	Absent	Paige Ponder	Yea
Teresa Garate	Yea	Lynette Stokes	Yea
Suzanne Morris	Yea	Jaleel Harris	Yea
		Lazaro Lopez	Yea

The motion was approved. An-Me Chung had to step out of the meeting and was absent for this vote. Student advisory vote: yes. The Board entered executive session at 11:35 a.m.

Item #10.1
January 28, 2022

* * * * *

An-Me Chung entered the executive session at 11:43 a.m.

* * * * *

Lynette Stokes made a motion, which was seconded by Teresa Garate, to reconvene Public Session at 11:45 a.m.

A roll call vote was taken with the following results:

Craig Bradley	Yea	Larry Peterson	Yea
An-Me Chung	Yea	Paige Ponder	Yea
Teresa Garate	Yea	Lynette Stokes	Yea
Suzanne Morris	Yea	Jaleel Harris	Yea
		Lazaro Lopez	Yea

The motion was approved. Student advisory vote: yes.

Item #16 - Executive Session Recommendations

There were no recommendations.

Item #16.1 - Employment/Appointment Matters

Item #17 - Extension of the Executive Director Employment Agreement

Suzanne Morris made a motion, which was seconded by Paige Ponder, to approve the following motion:

It is recommended that the following motion be adopted: The Board hereby approves the proposed revisions to the Employment Agreement between Dr. Brian Durham and the Board, effective immediately.

A roll call vote was taken with the following results:

Craig Bradley	Yea	Larry Peterson	Yea
An-Me Chung	Yea	Paige Ponder	Yea
Teresa Garate	Yea	Lynette Stokes	Yea
Suzanne Morris	Yea	Jaleel Harris	Yea
		Lazaro Lopez	Yea

The motion was approved. Student advisory vote: yes.

Item #18 - Adjournment

Teresa Garate made a motion, which was seconded by Paige Ponder, to adjourn the Board meeting at 11:50 a.m.

Chair Lopez announced once again, the plan is to conduct the January 28, 2022 Board meeting in person at Lincoln Land Community College in the Trutter Center.

A roll call vote was taken with the following results:

Craig Bradley	Yea	Larry Peterson	Yea
An-Me Chung	Yea	Paige Ponder	Yea
Teresa Garate	Yea	Lynette Stokes	Yea
Suzanne Morris	Yea	Jaleel Harris	Yea
		Lazaro Lopez	Yea

The motion was approved. Student advisory vote: yes.