



**APC 101:
OVERVIEW
OF AREA PLANNING COUNCILS
FY 2019**

INTRODUCTIONS

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AGENDA

- **Major Policy Points**
- **Establishment and Operation**
- **Membership**
- **Officers and Bylaws**
- **The Area Plan**
- **Additional Information**
- **Q/A**

MAJOR POLICY POINTS

- **According to state statute 105 ILCS 405/2-4, Area Planning Councils provide for the development and coordination of services to the eligible adult education population within the planning area (community college boundaries).**
- **Area Planning Council membership is described in legislation and by the ICCB.**
- **Each Area Planning Council must elect officers as well as develop and adopt bylaws that govern the operation of the APC.**

MAJOR POLICY POINTS –CONT'D

- **Area Planning Councils must develop and submit a plan for coordination and provision of adult education services in the format and timeframe specified by the ICCB.**
- **Area Plans may be changed during the planning year in accordance with the procedures established by the ICCB.**
- **When entities within an Area Planning Council are unable to reach consensus, a Minority Report may be filed.**

ESTABLISHMENT AND OPERATIONS

- **The Department of Corrections maintains a separate Area Planning Council.**
- **APCs may choose to form a joint APC consisting of two or more community college districts if approved by the ICCB.**
- **The APC planning process is inclusive of all ICCB AEL providers and any other entities that serve adult education learners within the APC boundaries.**

AREA PLANNING COUNCIL MEMBERSHIP

- **Area Planning Council membership is also described in legislation and by the ICCB.**
- **Policy also requires that all ICCB AEL funded providers be members and participate in the local Area Planning Council.**

AREA PLANNING COUNCIL MEMBERSHIP –CONT'D

- **The following entities are entitled to one representative on the APC per the legislation:**
- **each regional superintendent of schools, the majority of whose region is included within the boundaries.**
- **community colleges.**

AREA PLANNING COUNCIL MEMBERSHIP –CONT'D

- **Other members may include:**
- **representatives of the community college district's career and technical education program.**
- **representatives of the community college district's financial aid office.**
- **representatives of the community college district's student services office.**

AREA PLANNING COUNCIL MEMBERSHIP –CONT'D

- **representatives of local workforce boards under the federal Workforce Innovation and Opportunity Act.**
- **persons with an interest in adult education services provided within the community college district.**
- **persons with an interest in adult education services provided within the Area Planning Council district, including, but are not limited to, representatives of social service agencies, businesses and employers.**

OFFICERS AND BYLAWS

- **Each Area Planning Council must elect officers as well as develop and adopt bylaws that govern the operation of the APC.**
- **Each APC is required according by law meet at least two times per fiscal year. Additional meetings as appropriate are encouraged. The schedule of meetings should be provided to the appropriate Regional Program Support Specialist.**

OFFICERS AND BYLAWS CONT'D

- **The initial council meeting each year shall be called and convened by the previous year's chairperson.**
- **The chairperson shall describe the roles and responsibilities of the APC, review the bylaws, conduct an election to select a new chairperson, vice or co-chair and/or secretary and facilitate a discussion/approval of any provider sites and services for the current fiscal year.**
- **The chairperson of the APC must represent an ICCB AEL funded provider.**

OFFICERS AND BYLAWS CONT'D

- **APCs must develop and adopt bylaws that govern the operation of the APC, including voting rights. A copy of the bylaws, including any revisions, must be submitted annually to the ICCB after their adoption.**
- **Required members and entitled representatives are allowed one vote per institution.**
- **Each APC is required to maintain a file of the minutes of all meetings. A copy of the minutes is to be provided to the appropriate Regional Program Support Specialist after each meeting.**

AREA PLAN

- **Area Planning Councils must develop and submit a plan for coordination and provision of adult education services in the format and timeframe specified by the ICCB.**
- **The Area Plan focuses on coordination of resources and services regardless of funding source.**
- **On or before February 1 of each year, APCs must submit an annual plan for approval. The ICCB will provide each APC with the forms and requirements for the plan.**

THE FY19 AREA PLAN –CONT'D

- **The following are required components of an Area Plan:**
- **APC Letter & Instructions**
- **APC Officer Form**
- **Attachment 1 – APC Members & LWIB Partners**
- **Attachment 2a & 2b – Index of Need**
- **Attachment 2c – Additional Need Data**

THE AREA PLAN –CONT'D

- **Attachment 3a & 3b – APC, LWIB Partnerships and Transitions**
- **Attachment 4a & 4b – LWIB Coordination Narrative**
- **Attachment 5 – Map**
- **Attachment 6 – Sites and Services Form**
- **Attachment 6a – One-Stop Coverage Form**
- **Attachment 7 – Minority Report**

CHANGES IN THE AREA PLAN

- **Area Plans may be changed during the planning year in accordance with the procedures established by the ICCB. All changes to the approved Area Plan, including sites and services, must follow the procedures indicated below.**
- **Submit the change on the APC Change Form to the chair of the APC.**
- **The chair will inform all members of the change(s), allowing ten business days for a response if the change is presented between scheduled APC meetings.**

CHANGES IN THE AREA PLAN – CONT'D

- **If the some of the members feel the change will result in duplication of services, then the chair must convene the APC and follow its own bylaws regarding the change.**
- **After APC adoption of changes, submit a copy of the APC Change Form to:**

**Illinois Community College Board
Adult Education and Literacy/Program Compliance
401 E. Capitol Avenue
Springfield, IL 62701**

THE MINORITY REPORT

- **When entities within an Area Planning Council are unable to reach consensus, a Minority Report may be filed.**
- **When strong disagreement prevails, dissenting members of the APC should explain the specific decision being sought and justification for seeking the decision in the Minority Report.**
- **The report must be signed by the dissenting members of the APC.**
- **Refer to Section 2, page 3 of the FY19 ICCB AEL Provider Manual for more information regarding the Minority Report.**

ADDITIONAL INFORMATION CAN BE FOUND IN APPENDIX C OF THE FY19 ICCB AEL PROVIDER MANUAL

- **Area Planning Council Amended Statute**
- **APC Change Form**
- **Area Planning Council Officers Form**
- **Area Planning Council By-Laws Template**

• Q/A