

# Illinois Community College Board

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

September 15, 2017

Rock Valley College  
Woodward Technology Center  
Room 1308  
3301 North Mulford Road  
Rockford, IL



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

Rock Valley College  
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Room 1308  
3301 North Mulford Road  
Rockford, IL

September 15, 2017

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20.1	Employment/Appointment Matters	—
20.2	Minutes of Closed Sessions	—
21.	Adjournment	—

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**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:

1. Timeliness of state payments to colleges and adult education providers
2. Certification on Eligibility of Special Tax Levy (Consent Agenda Item #14.1)
3. Public Relations and Marketing Update
  - Workforce Education Strategic Plan Media
  - Adult Education Week
  - ICCB logo
4. Administrative Rules: (Consent Agenda Item #14.2)
  - Academic Affairs and Student Services Updates
5. Administrative Rules: (Information Item #15.4 a-d)
  - Public Information, Rulemaking and Organization
  - Data Collection, Security and Confidentiality, Sharing and Fees
  - Residency and Tuition Rates
  - General Education Core Curriculum (GECC) Credential
6. Spring 2017 Legislative Update (Information Item #15.3)
7. Trustee Training Providers (Agenda Item #11)
8. Financial Statements: Fiscal Year 2017 (Information Item #15.1)
  - State General Funds
  - Special State Fund
  - Federal Funds
  - Bond Financed Funds
9. Financial Statements: Fiscal Year 2018 (Information Item #15.2)
  - State General Funds
  - Special State Funds
  - Federal Funds
  - Bond Financed Funds

Illinois Community College Board

**FISCAL YEAR 2017 AND 2018 COMMUNITY COLLEGE BUDGET**

After 731 days without a full state budget, the Illinois House and Senate approved a package of legislation (Senate Bills 6, 9 and 42) that included appropriations for fiscal years 2017 and 2018, as well as a permanent income tax increase, pension reform and other changes necessary to provide some support for the new spending levels. On July 4<sup>th</sup>, the package was vetoed in its entirety by Governor Rauner, and in turn the Senate took action to override the veto. On July 6, the House of Representatives voted to override the governor's veto of all three bills, thus enacting the legislation into law.

Public Act 100-0021 includes appropriations of \$161.0 million in supplemental funding to community colleges for FY 2017. When combined with the \$141.5 million previously appropriated in FY 2017, the total appropriation is equal to the FY 2015 level received by the community college system. It also appropriates \$248.0 million for community colleges in FY 2018, which reflects a ten percent cut from the FY 2015 level. The legislation includes the required state maintenance of effort funding for the FY 2017 and FY 2018 adult education and career and technical education federal grant programs.

The appropriations rely on revenue changes enacted in Public Act 100-0022. On July 1, 2017 a permanent increase in the personal income tax rate from 3.75 to 4.95 percent and an increase in the corporate income tax rate from 5.25 to 7.0 percent went into effect. The budget is also contingent upon pension savings from a new Tier III defined contribution pension plan and other pension changes contained Public Act 100-0023, the budget implementation bill.

An oral report will be given during the Board meeting on how the budget is allocated to the system and more detailed state budget information.

Illinois Community College Board

**APPROVAL OF FY18 BOARD GOALS**

On August 29, 2017, the Illinois Community College Board (ICCB) held a retreat for Board Members to review and revise the goals they established for fiscal years 2016 and 2017. The discussion focused on progress made on goals, current issues for the community college system, and ongoing state and federal projects and initiatives.

**RECOMMENDED ACTION:**

It is recommended that the following motion be adopted:

The Illinois Community College Board hereby approves the following three recommended goals for fiscal year 2018.

1. Smooth the transition for all students into and through Postsecondary Education
2. Contribute to the economic development of Illinois by providing robust workforce training, increasing credential attainment, and closing the skills gap through talent pipeline management.
3. Engage with all stakeholders to align board policies to improve student outcomes and increased access to public information on system effectiveness.

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).

At the January, 2017 board meeting, the ICCB set the guidelines for vendors to be an approved provider of trustee leadership training.

Having met the guidelines established, the Illinois Community College Board is requested to approve the following vendors as trustee training providers:

**RECOMMENDED ACTION:**

It is recommended that the following motion be adopted:

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

**CliftonLarsonAllen LLP**

**Schuyler, Roche & Crisham, P.C.**

## BACKGROUND

### CliftonLarsonAllen LLP

**Description:** CliftonLarsonAllen LLP (CLA) was established in 2012 when Clifton Gunderson LLP and LarsonAllen LLP merged, forming the ninth largest accountancy firm in the United States. CLA is a professional services network delivering integrated wealth advisory, outsourcing, and public accounting capabilities. CliftonLarsonAllen professionals have been serving higher education for more than 50 years and are active members of national, state, and regional industry associations, including the National Association of College and University Business Officers (NACUBO), and the National Association of Student Financial Aid Administrators (NASFA). CLA's Peoria, Illinois office employs a team of certified public accountants, consultants, and advisors that serve communities like Peoria, Bloomington, Normal, Pekin, Galesburg, Chillicothe, and many other areas.

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

Matthew J. Ceppi, Ed.D. is a Consulting Principal in the CliftonLarsonAllen nonprofit, government and higher education group. He brings 19 years of experience in higher education both as an institutional manager and as a consultant. As the former director of business solutions services and quality improvement for the California State University System, Matt led a team providing advisory services and guidance to the 23 campuses on strategic and business planning, informational management, institutional effectiveness, business processes improvement, and ERP implementation and assessment. Matt has worked with university leadership teams on integration, alignment and fostering of strategic and long-term planning, enrollment planning, and resource allocation planning. He is also an adjunct lecturer on human capital management and group dynamics.

Ernest C. Cooper, JD, CPA/CFF, CFE is the managing principal of forensic services for the Southwest Region. His practice areas include forensic accounting, fraud investigations and examinations, training, litigation support, and expert witness consultation. He has over 20 years' experience as an FBI Special Agent and over 13 years as a forensic accountant and financial crimes investigator in the private sector. Ernest has extensive experience in teaching and speaking on fraud, corruption, bribery and forensic accounting matters. He has received formal training in areas including white collar crime, public corruption, money laundering, financial investigations, and general fraud through the FBI.

Charla Hollowell, CPA, CGMA, CFE is a manager in the public sector group with over 20 years serving public sector organizations, including 16 years in higher education. She began her career in public accounting, auditing institutions of higher education. She then went on to serve as the Director of Accounting at the University of Colorado System, and for 11 years, as the Director of Internal Audit for the Colorado Community College System.

Chuck Kozlik, CPA, CFE, CGFM joined CLA as a manager in January 2017 after working at KPMG for nearly 15 years. He has worked in Chicago and Washington, DC performing financial statement audits for federal, state and local governmental entities and private sector clients. He has worked on a number of Single Audits for various federal grant awardees and has provided professional audit services for many large, complex governmental entities, including: State of Illinois Single Audit, University of Illinois, Metra Rail, Illinois Municipal Retirement Fund, Illinois Lottery and City of St. Louis.



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**Course Schedule:** CLA will work with community colleges to create the training each college needs for its board of trustees. Topics can be combined to create a session: audits, ethics, fiduciary responsibilities of trustees, financial oversight and accountability, and financial fraud. CLA provided a sample agenda for training on fraud prevention and detection in higher education which covers topics such as the basics of fraud theory and types of fraud, how fraud is prevented, and roles and responsibilities of the board and employees.

**Subject Matter and Method of Training:** The firm is seeking approval to provide live in-person and online training in the following financial topics.

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

Audits	Fiduciary Responsibilities of a Trustee
Ethics	Financial Fraud
Financial Oversight & Accountability	

*Table 2: Methods of Providing Training*

In Person
Online Webinar

**Fee Schedule:** Fees are dependent on the level of customization and the length of the session and do not include travel or facility rental.

1 – 2 hours = \$750 - \$1,500

4 hours or retreats = \$1,200 - \$2,000

**Schuyler, Roche & Crisham, P.C.**

**Description:** With roots dating back to the 19th century, Schuyler, Roche & Crisham have a long history of providing legal counsel to multinational corporations, public entities and individuals in Chicago and around the globe. The firm provides counsel to clients on a range of issues, including:

- Labor and Employment,
- Civil Litigation,
- Insurance,
- Financial Services,
- Business Enterprise,
- Real Estate, and
- Wealth Planning & Protection.

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

Daniel V. Kinsella brings over 35 years of experience in the legal arena of labor relations, employment law and commercial litigation. He manages a wealth of issues for large and midsize corporations and public entities. He has published and lectured on a variety of employment law and labor topics including employment covenants, trade secrets, Americans with Disabilities Act, and human resource management.

Thomas G. Draths concentrates his practice in the areas of litigation and counseling, specializing in labor and employment law. He also has acquired significant experience in the fields of securities and commodities, business and real estate, construction, probate and trust. He has argued cases before the Illinois Appellate, the Seventh Circuit Court of Appeals, and the Supreme Court of Illinois, as well as, handling labor arbitration cases and representing employers before the National Labor Relations Board.

Edward Copeland is a former Illinois legislator and past chair of the Illinois State Board of Education. He concentrates his practice primarily on commercial real estate law. Ed counsels and represents businesses and individuals in the purchase, development, financing, construction, leasing and sale of office buildings, shopping centers, retail, industrial and residential properties.

John P. O'Malley represents clients in litigation as well as drafting and negotiating contract and insurance policy language. He has significant experience in federal and state courts in Illinois and across the nation. He has served as lead attorney in numerous actions concerning insurance coverage for environmental liabilities, intellectual property disputes, professional liability, directors' and officers' coverage, and insurance company errors and omissions. John lectures on insurance coverage issues and has created and presented several seminars to insurance companies and their policyholders with respect to claims handling practices and risk management.

Ryan T. Johnson is a trial lawyer practicing in the areas of construction law, professional liability and complex commercial litigation. He has successfully tried numerous jury and bench trials in state and federal courts as well as in arbitration proceedings. He also serves as national counsel to a large professional liability insurer. Ryan also engages in contract negotiations and business counseling on behalf of clients.

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Michael J. Faley concentrates his practice primarily on civil litigation, including professional liability, commercial and employment, insurance/reinsurance coverage, appellate practice and construction contracts. Since 2005 he has worked closely with a Chicago legal aid clinic, serving as Board Treasurer of the Pro Bono Advocates. Michael served as a law clerk to the Honorable John J. Bowman in the Illinois Appellate Court where he assisted in the preparation of opinions and researched numerous legal and equitable topics.

**Course Schedule:** A sample course schedule provides for 7 ½ hours of training on the following topics: community college and labor law, contract law, ethics, fiduciary responsibilities of trustees, FOIA, Open Meetings Act, and Sexual Violence on Campus.

**Subject Matter and Method of Training:** The firm is seeking approval to provide in-person training.

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

Community College & Labor Law	Contract Law
Ethics	Fiduciary Responsibilities of a Trustee
Freedom of Information Act	Open Meetings Act
Sexual Violence on Campus	

*Table 2: Methods of Providing Training*

In Person
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**Fee Schedule:** The proposed training fee is \$240 per hour. A training program of 7 ½ hours would cost a total of \$1,800.

Illinois Community College Board

**AUTHORIZATION TO ENTER INTO NEGOTIATIONS FOR INSTRUCTIONAL SERVICES**

***Kaskaskia College and the Illinois Department of Corrections***

The Illinois Community College Board is requested to authorize Kaskaskia College to enter into negotiations with the Illinois Department of Corrections (IDOC) to offer instructional services at the Centralia Correctional Center (CCC) located in Kaskaskia's district.

According to ICCB Administrative Rules, Section 1501.307 Cooperative Agreements and Contracts, c), colleges are required to seek ICCB in order for a district to provide educational programs or services through contractual arrangement within its district.

Kaskaskia College and the IDOC desire to enter into negotiations that would allow KC to extend curricula/credit courses in IDOC facilities located in KC's district, namely the Centralia Correctional Center. This would be a continuation of services that were discontinued during the two previous fiscal years.

**RECOMMENDED ACTION**

It is recommended that the following motion be adopted:

The Illinois Community College Board hereby authorizes Kaskaskia College to enter into negotiations with the Illinois Department of Corrections, to offer instructional services at the Centralia Correctional Center.

Illinois Community College Board

**AUTHORIZATION TO ENTER INTO NEGOTIATIONS FOR INSTRUCTIONAL SERVICES**

***Lake Land College and the Illinois Department of Corrections***

The Illinois Community College Board is requested to authorize Lake Land College (LLC) to enter into negotiations with the Illinois Department of Corrections (IDOC) to offer instructional services at Joliet Treatment Center (JTC) in Joliet Junior College's (JJC) district.

According to ICCB Administrative Rules, Section 1501.307 Cooperative Agreements and Contracts, g), 3), institutions desiring to offer instructional services for previously approved units of instruction in correctional facilities where the home district has opted out of this instruction, are required to seek ICCB approval to move forward with any agreement.

Lake Land College and the IDOC desire to enter into negotiations that would allow LLC to extend curricula/credit courses in IDOC facilities located in JJC's district, namely the Joliet Treatment Center. JJC has opted not to provide these services.

**RECOMMENDED ACTION**

It is recommended that the following motion be adopted:

The Illinois Community College Board hereby authorizes Lake Land College to enter into negotiations with the Illinois Department of Corrections, to offer instructional services at Joliet Treatment Center, thereby allowing Lake Land to offer programs in Joliet Junior College's district for this purpose only.

Item #13.1  
September 15, 2017

UNAPPROVED

Minutes of the 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

**RECOMMENDED ACTION**

It is recommended that the following motion be adopted:

The Illinois Community College Board hereby approves the Board minutes of the June 2, 2017 meeting as recorded.

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

Chairman 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: Dustin Heuerman, Suzanne Morris, Ann Kalayil, John Bambenek, Doug Mraz, Terry Bruce, Teresa Garate, Jake Rendleman, Guy Alongi and student Board member Ugne Narbutaite. Board member Nick Kachiroubas was absent. A quorum was declared.

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

Chair Lopez thanked the IL Community College Trustees Association for hosting the convention this week. He then welcomed new Board member John Bambenek to the ICCB and acknowledged former Board member Cheryl Hyman who recently resigned from the Board.

Chair Lopez concluded his report by acknowledging the fact that there is still no state budget. This makes it very hard for employees and businesses to do their jobs. Unfortunately, there will be serious repercussions in the coming months if the state continues down this path.

**Item #3 - Board Member Comments**

On behalf of the Board, Sue Morris welcomed new Board member John Bambenek to the Board. Ms. Morris then stated she would be unable to attend the December 1<sup>st</sup> Board meeting in Springfield and asked ICCB staff to poll the other members to make sure there will be a quorum.

**Item #4 - Election of Vice Chair**

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

A roll call vote was taken with the following results:

Guy Alongi	Yea		
John Bambenek	Yea	Ann Kalayil	Yea
Terry Bruce	Abstain	Doug Mraz	Yea
Teresa Garate	Yea	Sue Morris	Yea
Dustin Heuerman	Yea	Jake Rendleman	Yea

Ugne Narbutaite      Yea

Laz Lopez              Yea

The motion was approved. Terry Bruce abstained.

**Item #5 - Executive Director Report**

Dr. Karen Hunter Anderson started by welcoming new Board member, John Bambenek. ICCB is looking forward to the input and perspective Mr. Bambenek will contribute as we continue to work toward better alignment with the four year universities.

The ICCB agency's virtual computer system has gone down and is unable to be fixed due to the lack of budget.

Congrats to Deputy Director Jennifer Foster for receiving the Chicago Citywide Literacy Coalition Literacy Leader Award! She was given this award for her role in the development of the strategic plan, "creating pathways for adult learners."

Mike Monaghan sends his regrets for not being able to attend the ICCB meeting and wants to make sure that any ICCB staff or Board members are welcome to participate in the training sessions this afternoon.

Dr. Anderson recently spoke at two graduation ceremonies this year: Highland Community College and Lewis & Clark Community College. These events serve as reminders of why staff work as hard as they do.

Dr. Anderson then gave a presentation on the progress of the current Board goals that was made in the last two years.

Goal one -- smooth the transition for traditional and non-traditional students into and through postsecondary education:

Significant accomplishments:

- Made progress on corequisite remediation
- Developed a statewide agreement on apprenticeship programs
- Expanding dual credit offerings
- A high school equivalency certificate based on a career pathway model

Continued work:

- Implementation of transition courses
- Assist high school faculty to obtain credentials to teach dual credit courses
  - All of these early college credits help the students reduce debt and enter the workforce earlier and better prepared.
    - Thanks to dual credit from Lewis & Clark Community College, Anne Snyders walked in her college commencement before she graduated from Jersey Community High School.
  - Lewis & Clark offers dual credit for students at 18 area high schools, generating 398,145 credit hours and saving students \$38m since 1999.

Goal two: Continue to enhance data and accountability mechanisms to monitor student progress and performance, promote continuous improvement and advance a culture of evidence:

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September 15, 2017

Significant accomplishments:

- Reduced reporting burden locally:
  - eliminated 25% of the data submissions for fy17
  - eliminated 10% of data elements for remaining required submissions
- Improved transparency and efficiency:
  - to play a leadership role in ILDS
  - providing access through website to more reports and community college data
  - increasing professional development on data for system

Continued work:

- Much of what hasn't been accomplished regarding data issues has to do with not having a budget

Goal three: Develop a robust career pathway system based upon the ICCB workforce strategic plan:

Significant accomplishments:

- After today, ICCB will have completed the development of the workforce education strategic plan

Continued work:

- Continued alignment of adult education with WIOA and career pathways

These current goals and their progress will be evaluated again and changed during the August Board retreat.

**Item #6 - Acknowledgements**

**Item #6.1 - Ms. Linda Liddell, President, Illinois Community College Trustees Association**

Dr. Anderson noted that Ms. Linda Liddell was not present at this time. She is the outgoing President of the Illinois Community College Trustees Association, and Dr. Anderson expressed appreciation for Ms. Liddell's efforts this past year.

**Item #6.2 - Dr. Tom Ramage, President, Illinois Council of Community College Presidents**

Dr. Anderson presented Dr. Tom Ramage, outgoing President, Illinois Council of Community College Presidents, with a certificate of recognition for his service to the Board and system.

**Item #6.3 - Ms. Ugne Narbutaite, Student, Illinois Community College Board Member**

Dr. Anderson presented Ms. Ugne Narbutaite, outgoing Illinois Community College Board Student Member, with a certificate of recognition for her service to the Board and system.

**Item #6.4 - Ms. Cheryl Hyman, Former Illinois Community College Board Member**

Dr. Anderson noted that Ms. Cheryl Hyman was not present at this time. However, Dr. Anderson expressed appreciation for Ms. Hyman's efforts during her term as a former Board member, who recently resigned from the Board.



**Item #6.5 - Mr. Dan Deasy, President, Adult Education and Family Literacy**

Dr. Anderson noted that Mr. Dan Deasy was not present at this time. He is the outgoing President of the Adult Education and Family Literacy Council, and Dr. Anderson expressed appreciation for Mr. Deasy's efforts this past year.

**Item #6.6 - Retirement of Ed Smith after 30 years as an ICCB employee**

Dr. Anderson presented Mr. Ed Smith, retiring ICCB staff member, with a certificate of recognition for his 30 years of service to the ICCB and system.

**Item #7 - Committee Reports**

**Item #7.1 - Academic, Workforce, and Student Support**

Dr. Dustin Heuerman stated the committee met on Thursday, June 1<sup>st</sup> with the following people present: Dr. Dustin Heuerman, Jake Rendleman, Suzanne Morris, Dr. Teresa Garate and Ugne Narbutaite (student member), Dr. Brian Durham, Jennifer Foster, and Jeff Newell.

Dr. Brian Durham provided the committee with an update to the postsecondary and college expectations framework and college and career pathway endorsements under the Postsecondary and Workforce Readiness Act. He also briefly covered new units of instruction coming to the full Board for approval. Committee member Morris expressed interest in seeing salary potential for graduates of the new programs. Chair Heuerman expressed that though some of the programs have more than 60 credit hours (or 30 hours for certificates), that the more important aspect is that colleges are working with their Advisory Boards to draft appropriate curriculum that will lead to employment of students.

Jennifer Foster provided an update on the Workforce Strategic Plan which is coming to the full Board for approval during the June 2 Board meeting. She also spoke to the fact that due to new federal guidelines for grants, Adult Education funding is a more competitive process this year. They have teams currently reviewing 81 applications from community colleges and other community organizations for Adult Education funding.

Jeff Newell briefly covered some initiatives Student Services is doing to help support students.

The meeting adjourned at 5:58pm

**Item #7.1a - Adoption of Postsecondary and Career Education 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
- Financial aid and financial literacy

IBHE, ISBE, and ISAC are all adopting this framework as well.

Item #13.1  
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Jake Rendleman made a motion, which was seconded by Suzanne Morris, to approve the following motion:

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

A roll call vote was taken with the following results:

Guy Alongi	Yea	Ann Kalayil	Yea
John Bambenek	Yea	Doug Mraz	Yea
Terry Bruce	Yea	Suzanne Morris	Yea
Teresa Garate	Yea	Jake Rendleman	Yea
Dustin Heurman	Yea	Ugne Narbutaite	Yea
		Laz Lopez	Yea

The motion was approved.

**Item #7.2 - Finance, Operations, and External Affairs**

Ellen Andres stated that currently the state has been without a budget for 702 days. The last full budget was passed in FY15 that included a \$6.6 million dollar cut; FY16 had a 265 million dollar cut; and FY17 suffered a 169 million dollar cut. In terms of the ICCB operations budget, a half year budget was received in FY17. On June 30<sup>th</sup>, the agency will lose all its spending authority. On July 1, because the state is so far behind in payments, the Enterprise Car Rental company will no longer rent vehicles to state employees unless paid up front by the driver. The federal funds are still being distributed; however, if the state does not match those funds, the agency will have to return all the federal funds that were received.

Matt Berry stated the House will meet every Wednesday and will hold hearings around the State. The Senate passed a budget package but not all of it passed the House. The amended Bachelor's Degree in Nursing (BSN) bill, which named specific community colleges and the student enrollment cap, did not pass out of committee. However, the original BSN bill is still active and will hopefully be revisited next spring. The non-profit colleges are seeking legislation that will allow them to provide a high school diploma to adults. The community colleges are also interested.

**Item #8 - Advisory Organizations**

**Item #8.1 – Illinois Community College Trustees Association**

Mr. Mike Monaghan was unable to attend the meeting. There was no report given.

**Item #8.2 – Illinois Community College Faculty Association**

Mr. David Seiler began by saying the Association is funded by the community colleges. Since there hasn't been a budget, the community colleges have not been able to pay. Currently, there have only been about 5 or 6 colleges that have been able to pay their dues. With the college's dues and a conference fee, the Association hosts their annual conference. The Association continues to work with the ICCCA on the annual Teaching and Learning Conference to be held on November 16-17.

**Item #8.3 - Illinois Council of Community College Presidents**

Dr. Tom Ramage stated the Council is very disappointed with the BSN legislation's failure to pass. The original legislation is passed; however, one general assembly member changed her vote to a no without any explanation when presented with the amended BSN legislation. The Universities stated that no amendment to the bill would satisfy them. The private colleges and universities also were not in favor.

Their retreat will be held in July with the budget crisis, BSN legislation, and Return to Work legislation as the major topics. So far there have been three community college presidents retiring this year from Shawnee Community College, Rock Valley College, and College of Lake County. Starting July 1, the new President will be Dr. John Avendano, President of Kankakee Community College, Vice President, Dr. Lori Sundberg, President of Carl Sandburg College, and Secretary, Dr. Jonah Rice, President of Southeastern IL College.

**Item #8.4 - Student Advisory Council**

Ugne Narbutaite stated that SAC held their Advocacy Day on April 5 in Springfield with the BSN legislation as their main focus. This weekend is the Student Leadership Institute which is an introduction for the student leaders. There is a total of 35 students in attendance. Ms. Narbutaite then introduced the ICCB new student Board member Brenden McGlenn from Elgin Community College, beginning July 1.

\* \* \* \* \*

The Board took a break at 10:42 and returned at 10:53 a.m.

\* \* \* \* \*

**Item #9 - Adoption of Workforce Education Strategic Plan**

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 local 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.

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.

Doug Mraz made a motion, which was seconded by John Bambenek, to approve the following motion:

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.

A roll call vote was taken with the following results:

Guy Alongi	Yea	Ann Kalayil	Yea
John Bambenek	Yea	Doug Mraz	Yea
Terry Bruce	Yea	Suzanne Morris	Yea
Teresa Garate	Yea	Jake Rendleman	Yea
Dustin Heurman	Yea	Ugne Narbutaite	Yea
		Laz Lopez	Yea

The motion was approved.

**Item #10 – Approval of Final College Board Memorandum of Understanding**

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. The MOU was extended to 2020. 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

Dustin Heurman made a motion, which was seconded by Ann Kalayil, to approve the following motion:

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

A roll call vote was taken with the following results:

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Guy Alongi	Yea	Ann Kalayil	Yea
John Bambenek	Yea	Doug Mraz	Yea
Terry Bruce	Yea	Suzanne Morris	Yea
Teresa Garate	Yea	Jake Rendleman	Yea
Dustin Heurman	Yea	Ugne Narbutaite	Yea
		Laz Lopez	Yea

The motion was approved.

**Item #11 - New Units of Instruction**

**Item #11.1 - Permanent Program Approval: 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**

Guy Alongi made a motion, which was seconded by Dustin Heurman, to approve the following motion:

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)

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Spoon River College

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

John Wood Community College

- Diesel Technology Certificate (35 credit hours)

A roll call vote was taken with the following results:

Guy Alongi	Yea	Ann Kalayil	Yea
John Bambenek	Yea	Doug Mraz	Yea
Terry Bruce	Yea	Suzanne Morris	Yea
Teresa Garate	Yea	Jake Rendleman	Yea
Dustin Heuerman	Yea	Ugne Narbutaite	Yea
		Laz Lopez	Yea

The motion was approved.

**Item 11.2 - Temporary Program Approval: Morton College**

This temporary program approval will be for 3 years to make sure the need for this program is sustainable of time.

Dustin Heuerman made a motion, which was seconded by John Bambenek, to approve the following motion:

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)

A roll call vote was taken with the following results:

Guy Alongi	Yea	Ann Kalayil	Yea
John Bambenek	Yea	Doug Mraz	Yea
Terry Bruce	Yea	Suzanne Morris	Yea
Teresa Garate	Yea	Jake Rendleman	Yea
Dustin Heuerman	Yea	Ugne Narbutaite	Yea
		Laz Lopez	Yea

The motion was approved.

**Item #12 - Illinois Community College Board Recognition of Illinois Community Colleges**

**Item #12.1 - Rend Lake College, Danville Area Community College, Black Hawk College**

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Teresa Garate made a motion, which was seconded by Jake Rendleman, to approve the following motion:

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

A roll call vote was taken with the following results:

Guy Alongi	Yea	Ann Kalayil	Yea
John Bambenek	Yea	Doug Mraz	Yea
Terry Bruce	Yea	Suzanne Morris	Yea
Teresa Garate	Yea	Jake Rendleman	Yea
Dustin Heurman	Yea	Ugne Narbutaite	Yea
		Laz Lopez	Yea

The motion was approved.

**Item #12.2 – College of DuPage**

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

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

College of DuPage

A roll call vote was taken with the following results:

Guy Alongi	Yea	Ann Kalayil	Yea
John Bambenek	Yea	Doug Mraz	Yea
Terry Bruce	Yea	Suzanne Morris	Yea
Teresa Garate	Yea	Jake Rendleman	Yea
Dustin Heurman	Yea	Ugne Narbutaite	Abstain
		Laz Lopez	Yea

The motion was approved. Ugne Narbutaite abstained.

**Item #12.3 – Lake Land College**

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

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

Lake Land College

A roll call vote was taken with the following results:

Guy Alongi	Yea	Ann Kalayil	Yea
John Bambenek	Yea	Doug Mraz	Yea
Terry Bruce	Yea	Suzanne Morris	Yea
Teresa Garate	Yea	Jake Rendleman	Yea
Dustin Heuerman	Abstain	Ugne Narbutaite	Yea
		Laz Lopez	Yea

The motion was approved. Dustin Heuerman abstained.

**Item #13 - Approval of Trustee Training Providers**

**Item #13.1 - Approval of Pre-Approved Providers**

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.

Terry Bruce made a motion, which was seconded by Dustin Heuerman, to approve the following motion:

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

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

A roll call vote was taken with the following results:

Guy Alongi	Yea	Ann Kalayil	Yea
John Bambenek	Yea	Doug Mraz	Yea
Terry Bruce	Yea	Suzanne Morris	Yea
Teresa Garate	Yea	Jake Rendleman	Abstain
Dustin Heuerman	Yea	Ugne Narbutaite	Yea
		Laz Lopez	Yea

The motion was approved. Jake Rendleman abstained.



**Item #14 - Adoption of Minutes**

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

**Item #14.1 - Minutes of the March 17, 2017 Board Meeting**

The Illinois Community College Board hereby approves the Board minutes of the March 17, 2017 meeting as recorded with the following one amendment:

***Amendment:***

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

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

**Item #14.2 - Minutes of the March 17, 2017 Executive Session**

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

**Item #14.3 - Minutes of the April 6, 2017 Emergency Board Meeting**

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

The motion was approved via unanimous voice vote.

**Item #15 - Consent Agenda**

With the removal of item #15.6 - Intergovernmental Agreement Between Lake Land College and Black Hawk College to offer services at the Kewanee Life Skills Re-Entry Center, Terry Bruce made a motion, which was seconded by John Bambenek, to approve the following motions:

**Item #15.1 - Calendar Year 2018 Board Meeting Dates and Locations**

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

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**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.

**Item #15.2 - Authorizations to Enter into Interagency Contracts and/or Agreements**

The Illinois Community College Board hereby authorizes its Executive Director, in concurrence with the ICCB Chair, to enter into interagency contracts/agreements, as needed for fiscal year 2018.

**Item #15.3 - Authorization to Transfer Funds Among Line Items**

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

**Item #15.4 - Authorizations to Enter into Contracts for Office Operations**

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

**Item #15.5 - Amendments to the Illinois Community College Board Administrative Rules**

The Illinois Community College Board hereby approves the following amendments to the

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

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
<del>1501.518</del>	<del>Uncollectible Debts</del>
1501.519	Special Initiatives Grants
1501.520	Lincoln's Challenge Scholarship Grants
<del>1501.521</del>	<del>Technology Enhancement Grants</del>
<del>1501.523</del>	<del>Foundation Matching Grants</del>

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 <a href="#">Section 3-20.3.01 of the Act from 110 ILCS 805/3-20.3.01</a>
1501.609	Completion of Projects <a href="#">under Section 3-20.3.01 of the Act from 110 ILCS/3-20.3.01</a>
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

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)

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- January 31
- certificate of tax levy (see Section 1501.510(~~if~~))
  - construction project status reports (see Section 1501.607(a))
  - ~~iscal 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))
- 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))

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- fall semester enrollment survey (see Section 1501.406(b))
  - ~~fall enrollment data (see Section 1501.406(a))~~
- 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(e) 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(~~fe~~))
- ~~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.~~606406~~(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.



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- 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 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).

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- 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).
- ~~6)~~ 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.
- ~~67)~~ 67) 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

~~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~~
- c) ~~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) An annual report on underrepresented groups submitted on or before ~~December~~ March 1.
  - e) An annual ~~noncredit course enrollment~~ community education and community service data submission (N1) on or before July 15.
  - f) ~~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) An annual report of Student Identification~~ data submission information submitted on or before September 1.
- ~~h) 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 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.
- e) ~~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

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 1~~ 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.
    - 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.

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- 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.
- 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.~~~~
- ~~c) Claims shall be submitted on forms and in the format prescribed by the ICCB.~~



- ~~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~~

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- ~~a) Requests for technology enhancement grants shall be submitted in a format prescribed by the iceb.~~
- ~~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.~~
- ~~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 iceb within six months after receipt of the external audit report by the iceb or other identification of improper expenditures subsequently verified by the iceb.~~
- ~~i) Each community college district receiving grant funds shall file a report with the iceb in a format prescribed by the iceb, 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 iceb 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~~

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~~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.~~

~~e) 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.~~

~~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-~~ ~~re~~ 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" ~~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 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:~~
- i) ~~locally funded projects that meet the definition of a maintenance project as defined in Section 1501.601, or~~
- j) ~~locally funded projects that result in no change in room use, or~~
- k) ~~locally funded projects for which the total estimated cost is less than \$250,000.~~
- e)b) 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~~

### 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:
    - 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.

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- 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~~.
    - 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

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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.

~~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:
- 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 t~~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).

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- iii) Assembly areas, including theaters, auditoriums, arenas, exhibition rooms, and concert halls used primarily for general presentations or 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 ~~gymnasia~~~~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:

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- 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.
- 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.
  - 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.

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- 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~~ 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~~ 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~~ 2002-2014 or more current Edition (National Fire Protection Association, 1 Batterymarch Park, Quincy, Massachusetts 02169-7471.
    - 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) 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(fg)(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.~~

~~c) — 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.~~

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- ~~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).~~
- ~~6) The project shall be within the mission of a community college as set forth in Section 1-2(e) of the Act.~~



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

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~~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) 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) ach 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.~~

The motion was approved via unanimous voice vote.

### **Item #15 - Consent Agenda**

#### **Item #15.6 - Intergovernmental Agreement Between Lake Land College and Black Hawk College to offer services at the Kewanee Life Skills Re-Entry Center**

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.

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

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.

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A roll call vote was taken with the following results:

Guy Alongi	Yea	Ann Kalayil	Yea
John Bambenek	Yea	Doug Mraz	Yea
Terry Bruce	Yea	Suzanne Morris	Yea
Teresa Garate	Yea	Jake Rendleman	Yea
Dustin Heuerman	Abstain	Ugne Narbutaite	Yea
		Laz Lopez	Yea

The motion was approved. Dustin Heuerman abstained.

**Item #16 - Information Items**

There was no discussion.

**Item #16.1 - Fiscal Year 2017 Financial Statements**

**Item #16.2 - Fiscal Year 2017 Spring Enrollment Report**

**Item #16.3 - Spring 2017 Legislative Update**

**Item #16.4 - Proposed Amendments to the Illinois Community College Board Administrative Rules**

**Item #17 - Other Business**

There was no other business.

**Item #18 - Public Comment**

There was no public comment.

**Item #19 - Executive Session**

Terry Bruce made a motion, which was seconded by Ann Kalayil, to approve the following motion:

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

A roll call vote was taken with the following results:

Guy Alongi	Yea	Ann Kalayil	Yea
John Bambenek	Yea	Doug Mraz	Yea
Terry Bruce	Yea	Suzanne Morris	Yea
Teresa Garate	Yea	Jake Rendleman	Yea

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Dustin Heurman	Yea	Ugne Narbutaite	Yea
		Laz Lopez	Yea

The motion was approved. The Board entered Executive Session at 11:30 a.m. Ann Knoedler was asked to stay in the meeting.

\* \* \* \* \*

Terry Bruce made a motion, which was seconded by Dustin Heurman, to reconvene Public Session at 11:52 a.m.

A roll call vote was taken with the following results:

Guy Alongi	Yea	Ann Kalayil	Yea
John Bambenek	Yea	Doug Mraz	Yea
Terry Bruce	Yea	Suzanne Morris	Yea
Teresa Garate	Yea	Jake Rendleman	Yea
Dustin Heurman	Yea	Ugne Narbutaite	Yea
		Laz Lopez	Yea

The motion was approved.

**Item #20 - Executive Session Recommendations**

Terry Bruce made a motion, which was seconded by Dustin Heurman, to approve the following motion:

The Illinois Community College Board hereby authorizes the Executive Director to annually increase staff salaries and adjust ranges, as necessary, on July 1 of each year by the current Employment Cost Index reported by the US Bureau of Labor Statistics. This increase will not be lower than one percent (1%) or greater than three percent (3%), pending budget authority.

A roll call vote was taken with the following results:

Guy Alongi	Yea	Ann Kalayil	Yea
John Bambenek	Yea	Doug Mraz	Yea
Terry Bruce	Yea	Suzanne Morris	Yea
Teresa Garate	Yea	Jake Rendleman	Yea
Dustin Heurman	Abstain	Ugne Narbutaite	Yea
		Laz Lopez	Yea

The motion was approved.

**Item #21 – Adjournment**

Jake Rendleman made a motion, which was seconded by Ann Kalayil, to adjourn the Board meeting at 11:55 a.m.

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A roll call vote was taken with the following results:

Guy Alongi	Yea	Ann Kalayil	Yea
John Bambenek	Yea	Doug Mraz	Yea
Terry Bruce	Yea	Suzanne Morris	Yea
Teresa Garate	Yea	Jake Rendleman	Yea
Dustin Heurman	Yea	Ugne Narbutaite	Yea
		Laz Lopez	Yea

The motion was approved.

UNAPPROVED

Minutes of the  
Retreat of the  
Illinois Community College Board

Parkland College  
Automotive Technology Center  
T Building  
Room T106  
2400 West Bradley Ave  
Champaign IL 61821

August 29, 2017

**RECOMMENDED ACTION**

It is recommended that the following motion be adopted:

The Illinois Community College Board hereby approves the minutes of the August 29, 2017 Board retreat as recorded.

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

Chair Laz Lopez called the Board retreat to order at 10:01 a.m. and asked Ann Knoedler to call roll. The following Board members were present: Terry Bruce, John Bambenek, Dustin Heuerman, Douglas Mraz, Suzanne Morris. Ann Kalayil and student board member Brenden McGlenn were absent at the start of the meeting. Jake Rendleman, Nick Kachiroubas, Teresa Garate and Guy Alongi were absent. A quorum was declared. Staff members Dr. Karen Anderson, Dr. Brian Durham, Ellen Andres, Nathan Wilson, Jennifer Foster, Matt Berry, and Jeff Newell were also present.

**Item #2 – Welcoming Remarks from Dr. Tom Ramage, President of Parkland College**

Dr. Ramage welcomed the Board. The meeting is being held in their new Automotive Technology Center building which was partially funded by C.A.S.E. in order to educate students on Diesel Mechanics, for example, when the degree is completed, students will be certified in repairing machines such as combines. The only issue is many of the students enrolled become employed full time before the degree is completed. The newest building on campus is the Student Services building.

Following the Board Retreat, the Workforce Education Strategic Plan Press Conference will be held in the same building beginning at 2:30 p.m. During this press conference, Parkland College’s ICAPS Program will also be highlighted.

\* \* \* \* \*

Student Board member Brenden McGlenn arrived at the meeting at 10:15 a.m.

\* \* \* \* \*

Board member Ann Kalayil arrived at the meeting at 10:25 a.m.

\* \* \* \* \*



**Item #3 – Goal Review**

Chair Lopez expressed his thoughts on the past three goals the Board set for the agency. He liked that there were only three goals to focus on, that they were multi-year goals, and that they aligned with both state and federal tasks. The agency made very beneficial and efficient progress on the previous goals over the past few years. The ICCB staff briefly gave their recommendations based on that agency's areas of focus for FY18 of what the next three Board goals should include.

**Item #4 – Break/Lunch**

The Board took a break for lunch at 12:00p.

**Item #5 – Board Goals**

With staff recommendations, the below draft goals for the ICCB will include the following:

Goal 1 – Transition Goal will focus on students, including special populations, adult education transitions, College Readiness, 60x25, PWR, Apprenticeship Expansion, and Student Support Services, with the measureable outcome being: Data Alignment.

Goal 2 – Adult Education and Workforce Development will focus on Workforce Education Strategic Plan Implementation, WIOA Reauthorization Partnerships, Workforce Readiness, Adult Education Strategic Plan Development, Alternative Instructional Models, High School Equivalency Alternatives, ROI, Funding, and Enhancing Student Services with the measureable outcome being Employment Data.

Goal 3 – Public Information/Public Policy for Student Success will focus on Align Administrative Rules for increased student success, System Effectiveness Metrics, Developing comprehensive communication strategy (Defining our story), Alignment of messaging within Board and among stakeholders, College Choice Public Report Card (Transparency), Student Focused Messaging with access to information, and Visual Data Software.

The staff will work on finalizing the language and send it out to the Board members before the September 15<sup>th</sup> Board meeting. At the September 15<sup>th</sup> Board meeting, the Board will approve the finalized new Board goals.

**Item #6 – Board Visioning Exercise**

Chair Lopez asked if the Board members thought the committee and Board meeting structures were working well. It was a consensus of the Board members present that everything in place was currently working well. Chair Lopez encouraged the Board members to feel free to speak up about any topics, issues, or good news they believe is important to share at the time of the Board member comments item during the Board meetings.

**Item #7 – Adjournment**

The retreat adjourned at 1:37 p.m.

Illinois Community College Board

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

Section 3-14.3 of the Public Community College Act allows districts eligible for equalization grants in the previous or current fiscal year to levy up to or at the combined statewide average tax rate for educational and operations and maintenance purposes if they currently are levying less than the average. The certification is due by November 1 of each year.

**RECOMMENDED ACTION**

It is recommended that the following motion be adopted:

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

1. Received an equalization grant in fiscal year 2017 and/or received an equalization grant in fiscal year 2018; and
2. had combined educational and operations and maintenance purposes tax rates less than 29.62 cents per \$100 of equalized assessed valuation.

Agenda Item #14.1  
September 15, 2017

**BACKGROUND**

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

The additional levy authority is subject to “backdoor” referendum. Within ten days after the adoption of a resolution expressing the district’s intent to levy all or a portion of the additional taxes, the district is required to publish notice of its intent. A petition signed by 10 percent or more of the registered voters in the district will cause the proposed increase to be placed on the ballot at the next regularly scheduled election. A 30-day period is allowed for such a petition to be received.

This special tax levy authority does not circumvent tax cap legislation. All tax cap legislation is still applicable to those districts that fall under it.

District	Authorized Operating Tax Rates*	Actual Operating Tax Rates*	Additional Tax Rate Authority	Estimated Additional Tax Revenue
Black Hawk College	19.00¢	18.56¢	10.62¢	\$ 4,012,478
Illinois Central College	25.00¢	24.82¢	4.62¢	\$ 3,341,053
Illinois Eastern Community Colleges	25.00¢	25.84¢	4.62¢	\$ 684,946
Illinois Valley Community College	17.00¢	16.86¢	12.62¢	\$ 3,900,617
Kankakee Community College	18.00¢	18.00¢	11.62¢	\$ 2,638,640
Kaskaskia College	25.00¢	25.00¢	4.62¢	\$ 721,305
Lake Land College	17.50¢	17.50¢	12.12¢	\$ 3,546,480
Lewis and Clark Community College	25.00¢	25.00¢	4.62¢	\$ 1,837,900
Rend Lake College	25.00¢	23.64¢	4.62¢	\$ 448,342
Rock Valley College	27.00¢	27.00¢	2.62¢	\$ 1,436,811
Carl Sandburg College	22.00¢	22.00¢	7.62¢	\$ 1,343,617
Sauk Valley Community College	27.50¢	27.50¢	2.12¢	\$ 352,368
Southwestern IL College	16.00¢	15.94¢	13.62¢	\$ 9,118,125
Spoon River College	25.00¢	25.00¢	4.62¢	\$ 413,170
John Wood Community College	22.50¢	22.12¢	7.12¢	\$ 1,119,331

\* Combined Ed and O&M Maximum Tax Rates

Illinois Community College Board

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

**Academic Affairs and Student Services Update  
(ACTION REQUIRED)**

ICCB staff has undertaken a thorough review of its Administrative Rules to ensure that the rules are still relevant and up to date. These 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 academic affairs and student services. The rule changes were submitted to the Board for discussion only in June 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 amendments 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
- 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 ~~Leave~~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; 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.
- ~~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 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 (fe) below.~~

~~f)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.~~

~~g)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
      - 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.
  - 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.

## 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.

~~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.

“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 on



[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;
    - 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.

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- A) The academic preparation and experience of faculty and staff ensure that students receive education consistent with the objectives of the unit of instruction.
  - 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.
- 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.
  - 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:
  - 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;~~
    - 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.
    - 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.
  - 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.
- 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 Sstudents who participate in nonclinical internship, practicum, or on-the-job supervised instruction shall receive one 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) ~~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) 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) General Studies Course Credit. General studies course credit ~~is applicable~~ applies only to the Personal Development; Homemaking; Improving Family 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
  - 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) An 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

~~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,~~ one or two weeks before and one or two weeks after the midpoint of the class);

~~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~~ 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~~ 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” means. ~~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;~~;~~
- 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.

## **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.

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.

Illinois Community College Board

**ADOPTION OF THE COLLEGE AND CAREER PATHWAY  
ENDORSEMENT 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 a College and Career Pathway Endorsement Framework. The College and Career Pathway Endorsement Framework, was developed in cooperation with other state education and workforce agencies. The framework has broad implications for K-12 education, and is significant for its potential impact on the articulation of coursework from the high school to community college. It enhances early college opportunities that could lead to greater retention and completion for community colleges and a more prepared workforce. The areas that are included in the endorsement framework include:

- Agriculture, Food, & Natural Resources
- Arts & Communication
- Finance and Business Services
- Human and Public Services
- Health Sciences and Technology
- Information Technology
- Manufacturing, Engineering, Technology, and Trades
- Multidisciplinary (required under P.A. 99-674)

**RECOMMENDED ACTION:**

It is recommended that the following motion be adopted:

The Illinois Community College Board hereby adopts the College and Career Pathway Endorsement Framework.

Illinois Community College Board

**SPRING 2017 LEGISLATIVE UPDATE**  
**100<sup>TH</sup> GENERAL ASSEMBLY**  
(Actions as of September 13, 2017)

**Summary of Legislative Action**

The following is a summary of active legislation currently being tracked by the Illinois Community College Board's external affairs staff. A complete list of bills is included at the end of this summary document.

	No. of Bills Tracked	No. of Bills Passed Chamber of Origin	No. of Bills Passed Both Chambers	No. of Bills Signed by Governor
<b>House Bills</b>	47	33	30	20
<b>Senate Bills</b>	26	21	22	18
<b>Total</b>	73	54	54	38

**Illinois Community College Board Initiated Legislation**

**Credit For Prior Learning Act - HB 2404 (Willis/Rose)**

**Public Act 100-0261**

Legislation to create the Credit for Prior Learning Act was unanimously approved by the legislature and signed by the Governor. Effective January 1, 2018, the Act requires each public university and community college to submit its policies and procedures for students to earn credit for prior learning to the IBHE or ICCB. Further, the Act requires IBHE and ICCB to adopt rules to permit public higher education institutions to award credit for prior learning after the assessment of prior learning experiences for documented learning that demonstrates achievement of all terminal objectives for a specific course or courses.

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

**Public Act 100-0417**

SB 887 passed the legislature in late May and was signed by the Governor in August. The bill authorizes ICCB and IBHE to collect a fee to cover the cost of processing and handling individual student-level data requests pursuant to an approved data sharing agreement. The legislation includes language to protect personally identifiable information by requiring that a data sharing agreement must be executed before such information may be released. This legislation took effect immediately upon signing; however, the ICCB and IBHE are required to adopt the fee structure via administrative rules.

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

**Public Act 100-0130**

This legislation implements the HSE Alternative Credentialing Methods Taskforce recommendations approved by the ICCB. Specifically, these bills provide that the ICCB shall establish alternative methods of credentialing for the issuance of high school equivalency certification based on high school credit, post-secondary credit, foreign diplomas, and completion of a competency-based program as approved by the Board. The bill was approved unanimously in the House and Senate and signed by the Governor. The legislation's January 1, 2018, effective date provides time for the ICCB to develop a competency based model and other necessary protocols for alternative credentialing.

**Vacancy on Community College Board of Trustees: HB 3091 (Bourne/Manar)**

**Public Act 100-0273**

This legislation provides that when a vacancy occurs in a community college board, the elected successor shall serve the remainder of the unexpired 6-year term. The legislation also provides that the vice-chairman shall perform the duties of chairman if there is a vacancy in the office of the chairman or in case of the chairman's absence or

inability to act. HB 3091 was approved unanimously by the legislature and became effective on August 22, 2017, upon signature by the Governor.

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## **Smooth Transitions for Traditional & Non-Traditional Students**

### **Community College BSN Degree Authority**

Senator Manar filed an amendment to **SB 888** which granted 20 community college districts in the State the ability to establish a Bachelor of Science in Nursing Program. The bill set 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. SB 888 with Senate Amendment #1 was narrowly approved by the Senate Higher Education Committee by a vote of 7-6. In response to concerns from legislators, the bill was further amended to specifically identify 11 community colleges as eligible to establish a BSN program. Senate Amendment #3 also limited program enrollment to 7,000 students over the next five years. Senate Amendment #3 was defeated in the Senate Higher Education Committee by a vote of 6-7. The legislation did not advance during the spring 2017 legislative session.

### **Veterans**

**HB 3701** (Greenwood/Clayborne) was signed by the Governor on August 18, 2017, as **Public Act 100-0195**. Effective January 1, 2018, the Act implements the recommendations of the Military Prior Learning Assessment Taskforce. This legislation requires each public and private university and community college to adopt and submit policies regarding the awarding of academic credit for military training that are applicable to the requirements of the student's certificate or degree program. The policy will apply to any individual who is enrolled in an Illinois institution of higher education and who has completed a military training course that meets requirements. Institutions will be required to provide procedures for evaluating courses and awarding credit. Institutions will also be required to send their policies to IBHE and/or ICCB for review by June 30, 2018 and each year thereafter.

Legislation to implement recommendations of the Illinois Taskforce on Veterans' Suicide is reflected in **HB 2647** (Kifowit/T. Cullerton). This bill was signed by the Governor in September, becoming **Public Act 100-0482**. This bill contains provisions that the Department of Veterans' Affairs, in coordination with institutions of higher education, shall provide proactive outreach as part of an educational success program for veterans experiencing difficulties in higher education. The Act takes effect June 1, 2018.

### **Dual-Credit/Dual-Enrollment Notification**

**HB 3601** (Greenwood/Clayborne) was approved by both chambers. The bill provides that East St. Louis School District 189 is encouraged to allow students in grades 11 and 12 to take classes at Southwestern Illinois College for dual credit at no cost to the student. The legislation was signed by the Governor (**Public Act 100-0190**) and takes effect January 1, 2018.

**HB 2794** (Ford/Martinez) requires high schools, effective January 1, 2018, to inform all 11th and 12th grade students of dual enrollment and dual credit opportunities at public community colleges for qualified students. This bill has passed both chambers and was signed into law by the Governor (**Public Act 100-0133**).

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## **Develop a Robust Career Pathway System**

### **Adult Diploma**

**HB 2527** (Sosnowski/Stadelman) authorizes a public community college district or non-profit entity in partnership with a regional superintendent of schools, the chief administrator of an intermediate service, or a school district to design a high school diploma program for adult learners. To be eligible the entity must demonstrate that it has been unable to establish an agreement with a secondary or unit school district to provide the program. The program must be approved by the ICCB according to approval guidelines established in the bill.

This legislation is based on a model for adult education developed by Goodwill Industries called an Excel Center. Goodwill Industries of Northern Illinois is pursuing the opening of an Excel Center in the Rockford area to deliver an adult education program that will lead to an adult diploma. After several amendments to ensure that ICCB funding for existing adult education programs is protected and to open up participation to community colleges, the legislation was unanimously approved in both chambers. The bill was sent to the Governor on July 27, 2017 and is currently pending his signature.

### **Adult Education Strategic Plan**

Senator Weaver introduced SJR 40 to create the Statewide Task Force on the Future of Adult Education and Literacy within the ICCB. The Taskforce of 22 members, including a broad range of legislative, state agency, community college and adult education provider representatives, are tasked under the resolution with developing a strategic plan for adult education. The last ICCB strategic plan for adult education was completed in 2009 and was only intended to serve as a guide for five years. The resolution was adopted by both Chambers. The ICCB is currently in the processes of identifying Task Force members and a meeting schedule.

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## **Academic Affairs**

### **Nurse Practice Act Sunset**

**HB 313** (Feigenholtz/Martinez) extends the Nurse Practice Act. The bill includes a requirement that by December 31, 2022, all RN education programs must obtain programmatic accreditation by a national accrediting body for nursing education. Currently there are 12 non-accredited community college associate degree nursing programs which will be impacted by the new requirements. An earlier version of the bill included similar language requiring accreditation for LPN programs. The bill has passed both chambers and was sent to the Governor on July 24, 2017 where it awaits action.

### **Illinois Green Economy Network**

**SB 518** (Link/Sente) provides additional financial resources to the Illinois Green Economy Network, a partnership of Illinois community colleges. As passed by the General Assembly, the legislation provides that \$2.0 million of the moneys collected from the Renewable Energy Resources and Coal Technology Development Assistance Charge, may be used to provide grants to the Illinois Green Economy Network. The legislation passed both the House and Senate and was signed by the Governor in August (**Public Act 100-0402**).

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## **College Affordability**

College affordability, particularly focused on a program for free community colleges, was an area of interest for the legislature this session. Three separate legislative proposals were introduced in the House to provide some variation of a free college program. None of these bills advanced out of House committees.

**HB 1316** (Lang/McGuire) creates several new programs to address college affordability and provide incentives to recruit and retain higher education faculty. Specifically, the bill requires IBHE to establish and administer an Illinois Excellence Program to incentivize the recruitment and retention of promising faculty throughout the Illinois system of higher education. The bill requires the Illinois Student Assistance Commission (ISAC) to implement and administer a program beginning with the 2018-2019 academic year to award College Affordability grants up to \$4,000 to certain Illinois residents who have graduated from an approved high school with a cumulative grade point average of at least a 3.0 on a 4.0 scale and are seeking a degree from a public community college or university. The program includes a 2-year Illinois residency obligation following termination of the academic program. ISAC is also required to implement and administer a program to award work-study stipends to grant recipients who agree to work for 5 to 15 hours per week as peer mentors or tutors. All of the programs created under the legislation are subject to appropriation, which according to ISAC would require at least \$300.0 million to implement. Both IBHE and ISAC opposed the legislation. The bill has passed the House but has not been considered in the Senate.



**HB 3211 (Wallace/Morrison)** provides that, to complement student financial assistance programs and to enhance their effectiveness by more fully addressing the costs of attendance for students with financial needs, ISAC shall identify and flag college students who are potentially eligible to receive Supplemental Nutrition Assistance Program (SNAP) benefits. ISAC, in consultation with the Department of Human Services, shall develop and provide an electronic notice to institutions of higher education that includes, at a minimum, college student SNAP eligibility criteria, the Application for Benefits Eligibility's website address, and the Illinois Hunger Coalition's Hunger Hotline. Illinois institutions of higher education that participate in the Monetary Award Program shall provide the notice in writing to all students who are enrolled or accepted for enrollment and are identified by ISAC as potentially SNAP eligible. These institutions may designate a public benefits liaison or single point person to assist students in taking the necessary steps to obtain public benefits. This legislation has passed both chambers but was amendatory vetoed by the Governor. In his amendatory veto, the Governor removed requirements that ISAC flag and notify students of potential SNAP eligibility.

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Illinois Community College Board

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

**Public Information, Rulemaking and Organization**  
(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.

Section 5-15 of the Illinois Administrative Procedure Act requires that each agency maintain as rules certain types of basic information about the agency and its rulemaking process. For example, the agency must include a description of its organizational structure; procedures by which the public can obtain information concerning the agency's programs, and a current description of the agency's rulemaking procedures and research tools for its body of rules. As part of a review of administrative rules, the Board is making changes to reflect current operating procedures, incorporate adopted board policy on board member attendance by means other than physical presence, and streamline administrative rulemaking processes.

The rule changes are being submitted to the Board for discussion prior to publication in the *Illinois Register* for the formal public comment period. They will be brought to the Board for approval in December 2017, before submission to JCAR for final approval.

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

PART 5175  
PUBLIC INFORMATION, RULEMAKING AND ORGANIZATION

SUBPART A: PUBLIC INFORMATION

Section

- 5175.20 Appearance at ICCB Meetings
- 5175.30 Information Request
- 5175.40 Manuals
- 5175.50 Minutes of Closed Sessions

SUBPART B: RULEMAKING

Section

- 5175.140 ICCB Rules

SUBPART C: ORGANIZATION

Section

- 5175.100 Organization of the Illinois Community College Board
- 5175.110 Board Member Attendance by Means Other Than Physical Presence
- 5175.220 Organization of ICCB Staff

5175.APPENDIX A Organization Chart

AUTHORITY: Implementing Section 5-15 of the Illinois Administrative Procedure Act (Ill. Rev. Stat. 1991, ch. 127, par. 1005-15) and authorized by Section 2-4 of the Public Community College Act (Ill. Rev. Stat. 1981, ch. 122, par. 102-4).

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, 1982; recodified at 8 Ill. Reg. 6032; amended at 8 Ill. Reg. 6033, effective April 24, 1984; amended at 41 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_.

SUBPART A: PUBLIC INFORMATION

Section 5175.20 Appearance at ICCB Meetings

- a) Persons desiring to address the Board shall make a written request to the Executive Director at least five (5) business days prior to the meeting, provided

that, with respect to any emergency meeting, the person desiring to address the Board shall make a written request at least one (1) business day prior to the date of the emergency meeting. Any request to address the Board must include the name, telephone number or e-mail contact information, and street address of the person requesting to address the Board. The request shall also include the name and street address of the college, organization or group to be represented by the person, if any, and a description of the topic to be presented.

b) The written notice requirement may be waived by the Chair.

c) The Chair (or other presiding officer) may impose appropriate time limits on presentations or public comments. The presiding officer's decision to limit a presentation or comment shall be based on criteria including, but not limited to, the total time available for the Board's deliberations, the number of persons seeking to appear before the Board, and the potential for redundancy in the comments being presented.

d) All presenters are encouraged to submit their presentations in writing.

(Source: Amended at 41 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

### **Section 5175.30 Information Request**

Any person seeking information or wishing to make a request of the Illinois Community College Board (ICCB) may do so by contacting the ICCB Executive Director at 401 East Capitol Avenue~~509 South Sixth Street, Room 400~~, Springfield, Illinois 62701.

(Source: Amended at 41 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

### **Section 5175.40 Manuals**

The ICCB's operating procedures and policies are contained in policy and procedure manuals and in policy and procedure actions adopted by the Board. Copies of these materials are maintained at the Board's central office and are available for public inspection during regular working hours. Copies of individual pages are available without charge.

(Source: Amended at 41 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

### **Section 5175.50 Minutes of Closed Sessions**

The Board will review its closed session minutes in March and September of each year to determine if such minutes, or part of such minutes, may be released as public documents. The Board Chair and Vice-Chair, prior to the March and September meetings will review the minutes of all closed sessions conducted during the previous six months and make a recommendation for

action to the Board based on the relevant provisions of the Public Community College Act (110 ILCS 805), the Freedom of Information Act (5 ILCS 140) and the Open Meetings Act (5 ILCS 120).

(Source: Amended at 41 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

## SUBPART B: RULEMAKING

### Section 5175.140 ICCB Rules

- a) Initiation of new or amended rules or the repeal of existing rules will begin at the direction of the ~~Board~~ICCB or ~~its the~~ Executive Director, or when required by state statute or court decision.
- b) The public and advisory organizations may propose the development, amendment, or repeal of a rule by writing ~~either~~ to the ICCB ~~Chairperson or~~ Executive Director at ~~401 East Capitol Avenue~~509 South Sixth Street, Room 400, Springfield, Illinois 62701. The written statement should cite the specific rule to be amended or repealed or should state proposed specific language for a new rule. Reasons for the proposal shall be included.
- c) Proposed new rules, amendments or repealers will be presented as information at an open public meeting of the Board prior to publication in the Illinois Register.
- d) Following presentation to the Board, proposed rules, amendments or repealers will be published in the Illinois Register. During the 45-day "first notice" period, interested persons or agencies may provide public comment.
- e) Proposed new rules, amendments or repealers which have met the requirements for public input will be presented to the Board for approval. Thereafter, the Board shall direct the Executive Director or their designee to submit proposed rules, amendments or repealers for review by the Joint Committee on Administrative Rules (JCAR) during the "second notice" period.
- f) At the end of the second notice period, if no objections are received from JCAR, ICCB shall adopt the rules or any modifications as required by law. If ICCB receives an objection from JCAR during the second notice period, the Executive Director will present the objection to the Board at its next meeting for consideration.
- ge) The Executive Director ~~may promulgate shall file~~ emergency and preemptory rules in accordance with the Illinois Administrative Procedure Act (5 ILCS 100). ~~as required.~~

- ~~d) The Executive Director shall inform the ICCB and advisory organizations of proposed new or amended rules at least thirty (30) days in advance of required Board action and within thirty (30) days after an emergency or peremptory filing.~~
- ~~e) The Executive Director shall be responsible for the promulgation of proposed and adopted rules as required by law and as directed by the ICCB.~~

(Source: Amended at 41 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

## SUBPART C: ORGANIZATION

### Section 5175.100 Organization of the Illinois Community College Board

- ~~a) The Illinois Community College Board was created by the Illinois Public Community College Act. Board members are appointed by the Governor with the advice and consent of the Senate with the exception of one student member appointed by the Student Advisory Committee (110 ILCS 805/2-1).~~
- ~~b) The Governor designates one member of the Board, other than the student member, to serve as Chair (see 110 ILCS 805/2-3).~~
- ~~c) The Vice-Chair shall be elected by a vote of the Board for an annual term beginning July 1. An election for Vice-Chair shall occur before the end of June each year at a regular board meeting.~~
- ~~e) The Chair of the Board presides at Board meetings. The Vice-Chair shall preside at all meetings in the absence of the Chair. In the absence of the Chair and Vice-Chair, a member designated by the Chair shall preside for that meeting only.~~
- ~~f) To the extent practicable, the Board shall convene at least four times per year. The annual meeting schedule shall be adopted by the Board at its last meeting of the fiscal year for the following calendar year. The meeting calendar shall be posted on the Board's website. All board meetings shall be conducted in accordance with the Open Meetings Act (5 ILCS 120/1.01).~~
- ~~g) A special meeting in order to discuss matters that require consideration or action before the next regularly-scheduled meeting of the Board may be called by the Chair, the Vice-Chair in the event the Chair is unavailable, or upon written notice signed by at least three (3) members of the Board. All board members shall be provided with written notice of the time, purpose and location of any special meeting at least five (5) days before the date of the meeting (see 110 ILCS 805/2-3). Matters for consideration at a special meeting are limited to those matters described in the notice.~~

- h) Six members of the Board constitutes a quorum. All official acts of the Board require a majority vote in a meeting at which a quorum is present, except the approval of a new unit of instruction, research, or public service for a community college shall require the approval of a majority of all members of the Board (see 110 ILCS 805/2-3).
- i) Members of the board shall serve without compensation, but shall be reimbursed for expenses incurred in performing their duties, in accordance with the rules and guidelines of the Higher Education Travel Control Board.

(Source: Amended at 41 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

### **Section 5175.110 Board Member Attendance by Means Other Than Physical Presence**

- a) If a quorum of the members of the Board or any committee of the Board is physically present for a meeting, as required by the Illinois Open Meetings Act (5 ILCS 120/2.02), a majority of the Board or committee of the Board, as the case may be, may allow a physically absent member to attend the meeting by video or audio conference if the member is prevented from physically attending because of the following:
  - 1) Personal illness or disability;
  - 2) Employment purposes or the business of the ICCB; or
  - 3) Family or other emergency.
- b) Any Board member wishing to attend a meeting by other means shall notify the Board Secretary before the meeting unless advance notice is impractical.

(Source: Amended at 41 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

### **Section 5175.220 Organization of ICCB Staff**

The Board is supported by a staff headed by an Executive Director. The organizational structure is illustrated by function on the chart labeled Appendix of this Part. The ICCB staff is organized into the following three (3) administrative divisions for the purpose of conducting the agency's business:

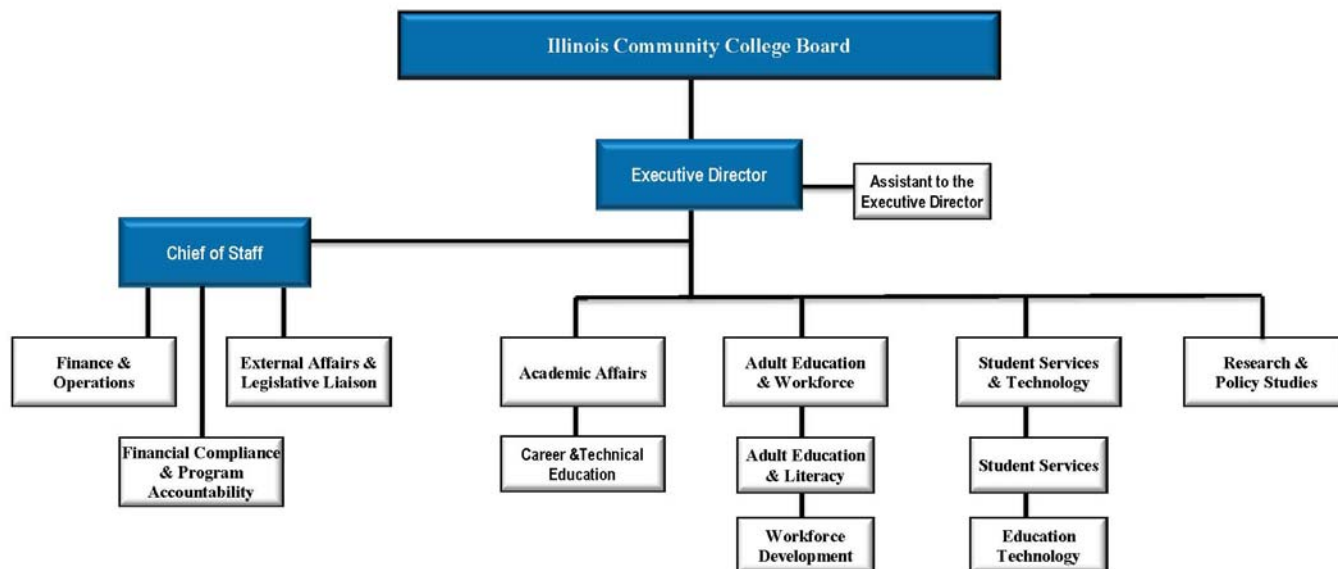
- - a) Agency Division, which includes policy and rule administration, legislation, internal auditing, and overall supervision of ICCB functions.
  - 
  - b) Operations Division, which includes finance and facilities, planning and research, and internal fiscal administration functions.

- 
- ~~e) Programs Division, which includes curricular, student services, and management information system functions.~~

(Source: Amended at 41 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)



**Section 5175.APPENDIX A Organization Chart**



(Source: Amended at 41 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

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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
1501.103	Rule Adoption (Recodified)
1501.104	Manuals
1501.105	Advisory Opinions
1501.106	Executive Director

- 1501.107 Information Request (Recodified)
- 1501.108 Organization of ICCB (Repealed)
- 1501.109 Appearance at ICCB Meetings (Repealed)
- 1501.110 Appeal Procedure
- 1501.111 Reporting Requirements (Repealed)
- 1501.112 Certification of Organization (Repealed)
- 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
- 1501.205 Recognition Standards (Repealed)

#### 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
- 1501.306 State or Federal Institutions (Repealed)
- 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
1501.508	Special Populations Grants (Repealed)
1501.509	Workforce Preparation Grants (Repealed)
1501.510	Reporting Requirements
1501.511	Chart of Accounts
1501.514	Business Assistance Grants (Repealed)
1501.515	Advanced Technology Equipment Grant (Repealed)
1501.516	Capital Renewal Grants
1501.517	Retirees Health Insurance Grants (Repealed)
1501.518	Uncollectible Debts
1501.519	Special Initiatives Grants
1501.520	Lincoln's Challenge Scholarship Grants
1501.521	Technology Enhancement Grants
1501.522	Deferred Maintenance Grants (Repealed)
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
1501.606	Progress Reports (Repealed)
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 G: STATE COMMUNITY COLLEGE

Section	
1501.701	Definition of Terms (Repealed)
1501.702	Applicability (Repealed)
1501.703	Recognition (Repealed)
1501.704	Programs (Repealed)
1501.705	Finance (Repealed)

- 1501.706 Personnel (Repealed)
- 1501.707 Facilities (Repealed)

#### SUBPART H: PERSONNEL

##### Section

- 1501.801 Definition of Terms
- 1501.802 Sabbatical 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; 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 \_\_\_\_\_.

**Section 1501.108 Organization of ICCB (Repealed)**

~~The ICCB staff is organized into the following three (3) administrative divisions for the purpose of conducting the agency's business:~~

- ~~a) — Agency Division, which includes policy and rule administration, legislative, internal auditing, and overall supervision of ICCB functions.~~
- ~~b) — Operations Division, which includes finance and facilities, planning and research, and internal fiscal administration functions.~~
- ~~c) — Programs Division, which includes curricular, student services, and management information functions.~~

(Source: Repealed at 41 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

**Section 1501.109 Appearance at ICCB Meetings (Repealed)**

~~With at least seven (7) days prior written notice to the Chair or the Executive Director of the ICCB and with the concurrence of the Chair, a representative of any college or the public at large may bring matters to the attention of the ICCB or provide comment on matters already before the ICCB. The written notice requirement may be waived by the Chair.~~

(Source: Repealed at 41 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

Illinois Community College Board

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

**Data Collection, Security and Confidentiality, Sharing and Fees  
(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.

ICCB is the State Education Authority responsible for collecting and maintaining enrollment, completion, and student characteristic information on community college students. Student-level data is protected by ICCB in accordance with stringent state and federal laws. Data Sharing Agreements must be approved before the secure release of student-level data. In addition, Public Act 100-0417, approved by the Governor on September 15, 2017, amends the Board of Higher Education Act and the Illinois Public Community College Act to provide that the ICCB and IBHE may collect a fee to cover the cost of processing and handling individual student-level data requests pursuant to an approved data sharing agreement. The Act requires fees to be set by administrative rule. Therefore, the proposed rules establish fees pursuant to P.A. 100-0417 and codify existing ICCB policies and practices regarding data collection, security and confidentiality, and sharing.

The rule changes are being submitted to the Board for discussion prior to publication in the *Illinois Register* for the formal public comment period. They will be brought to the Board for approval in December 2017, 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
<a href="#">1501.115</a>	<a href="#">Data Repository</a>
<a href="#">1501.116</a>	<a href="#">Use, Security and Confidentiality of Data</a>
<a href="#">1501.117</a>	<a href="#">Shared Data Agreements</a>
<a href="#">1501.118</a>	<a href="#">Processing Fees</a>

[1501.Appendix A Fee Schedule for Data Matching](#)

**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
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1501.506	Published Financial Statements
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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 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; 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 1501.101 Definition of Terms and Incorporations by Reference**

a) Definitions

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

"Board" means the Board of Trustees of an Illinois public community college district.

"College" means an Illinois public community college.

"Executive Director" means the executive officer and the executive secretary of the ICCB.

"ICCB" or "State Board" means the Illinois Community College Board.

"ICCB Grants" means funds appropriated by the State of Illinois to ICCB for community colleges.

"Student Member" means the member of ICCB who has been selected by ICCB's Student Advisory Committee. The student member has all the privileges of membership defined in Section 2-3 of the Act.

"Recognition Continued" means a status granted to a district that generally meets ICCB standards.

"Recognition Continued-with Conditions" means a status granted to a district that generally does not meet ICCB standards. A district is judged not to meet ICCB standards when one or more of the following conditions exist:

the district continues to be out of compliance with standards cited during the previous visit;

applicable standards are disregarded; and/or

the district is found to be out of compliance with significant applicable standards.

"Recognition Interrupted" is a status granted to a district that fails to meet ICCB standards within a specified period of time after being assigned a status of recognition continued-with conditions.

"Shared Data Agreement" means a written contract between parties that defines the care and handling of sensitive or restricted use data, including, but not limited to, the terms of the agreement, ownership of the data, security measures and access to the data, uses of the data, data confidentiality procedures, duration of the agreement, and disposition of the data at the completion of the contract.

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"Student Advisory Committee" or "SAC" means the ICCB student advisory committee created by Section 2-1 of the Act.

"Student-Level Data" means demographic, performance, and other data that pertains to a single student

- b) Incorporation by Reference  
"Program Classification Structure", 2<sup>nd</sup> Edition (Technical Report 106) (1978). Collier, Douglas J. This document may be obtained from the National Center for Higher Education Management Systems (NCHEMS), 3035 Center Green Drive, Suite 150, Boulder CO 80301-2251 or from info@nchems.org. This incorporation by reference does not include any later editions or amendments.

### **Section 1501.115 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.

### **Section 1501.116 Use, Security and Confidentiality of Data**

- a) The 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))
- b) 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 1501.117, to protect the integrity of the data accessed, stored, transmitted or received.

### **Section 1501.117. Shared Data Agreements**

- a) Student-level data furnished by the ICCB on behalf of Illinois community colleges is licensed by the ICCB and remains the property of the ICCB.

- b) All requests for data files, data products, aggregations or reports containing student-level data elements, except in the case of state and federal mandated accountability reporting, shall be made in writing to the Board using Board forms.
- c) All requests shall be approved by the Executive Director prior to execution of a shared data agreement.
- d) All data obtained from the Board shall be used solely for the purpose identified by the requesting entity. The scope and term of this usage will be detailed in a shared data agreement specific to each request. Use of the data for any other purpose shall require a separate and specific written request, approval, and shared data agreement.
- e) The entity(ies) in receipt of ICCB student-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 student-level data will return it to ICCB or destroy it and any copies as specified in the data sharing agreement.

### **Section 1501.118 Processing Fees**

The Board may charge fees to the requesting entity(ies) for providing access to data files or producing studies, data products or analyses of data. A schedule of fees for datasets and products are set forth in Appendix A of this Part. In addition to standard data product fees, the Board will assess a 30 percent surcharge for complex requests related to longitudinal analysis and generation of outcomes measures.

### **Section 1501.APPENDIX A Fee Schedule for Data Matching**

<b><u>NUMBER OF REQUESTOR RECORDS PROCESSED</u></b>	<b><u>FEE</u></b>
<u>Up to 24,000 records</u>	<u>\$1,900</u>
<u>24,001 to 80,000 records</u>	<u>\$3,800</u>
<u>80,001 to 300,000 records</u>	<u>\$8,300</u>
<u>300,001 to 1,000,000 records</u>	<u>\$15,000</u>

Illinois Community College Board

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

**Residency and Tuition Rates**  
(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.

Recent legislative changes, coupled with the need to clarify Senior Citizen Tuition Waiver rules, require that the ICCB amend its rules on residency definitions and student tuition. P.A. 98-306 (effective 8/12/13) and P.A. 99-0309 (effective 8/7/15) require that community colleges charge in-district tuition rates for students utilizing benefits under the federal All-Volunteer Force Educational Assistance Program, or the federal Post-9/11 Veterans Educational Assistance Act of 2008. P.A. 99-0845 (effective 1/1/17) requires that community colleges charge in-district tuition rates for students who are currently under the legal guardianship of the Illinois Department of Children and Family Services or who have been recently emancipated from the Department. In addition, a student complaint regarding eligibility for the Senior Citizen Tuition Waiver has brought to light the need to clarify language. The proposed rule change seeks to clarify original intent that eligibility is limited to qualifying senior citizens that reside within the community college district from which a tuition waiver is sought.

The rule changes are being submitted to the Board for discussion prior to publication in the *Illinois Register* for the formal public comment period. They will be brought to the Board for approval in December 2017, 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
1501.103	Rule Adoption (Recodified)
1501.104	Manuals
1501.105	Advisory Opinions
1501.106	Executive Director
1501.107	Information Request (Recodified)
1501.108	Organization of ICCB
1501.109	Appearance at ICCB Meetings
1501.110	Appeal Procedure
1501.111	Reporting Requirements (Repealed)
1501.112	Certification of Organization (Repealed)
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
1501.205	Recognition Standards (Repealed)

SUBPART C: PROGRAMS

Section	
1501.301	Definition of Terms
1501.302	Units of Instruction, Research, and Public Service
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1501.304	Statewide and Regional Planning
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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
- 1501.508 Special Populations Grants (Repealed)
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- 1501.521 Technology Enhancement Grants
- 1501.522 Deferred Maintenance Grants (Repealed)
- 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
- 1501.606 Progress Reports (Repealed)

- 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 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

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 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

~~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~~ means 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” means 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,~~ one or two weeks before and one or two weeks after the midpoint of the class);

~~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.

Students who are currently under the legal guardianship of the Illinois Department of Children and Family Services or have been recently emancipated from the Department and had a placement change into a new community college district shall be exempt from the 30-day requirement if they demonstrate proof of current in-district residency. Documentation of current residency may be submitted to the district from the student, a caseworker or other personnel of the Department or the student’s attorney or guardian ad litem.

“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.

“Senior Citizen” means a person 65 years or older whose annual household income is less than the threshold amount provided in Section 4 of the “Senior Citizens and Persons with Disabilities Property Tax Relief Act” (320 ILCS 25/4).

“Special Initiatives Grants” means ~~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 1501.505 Student Tuition**

~~Each A~~ community college district will establish its own student tuition rates for in-district residents, in-~~State state~~ out-of-district residents, out-of-~~State state~~ residents, and out-of-country residents in accordance with ~~the State policies prescribed in Section 6-4 of the Illinois Public Community College Act [(110 ILCS 805/6-4)]~~ and ~~in~~ this Section.

- a) In-District Tuition. The local community college board of trustees may set the tuition rates for in-district residents within the following policies:

- 1) The local community college board of trustees may set tuition rates for its in-district residents, including variable rates for each of its programs, terms, time of enrollment, courses, delivery method, or other identifiable grouping of courses, as long as the weighted average of the tuition for all credit courses, including adult education, is no more than 1/3 the college district's per capita cost. The method of calculating the per capita cost will be as prescribed in Section 6-2 of the Illinois Public Community College Act.
- ~~2) — A public community college shall permit senior citizens (as defined in 110 ILCS 990/1(e) as persons 65 years or older whose annual household income is less than the threshold amount provided in Section 4 of the Senior Citizens and Disabled Persons Property Tax Relief and Pharmaceutical Assistance Act) to enroll without the payment of tuition in regularly scheduled credit courses, other than credit courses designed specifically for senior citizens, provided that available classroom space exists and tuition paying students enrolled constitute the minimum number required for the course~~
- ~~3)2) A public community college shall charge in-district tuition rates for students who are currently under the legal guardianship of the Illinois Department of Children and Family Services or who have been recently emancipated from the Department and meet the general residency provisions in Section 1501.501.~~
- ~~4)3) A public community college shall charge in-district tuition rates for students utilizing benefits under the federal All-Volunteer Force Educational Assistance Program, or the federal Post-9/11 Veterans Educational Assistance Act of 2008 or any subsequent variations of that Act.~~
- b) Out-of-District Tuition. The local community college board of trustees may set the tuition rates for out-of-district residents living within Illinois within the following policies:
  - 1) The college will use the calculation for out-of-district tuition for chargeback purposes as prescribed in Section 6-2 of the Illinois Public Community College Act. The depreciation rate used in the out-of-district tuition calculation for capital expenditures for equipment and temporary buildings shall be 12.5 percent ~~each a~~ year for eight years and for permanent facilities 2 percent ~~each a~~ year for 50 years.
  - 2) The college may use the variable tuition provision in Section 6-4 of the Illinois Public Community College Act to set market-driven out-of-district

tuition rates for courses offered via Internet, correspondence, and other distance learning modes.

- 3) The college may set the out-of-district tuition rates for adult basic education, adult secondary education, and English as a second language courses for students who do not meet eligibility requirements in 105 ILCS 5/10-22.20 of the Illinois School Code.
  - 4) The college may charge in-district tuition to a student who is an out-of-district resident but who is employed for at least 35 hours per week by an entity located in the district or is enrolled in a course that is being provided under terms of a contract for services between the employing entity and the college.
  - 5) The college board of trustees may at its option charge in-district tuition to out-of-district residents who are attending an educational institution located within the college district.
  - 6) The college may enter into cooperative agreements for instruction with its neighboring districts for any or all of their programs to provide increased access to education for their students and may charge in-district tuition rates for students from any district within the cooperative agreement.
  - 7) The college may set the out-of-district tuition rate for all other credit instruction offered by the college at a minimum of 1.5 times the highest in-district tuition rate of any of its neighboring contiguous Illinois community college districts.
- c) Out-of-State Tuition. The local community college board of trustees may set the tuition rates for out-of-state residents within the following policies:
- 1) The college may use the variable tuition provision specified in Section 6-4 of the Illinois-Public Community College Act to set market-driven out-of-~~State-state~~ tuition rates for courses offered via Internet, correspondence, and other distance learning modes.
  - 2) The college may set the out-of-~~State-state~~ tuition rates for adult basic education, adult secondary education, and English as a second language courses for students who do not meet eligibility requirements in 105 ILCS 5/10-22.20 of the Illinois School Code.
  - 3) The college may charge in-district tuition to a student who is an out-of-~~State-state~~ resident but who is employed for at least 35 hours per week by an entity located in the district or is enrolled in a course that is being

provided under terms of a contract for services between the employing entity and the college.

- 4) The community college board of trustees may at its option charge in-district tuition to students who are out-of-~~State-state~~ residents but who are attending educational institutions within the college district.
- 5) The college may set out-of-~~State-state~~ tuition rates within interstate agreements for instruction with out-of-~~State-state~~ institutions in accordance with the agreement, subject to approval by the ICCB.
- 6) The college may set out-of-~~State-state~~ tuition rates for all other credit instruction offered by the college at a minimum of 1.67 times its in-district tuition rate.

d) Out-of-Country Tuition. The local community college board of trustees may set the tuition rates for out-of-country residents using the same policies as for out-of-~~State-state~~ residents described in subsection (c) of this Section.

e) Senior Citizen Tuition Waiver. The local community college board of trustees shall permit senior citizens, as defined in Section 1501.501, that reside within the community college district to enroll without the payment of tuition in regularly scheduled credit courses, other than credit courses designed specifically for senior citizens, provided that available classroom space exists and tuition paying students enrolled constitute the minimum number required for the course.

Illinois Community College Board

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

**General Education Core Curriculum (GECC) Credential  
(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.

The Illinois Articulation (IAI) General Education Core Curriculum (GECC) provides foundational academic skills needed to pursue upper-division coursework through 12 to 13 courses in math, communications, physical and life sciences, humanities and fine arts, and social and behavioral sciences. Currently, GECC completers can request a notation on their transcripts recognizing completion. However, some colleges in New York, Virginia, Arizona, Louisiana, New Jersey, and Michigan award transfer certificates for general education core completion.

The proposed rule changes authorize community colleges to award a General Education Core Curriculum (GECC) Credential to GECC completers. Potential benefits to students may include encouraging persistence toward academic goals and helping with job placement and advancement. Universities and four year colleges benefit because they can eliminate general education transcript reviews for students with the credential. Community colleges benefit because they further document student achievement and formally recognize student foundational academic skill attainment.

The rule changes are being submitted to the Board for discussion prior to publication in the *Illinois Register* for the formal public comment period. They will be brought to the Board for approval in December 2017, 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  
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1501.103	Rule Adoption (Recodified)
1501.104	Manuals
1501.105	Advisory Opinions
1501.106	Executive Director
1501.107	Information Request (Recodified)
1501.108	Organization of ICCB
1501.109	Appearance at ICCB Meetings
1501.110	Appeal Procedure
1501.111	Reporting Requirements (Repealed)
1501.112	Certification of Organization (Repealed)
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1501.114	Recognition

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1501.203	Delineation of Responsibilities
1501.204	Maintenance of Documents or Information
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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
1501.306	State or Federal Institutions (Repealed)
1501.307	Cooperative Agreements and Contracts
1501.308	Reporting Requirements

1501.309 Course Classification and Applicability

SUBPART D: STUDENTS

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- 1501.402 Admission of Students
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- 1501.501 Definition of Terms
- 1501.502 Financial Planning
- 1501.503 Audits
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- 1501.505 Student Tuition
- 1501.506 Published Financial Statements
- 1501.507 Credit Hour Claims
- 1501.508 Special Populations Grants (Repealed)
- 1501.509 Workforce Preparation Grants (Repealed)
- 1501.510 Reporting Requirements
- 1501.511 Chart of Accounts
- 1501.514 Business Assistance Grants (Repealed)
- 1501.515 Advanced Technology Equipment Grant (Repealed)
- 1501.516 Capital Renewal Grants
- 1501.517 Retirees Health Insurance Grants (Repealed)
- 1501.518 Uncollectible Debts
- 1501.519 Special Initiatives Grants
- 1501.520 Lincoln's Challenge Scholarship Grants
- 1501.521 Technology Enhancement Grants
- 1501.522 Deferred Maintenance Grants (Repealed)
- 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
- 1501.606 Progress Reports (Repealed)

- 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 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

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 \_\_\_\_\_.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Course. A "course" is a sequential presentation, through one or more instructional modes, of subject matter in a particular field to meet

specific objectives within a designated time period, such as a semester or a quarter.

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

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

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

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

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

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

**Remedial Education.** A "Remedial Education" curriculum consists of courses in computation, communication (i.e., writing and speaking), and reading, designed to improve the competency of high school graduates, or those persons achieving high school equivalency through standardized testing, to the level necessary for placement into communication and mathematics courses required of first-year college students. Remedial courses

reiterate basic skills that students were expected to have mastered prior to entry into post-secondary education.

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

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

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

“General Education Core Curriculum (GECC) Credential” means a credential provided by the college for completion of the 37 to 41 credit hours to satisfy the General Education Core Curriculum of the Illinois Articulation Initiative.

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

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

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

Public Service. "Public service" consists of noncredit classes and other activities of an educational nature, such as workshops, seminars, forums,

exhibits, and the provision of college facilities and expertise to the community, designed to be of service to the public.

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

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

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

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

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

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

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

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

### **Section 1501.309 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 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) Courses with students participating in lecture/discussion oriented instruction will be assigned one semester credit hour or equivalent for 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) Courses in which students participate in laboratory/clinical-laboratory oriented instruction will be assigned one semester credit hour or equivalent for 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.
  - 4) Students who participate in nonclinical internship, practicum, or on-the-job supervised instruction shall receive one semester credit hour or equivalent for each 75-149 contact hours per semester or equivalent and students who participate in clinical practicums shall receive one semester hour credit 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 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 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 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 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) GECC credential. Upon a student's completion of the GECC a college is authorized to award a GECC credential, which shall, at a minimum, consist of a notation on a transcript for the student achieving the credential.
- 23) Remedial Course Credit. No remedial course credit shall be applicable to associate degrees designed for transfer to institutions granting baccalaureate degrees.
- 34) Adult Basic Education Course Credit. No adult basic education course credit is applicable to degrees or to certificates, except the Adult Basic Education Certificate.
- 45) Adult Secondary Education Course Credit. No adult secondary or college preparatory education course credit is applicable to degrees or certificates, except the Adult Secondary Education Certificate.
- 56) General Studies Course Credit. General studies course credit is applicable only to the Personal Development; Homemaking; Improving Family 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, 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 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
  - 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, or Section 1501.507(b)(10) governing the maximum rate of credit hour production.
- 2) A vocational skill course that 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 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 accompany the course classification form requesting repeatability.
- 3) An adult basic, 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 module completed and the grade received is permanently recorded on the student's permanent academic record, and
  - C) The content and number of credit hours for each discrete module is shown on the course syllabus and on the course classification form requesting approval of repeatability by the ICCB.
- 4) An 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.
  - 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.
  - C) The course title and the grade received is permanently recorded on the student's academic record each time that the course is taken.

Illinois Community College Board

**BASIC CERTIFICATE PROGRAM APPROVAL APPROVED  
ON BEHALF OF THE BOARD BY THE EXECUTIVE DIRECTOR**

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 Executive Director since the last Board meeting:

**INFORMATION ITEM – BASIC CERTIFICATE PROGRAM APPROVAL**

Danville Area Community College

- Personal Training Certificate (28 credit hours)

Lincoln Land Community College

- Steering & Alignment Certificate (9 credit hours)
- Brakes Certificate (9 credit hours)
- Auto Heating & Air Conditioning Certificate (9 credit hours)
- Tire Service & Suspension Certificate (9 credit hours)
- Basic Multipractice Welding Certificate (10 credit hours)
- Shielded Metal Arc Welding Certificate (10 credit hours)

Carl Sandburg College

- Basic Industrial & Manufacturing Maintenance Certificate (16 credit hours)

Spoon River College

- Basic Culinary Management Certificate (27 credit hours)