

Item #9.2  
December 4, 2020

UNAPPROVED

Minutes of the 441<sup>st</sup>  
Meeting of the  
Illinois Community College Board

Zoom Meeting  
<https://us02web.zoom.us/j/88659181544?pwd=QTdXTW5ETzB3SmxHS1JYcFFIeXlsUT09>  
Meeting ID: 886 5918 1544  
Passcode: wH4qEZ

One tap mobile  
+13126266799,,88659181544#,,,,,0#,,696503# US (Chicago)  
Dial by your location  
+1 312 626 6799 US (Chicago)  
Meeting ID: 886 5918 1544  
Passcode: 696503

September 11, 2020

## **RECOMMENDED ACTION**

It is recommended that the following motion be adopted:

The Illinois Community College Board hereby approves the Board minutes of the September 11, 2020 meeting as recorded.

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

Chair Lopez called the Board meeting to order at 9:05 a.m. and asked Ann Knoedler to call roll. The following Board members were present on the call: Paige Ponder, Terry Bruce, Larry Peterson, Lynette Stokes, Suzanne Morris, Nick Kachiroubas and Enrique Velazquez, Student Board member. Board member Teresa Garate was not present at the time of roll call but will be joining the Board meeting later. Board member Doug Mraz was absent. A quorum was declared.

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

Dr. Lopez began by paying tribute to the 19<sup>th</sup> anniversary of the terrorist attacks on the World Trade Centers, Pentagon and Flight 93 followed by a moment of silence for those who lost their lives and those who are still impacted today. He then went on welcome the new Board members to their first Board meeting and congratulated Ann Knoedler, Executive Assistant and Board Secretary, on the birth of her son, John Brooks Knoedler, on August 21<sup>st</sup>. He also thanked all the ICCB staff for working so hard to pull the September Board meeting together so quickly after the Board Retreat.

The ICCB and IBHE Board members have begun work in strategic planning focus groups. It was a very positive and valuable experience working with and getting to know the IBHE Board members. This was a good opportunity for both groups to get to know each other and witness the numerous areas of commonality and understandings which made it an extremely positive experience.

The ICCB recently hosted the annual Board Retreat on August 19<sup>th</sup>. There was a lot of work and discussion that was accomplished during the retreat including the revised Board Goals that will be voted on shortly.

For this meeting, the Board will be approving the Board Goals discussed at the August Board Retreat; will table action items #12.2 - Minutes of the June 12, 2020 Executive Session and #18 - Approval of Confidentiality of Executive Session Minutes until the December 4<sup>th</sup>, 2020 Board meeting; and will also be entering into Executive Session at the end of the meeting to discuss employment matters.

With that, Chair Lopez opened the floor to any other Board members wanting to make any comments at this time.

**Item #3 - Approval of FY21 Illinois Community College Board Goals**

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

The Illinois Community College Board hereby approves the following goal statement and three Board goals for fiscal year 2021:

The Illinois Community College Board hereby affirms the mission of the state’s 48 colleges to provide all Illinois residents with opportunities for economic and personal growth, civic engagement, and cultural awareness through a commitment to the following three goals.

- Goal 1: Support minority, first generation, and low-income students across urban, rural, and suburban communities, through the promotion of evidence-based best practices that results in system wide improvement of equity metrics that reduce equity gaps.
- Goal 2: Support a seamless transition for students into and through postsecondary education and the workforce by fostering system engagement and equitable access and outcomes for these students.
- Goal 3: Contribute to economic development by supporting the Illinois community college system’s effort to provide robust workforce training, to expand apprenticeships, to increase credential attainment, to build quality career pathways, and to address the future needs of the Illinois workforce.

The Board will implement its goals with a focus and commitment to equitable access, opportunities, and outcomes for all students. The Board will promote best practices, enable evidence-based decision-making, and support system-wide continuous improvement.

A roll call vote was taken with the following results:

Terry Bruce	Yea	Paige Ponder	Yea
Nick Kachiroubas	Yea	Lynette Stokes	Yea
Suzanne Morris	Yea	Enrique Velazquez	Yea
Larry Peterson	Yea	Lazaro Lopez	Yea

The motion was approved. Student advisory vote: Yes. Chair Lopez stated he is very proud of the work the Board and staff have accomplished. Dr. Lynette Stokes stated she is pleased to see that equity is threaded throughout each of the three goals.

**Item #4 – Board Member Comments**

As the first official Board meeting, student member Enrique Velazquez shared that he is attending Kankakee Community College and studying sociology with the hopes of going in to counseling and later administration. New Board members Dr. Lynette Stokes, President of South Suburban College, and Mr. Larry Peterson, former President of Shawnee Community College, are very excited to begin serving on the Board.

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

Dr. Teresa Garate will report on this later in the Board meeting when she arrives.

### **Item #5 – Executive Director Report**

Dr. Brian Durham began by paying tribute to the 19<sup>th</sup> anniversary of the terrorist attacks also. He then went on to also congratulate Ann Knoedler, Executive Assistant and Board Secretary, on the birth of her son, John Brooks Knoedler. He stated she has done a phenomenal job continuing to pull the Board meeting together and look forward to her being able to take parental leave after today's meeting. A brand new agency parental leave policy is on the consent agenda to be approved today. He also congratulated ICCB staff member Jennifer Franklin for recently attaining her CPA license.

The IBHE has begun their Strategic Planning focus groups just recently which consisted of the IBHE and ICCB Board members. The final plan should be approved in March 2021 by the IBHE Board. The final plan will then come to the ICCB Board for their endorsement. Students are also represented through the Student Advisory Committee.

Dr. Durham updated the Board briefly on COVID 19 within the colleges. Most colleges have decided to provide the same instruction in Spring 2021 as they have for the Fall semester, which is mostly a hybrid instruction. This consists of online instruction with labs and CTE programs conducting in class instruction. The ICCB guidance provided to the colleges this year will be extended into the Spring 2021 semester. ICCB is also encouraging the colleges to post their COVID-19 cases on their websites and has requested those links be sent to ICCB staff.

The Diversity, Equity, and Inclusion (DEI) initiative has come from the Governor's Office to infuse more DEI into everything that is done. This initiative fits perfectly with the ICCB Board goals. The ICCB staff is in the process of constructing a Diversity, Equity, and Inclusion Action Plan that will be brought to the Board at their December 4, 2020 Board meeting to approve / endorse.

Dr. Durham concluded his report by stating that the following topics from the two breakouts that the Board members participated in during their retreat will be revisited:

- Equity Breakout:
  - Advocacy for funding focused on equity-specific dollars
  - Leveraging ICCB's role as a convener, engage in professional development programming for faculty related to equity, diversity and inclusion, cultural responsiveness, disaggregation of data in the classroom, and assessment of outcomes
  - Engaging and Assisting Colleges in Equity planning and the execution of their Equity Plans
  - Engage the community college presidents in this effort throughout
  
- Covid-19 Support Breakout:
  - Understanding the relationship between Community Colleges and local health Departments
  - Helping the system to address Digital Equity Gaps, including digital literacy for faculty and students through support and professional development
  - Advising institutions on financial aid considerations related to student employment
  - Incentivizing / supporting institutions in meeting the mental health needs of students
  - Examining and supporting high impact best practices that support students through the pandemic
  - Engage directly with College trustees to identify additional issues, to assess how colleges are addressing issues, and what the agency can do to support the BOTs through the pandemic

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

#### **Item #6.1 - Finance, Budgeting, Accountability and External Affairs**

Terry Bruce reported the committee met this morning at 8:00 a.m. with Larry Peterson and Lynette Stokes in attendance and discussed the following items: Timeliness of State Payments – community colleges have not received their base operating or equalization funds for fiscal year 2021 yet; Spring 2021 legislative agenda – no items have been brought to the ICCB staff yet but should be sent to Matt Berry; marketing – press release regarding high school equivalency testing discounts, Chicago

Tribune article on the impact of COVID-19 on community colleges, Adult Education Week at the end of September, and focusing on equity; Economic Impact Study – working with Northern IL University, last updated in 2015, EIS committee to be convened, Spring completion; Employee Guidebook Updates – brand new agency parental leave language to be added and a revision to the Information Technology, Internet, and Email Security Backup Policy; and the Administrative Rule Changes that are on the consent agenda as well as the information item on September’s agenda.

**Item #6.2 - Academic, Workforce, and Student Support**

Paige Ponder reported the committee met this morning at 8:00 a.m. with Suzanne Morris, Nick Kachiroubas, and student member Enrique Velazquez in attendance and discussed the following items: High School Equivalency - Discounted Testing and elimination of the Constitution Requirement; discussed the new committee’s structure; Equity Discussion: Diversity Equity and Inclusion Initiative (DEI) and Career Technical Education; and Item #10 – New Units - the committee reviewed the new unit’s item being voted on during the Board meeting.

**Item #7 - Advisory Organizations**

**Item #7.1 - Illinois Council of Community College Presidents**

Dr. Sylvia Jenkins reported the Council held their all day retreat yesterday and also held a new presidents orientation. During their retreat, the Council discussed and received updates on the following items: Emily Bothfeld, Attorney for Robbins Schwartz, gave a legal update and spoke to the group on Title IX; Dr. Frank Harris, from the Community College Equity Assessment Lab (CCEAL), spoke on Advancing Racial Equity and Justice on Campus: Aligning Strategy and Culture; received information on Utility Incentives for Community Colleges on Behalf of Ameren IL, Nicor Gas, & ComEd - Resource Innovations (sponsor); the group heard from Ginger Ostro, Executive Director, Illinois Board of Higher Education, on the Strategic Plan for Higher Education, Dr. Brian Durham on Spring 2020 Considerations During COVID-19, and received a legislative training and refresher from Liz Brown Reeves, Mitch Schaben and Steve Brown; Illinois Green Economy Network (IGEN) Update from Katie Davis, IGEN Director and Dr. Keith Cornille, IGEN Administrative Agent; and finally ending the retreat by discussing their vision for the future. The next meeting will be held on November 11, 2020.

**Item #7.2 - Illinois Community College Trustees Association**

Jim Reed began his report by paying tribute to the untimely death of the ICCTA president Gregg Chadwick, Board Chair of Heartland Community College for the past 11 years, due to complications from heart failure. A long-time member of the District 540 Board of Trustees, Gregg was elected by his peers to serve as ICCTA president for 2020-2021. He previously served as ICCTA treasurer (2009-2010), chair of the Government Relations and Public Policy Committee (2017-2019), and as vice president (2019-2020). In July, he was awarded ICCTA’s 2020 Ray Hartstein Trustee Achievement Award for exemplary service. The Association intends to carry on his vision and agenda as the year progresses on, one of which was providing professional development to the trustees. Mr. Reed went on to announce the Association will conduct their first face-to-face Board meeting today and tomorrow in Springfield with about 30 Trustees expected. The group will have presenters to discuss the upcoming November election. The budget and enrollment are also a big focus of concern and will be discussed, as well as, diversity and will also be a main focus during the meeting. The vice president, John Looney, from Blak Hawk College will take over for Gregg Chadwick the rest of the year and will also serve as President for the next year. There will be some decisions made by the nominating committee about whether or not to fill that vacancy leftover in that vice presidency.

\* \* \* \* \*

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

Dr. Teresa Garate arrived to the Board meeting at 10:15 a.m. Chair Lopez called on Dr. Garate to now give her report. Dr. Garate reported as of right now the main focus of the IBHE’s agenda is Strategic Plan. Ginger Ostro, Executive Director for the IBHE, and the Board, is really engaging

and collaborating with the ICCB staff and Board members on this item as well as many other items. It is refreshing to be working in conjunction with the IBHE staff when that was not the case with the previous counterparts. The next Strategic Planning meeting and Board meeting will be held on Tuesday, September 15<sup>th</sup>.

\* \* \* \* \*

**NOTE:** The Board will take a quick break; however, when the meeting resumes, the participants for item #9 – Workforce Equity Initiative (WEI) Panel Discussion will present before item #8 - Equity Enrollment and Outcomes in the IL Community College System Presentation.

\* \* \* \* \*

BREAK at 10:22 a.m.

RETURNED at 10:33 a.m.

\* \* \* \* \*

**Item #9 - Workforce Equity Initiative (WEI) Panel Discussion**

In fiscal year 2019, the Illinois Community College Underrepresented Report noted that across all minority groups in 2019, minority Career and Technical Education (CTE) program graduates accounted for 37% of completers. Among these, only 12% were African Americans. More than one-third (38.4 percent) of all degrees and certificates in fiscal year 2019 were awarded to minority students. While there was an increase in minority completions of 11%, there was still a decrease in African American student completions of 2%. Public Act 101-0007 provided \$18.7 million dollars to respond to the increasing need to ensure workforce equity for African Americans in Illinois. The ICCB provided grant-funding to 15 community colleges in fiscal year 2020 to focus on improving workforce equity in at-risk communities. As a part of the Workforce Equity Initiative (WEI), African American participants must represent a minimum of **60%** of the total population to be served. The grants purpose is to create, support or expand short-term workforce training opportunities in high-need communities focused on specific sectors with identified workforce gaps. The grant targets populations from “Disproportionately Impacted Areas”, including areas that have: a poverty rate of at least 20%; 75% or more of the children participate in the federal free lunch; at least 20% of households receive assistance under the Supplemental Nutrition Assistance Program; unemployment rates of more than 120% of the national unemployment average, for two consecutive calendar years; and/or high rates of arrest, conviction, incarceration, ex-offenders, gun violence, and low rates of home ownership. WEI Desired Outcomes consist of employment after completion of the credential aligned with regional workforce gaps that provides a full-time job paying at least 30% above the regional living wage or is on a pathway to a family sustaining wage (See: [www.livingwage.mit.edu](http://www.livingwage.mit.edu)) and accelerate the time for the targeted population to enter and succeed in postsecondary education/training programs that lead to employment in high skilled, high wage, and in-demand occupations.

Three Illinois Community Colleges joined the meeting to share their experiences and successes in helping African American students enter and succeed in postsecondary education/training programs:

- Illinois Central College (serves as the lead college coordinating the activities of the Workforce Equity Initiative) in Peoria, President Dr. Sheila Quirk-Bailey;
- South Suburban College in South Holland, Deborah King is the Vice President of Student and Enrollment Services at South Suburban College and serves as Co-Director for the Workforce Equity Initiative; and
- Chicago City College-Olive Harvey College, Dhyia Thompson-Phillips serves as the Executive Director of Workforce Equity of Olive-Harvey College (OHC)

These training programs must be on a career pathway leading to employment in high skilled, high wage, and in-demand occupations earning 30% above the living wage. Other colleges taking part are College of Lake County, Joliet Junior College, Kennedy-King College, Lincoln Land Community College, Malcom X College, Parkland College, Prairie State College, Richland Community College, Rock Valley College, Southwestern Illinois College, Triton College, and Wilbur Wright College.

**Item #8 - Equity Enrollment and Outcomes in the IL Community College System Presentation**

Nathan Wilson presented on data deriving from ICCB's Centralized Data System about Illinois community college equity, enrollment, and outcome trends in Illinois and in comparison to other sectors. Student subgroups such as race/ethnicity was included in the student population analysis. The publicly available Illinois Postsecondary Profiles platform will be briefly discussed to highlight continued efforts to ensure transparency in equity outcomes.

**Item #10 – New Units of Instruction**

**Item #10.1 – College of DuPage, Kennedy-King College, College of Lake County, Highland Community College, Moraine Valley Community College Southwestern Illinois College, South Suburban College**

There was a brief discussion on the two Barbering Certificates being approved for Harry S. Truman College, 50 credit hours, and Shawnee Community College, 40 credit hours. It seems Shawnee Community College sought and received approval from the Illinois Department of Professional Regulation to using a 37.5 contact/clock hour to credit hour ratio as the standard for their cosmetology program and extended that, with approval from IDFPR, to their Barbering Certificate. They also have included a 150-hour internship, which is a separate course. Harry S. Truman College's program builds in experiences within the course and paired lab setting rather than pulling out for potentially a more intense course, like an internship, and uses a 30 contact/clock hour to credit hour ratio. As such, the calculation of credit hours are more traditional and mirror other recently approved programs. However, both programs require students to be enrolled over four semesters and time to degree does not change.

The agency's Administrative Rules (and in this case IDFPR through the Cosmetology, Barbering and Nail Technology Act) require a minimum of 30 contact/clock hours of seat time per hour of credit awarded by the college, for this kind of course(s).

The staff will investigate further the waiver that was provided to Shawnee Community College by IDFPR to conclude if this can be applied to all community colleges.

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

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

**PERMANENT PROGRAM APPROVAL**

Morton College

- Associate in Engineering Science (A.E.S.) degree (65 credit hours)

Harry S Truman College

- Barbering Certificate (50 credit hours)

Rock Valley College

- Advanced Mechatronics Certificate (31 credit hours)
- Multimedia Journalism Certificate (32 credit hours)

Shawnee Community College

- Barbering Certificate (40 credit hours)
- Esthetics Certificate (32 credit hours)

A roll call vote was taken with the following results:

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Terry Bruce	Yea	Paige Ponder	Yea
Teresa Garate	Yea	Lynette Stokes	Yea
Nick Kachiroubas	Yea	Enrique Velazquez	Yea
Suzanne Morris	Yea	Lazaro Lopez	Yea
Larry Peterson	Yea		

The motion was approved. Student advisory vote: Yes.

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

Lynette Stokes made a motion, which was seconded by Suzanne Morris, to approve the following motion:

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

Heartland Community College, District 540  
Moraine Valley Community College, District 524

A roll call vote was taken with the following results:

Terry Bruce	Yea	Paige Ponder	Yea
Teresa Garate	Yea	Lynette Stokes	Yea
Nick Kachiroubas	Yea	Enrique Velazquez	Yea
Suzanne Morris	Yea	Lazaro Lopez	Yea
Larry Peterson	Yea		

The motion was approved. Student advisory vote: Yes.

**Item #12 – Adoption of Minutes**

Teresa Garate made a motion, which was seconded by Terry Bruce, to approve the following items, with the exception of Item #12.2 which has been tabled until the December 4, 2020 Board meeting:

**Item #12.1 – Minutes of the June 12, 2020 Board Meeting**

The Illinois Community College Board hereby approves the Board minutes of the June 12, 2020 meeting as recorded.

**Item #12.2 – Minutes of the June 12, 2020 Executive Session**

This item is being tabled from the September 11, 2020 Board meeting agenda at this time. It will be added to the December 4, 2020 Board meeting agenda for approval.

**Item #12.3 – Minutes of the August 19, 2020 Board Retreat**

The Illinois Community College Board hereby approves the minutes of the August 19, 2020 Retreat as recorded.

A roll call vote was taken with the following results:

Terry Bruce	Yea	Paige Ponder	Yea
Teresa Garate	Yea	Lynette Stokes	Yea
Nick Kachiroubas	Yea	Enrique Velazquez	Yea
Suzanne Morris	Yea	Lazaro Lopez	Yea
Larry Peterson	Yea		

The motion was approved. Student advisory vote: Yes.

**Item #13 - Consent Agenda**

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

**Item #13.1 - Certification on Eligibility for Special Tax Levy**

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 2020 and/or received an equalization grant in fiscal year 2021; and
2. Had combined educational and operations and maintenance purposes tax rates less than 29.09 cents per \$100 of equalized assessed valuation.

**Item #13.2 - Proposed Amendments to the Illinois Community College Board Administrative Rules**

**Item #13.2a - Dual Credit and Cooperative Agreements**

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
1501.103	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
1501.115	Data Repository
1501.116	Use, Security and Confidentiality of Data
1501.117	Shared Data Agreements
1501.118	Processing Fees

SUBPART B: LOCAL DISTRICT ADMINISTRATION

Section

1501.201	Reporting Requirements
1501.202	Certification of Organization



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1501.203	Delineation of Responsibilities
1501.204	Maintenance of Documents or Information
1501.205	Recognition Standards (Repealed)
1501.206	Approval of Providers of Training for Trustee Leadership Training

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 <del>and Contracts</del>
1501.308	Reporting Requirements
1501.309	Course Classification and Applicability
1501.310	Acceptance of Private Business Vocational School Credits by Community
Colleges in Select Disciplines	
<a href="#">1501.311</a>	Credit for Prior Learning
<a href="#">1501.312</a>	<a href="#">Extension of Curricula/Credit Courses</a>
1501.313	<a href="#">Dual Credit</a>

SUBPART D: STUDENTS

Section	
1501.401	Definition of Terms (Repealed)
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 (Repealed)
1501.519	Special Initiatives Grants
1501.520	Lincoln's Challenge Scholarship Grants

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- 1501.521 Technology Enhancement Grants (Repealed)
- 1501.522 Deferred Maintenance Grants (Repealed)
- 1501.523 Foundation Matching Grants (Repealed)

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 (Repealed)
- 1501.606 Progress Reports (Repealed)
- 1501.607 Reporting Requirements
- 1501.608 Approval of Projects from 110 ILCS 805/3-20.3.01
- 1501.609 Completion of Projects from 110 ILCS 805/3-20.3.01
- 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 Leave

1501.APPENDIX A Fee Schedule for Data Matching

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

**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. 11274, effective August 28, 2017; amended at 41 Ill. Reg. 15723, effective December 18, 2017; amended at 42 Ill. Reg. 2819, effective January 24, 2018; amended at 42 Ill. Reg. 18869, effective October 3, 2018; amended at 42 Ill. Reg. 24855, effective December 17, 2018; amended at 43 Ill. Reg. 7454, effective June 20, 2019; amended at 44 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.

"Classification of Instructional Programs" or "(CIP)" means a taxonomic scheme that supports the accurate tracking and reporting of fields of study and program completion activity.

"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.

"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](mailto:info@nchems.org). This incorporation by reference does not include any later editions or amendments.

(Source: Amended at 44 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

**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 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. Advisory committees to the ICCB may be authorized and appointed by the ICCB. Membership and terms of appointment shall be established at the time of authorization.
- 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. If the student member of the local district board of trustees 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) The Executive Director of ICCB shall call SAC meetings as necessary and notify each local district board of trustees at least 30 days in advance.
  - 5) ICCB Meetings. The SAC report shall be given at regular ICCB meetings
- d) Selection of ICCB Student Member. The SAC will seek nominations for the ICCB Student Member from all Illinois public community colleges. 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 (e).
- 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

~~quarter credit~~ hours during both the fall and spring semesters or equivalent (fall/winter/spring quarters) for each term of his/her appointment. If the course load of the ICCB Student Member falls below the minimum credit hours, that member shall be replaced by a majority vote of the SAC members present at the next SAC meeting.

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

(Source: Amended at 44 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

#### SUBPART C: PROGRAMS

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

"Adult Basic Education" means basic skills courses designed to bring students to a competency of Grade 8 equivalency, including English as a Second Language.

"Adult Secondary Education" means courses designed to bring students to a competency of Grade 12 equivalency, including English as a Second Language, and the high school equivalency examination preparation.

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

"Associate in Applied Science Degree" 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" 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 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" 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" 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" 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.

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

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

"Campus" means 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 an award for satisfactory completion of a series of courses or curriculum of less than 59 semester credit hours.

"General Certificate" means a noncredit 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 and Technical Certificate" means a credit award for satisfactory completion of a prescribed curriculum intended to prepare an individual for employment in a specific field.

"College" means 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 1-2(e) of the Act.

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

["Cooperative Agreement" means a contract or agreement between a college and one or more other colleges, organizations, associations, educational institutions, or government agencies to obtain, deliver, or share educational services for academic credit. A cooperative agreement does not include collective bargaining agreements with any labor organization.](#)

"Course" means 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.

"Credit for Prior Learning" means evaluation and assessment of a student's life learning through employment, training and experiences outside an academic environment from which skills that comprise terminal objectives are mastered to an acceptable degree of proficiency for college credit, certification or advanced standing toward further education or training.

"Curriculum" means an approved unit of instruction consisting of a series of courses designed to lead to an associate degree or a certificate.

"District Curriculum" means 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 a curriculum designed to meet individual student goals, in the promotion of personal improvement and self-understanding.

"Regional Curriculum" means 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.

"Statewide Curriculum" means 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.

*"Dual Credit Course" means a college course taken by a high school student for credit at both the college and high school level [110 ILCS 27/5].*

"Educational Agency" means an agency, corporation, or other defined legal entity that offers instruction.

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

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

"GECC" means the General Education Core Curriculum of the Illinois Articulation Initiative.

"General Education Core Curriculum Credential" or "GECC Credential" means a credential provided by the college for completion of the 37 to 41 credit hours to satisfy the GECC.

"Higher Learning Commission" or "HLC" means an independent corporation that serves as one of six regional institutional accreditors in the U.S. and accredits degree-granting post-secondary educational institutions in the North Central Region, which includes Illinois.

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

"Internship/Practicum" means a course of planned and supervised training 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 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.

"PBVS Program of Study" means any of the programs listed in Section 10 of the Career and Workforce Transition Act [110 ILCS 151].

"Principal Site" means the official mailing address of the college.

"Private Business Vocational School" or "PBVS" means a non-degree granting institution that is regulated and approved by the Board of Higher Education under the Private Business and Vocational Schools Act of 2012 [105 ILCS 426] and that is nationally accredited by an accreditor approved by the U.S. Department of Education.

"Public Service" means 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" means investigations or experiments to discover or interpret facts, to revise accepted theories, or to apply those revised theories.

"Secondary School" means a private or parochial secondary school, public secondary school district, or public unit school district.

"Unit of Instruction" means 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 college's subdivision (e.g., a division, institute or center) that administers one or more research or public service programs.

"Vocational Skills Education" means 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.

(Source: Amended at 44 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

**Section 1501.302 Units of Instruction, Research, and Public Service**

- a) Approval of New Units of Instruction. An application for approval of a proposed new unit of instruction shall be submitted to the ICCB on forms provided by 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 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, when 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.

- B) 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.

4) Faculty and Staff

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

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 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 that are offered by other institutions in the district.
- b) Approval of New Administrative Units of Research or Public Service. An application for approval of a proposed new administrative unit of research or public service shall be submitted to the ICCB on forms provided by 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/ 1-2(e));
  - 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;

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- 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 submitted to 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 subsections (d)(2) through (4). The college shall notify ICCB of the extensions on forms provided by 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 that 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.

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- 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 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 subsection (d). The college shall notify ICCB of the 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 that 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 that 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 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 10 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 materials outlined in subsection (a) for review and approval by 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 request for reactivation and an updated copy of the curriculum to ICCB.
  
- 2) A unit of instruction that has been inactive for three to 10 years may be reactivated by the ICCB Executive Director 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), 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 ICCB.
  
- 3) A unit of instruction that has been inactive for over 10 years may be reactivated by following the new unit approval process described in subsection (a).

h) Discontinuation of Programs. The ICCB may discontinue programs that 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 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) ICCB will 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) 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 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).

(Source: Amended at 44 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

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

- a) Approval of a New College. An application for approval for 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 30-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 30-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 colleges, 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 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.
- ~~e) 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, all of the following conditions must be met:~~
- ~~1) The college, campus or branch shall meet the conditions specified in Section 3-12.2 of the Act.~~
  - ~~2) The college district shall request the ICCB to include the grant in its budget request submitted to 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.~~
- ~~cd) 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.~~

(Source: Amended at 44 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

**Section 1501.307 Cooperative Agreements ~~and Contracts~~**

Cooperative agreements ~~and contracts with other Illinois educational agencies and those out of state~~ may be established for the purpose of providing more accessible instructional services to students and increasing efficiency in the use of educational resources. An application for approval shall be submitted to ICCB on forms provided by ICCB, subject to the following conditions:

a) ~~A new unit of instruction to be offered by a community college solely through a cooperative agreement or contract with another educational agency is subject to approval by the ICCB as indicated in Section 1501.302.~~

b) ~~Agreements with Secondary Schools. If a community college enters into a cooperative agreement or contract with a secondary school to provide advanced or specialized secondary level courses in either the academic or vocational field, the college shall charge the secondary school the per capita cost of offering such instruction, in which case the college shall not claim ICCB credit hour grants for these secondary school students, or the college shall charge the secondary school for secondary school student participation in accordance with a joint agreement between the college and the secondary school district under Section 10-22.20a of the School Code [105 ILCS 5/10-22.20a]. When charges are made pursuant to a joint agreement, credit hour grants may be claimed in accordance with Section 1501.507.~~

ae) ~~In-District Cooperative Agreements for Instruction. A community college district may enter into in-district contractual arrangements to deliver or obtain provide educational programs or services within its district for previously approved units of instruction upon approval by the ICCB. Copies of these contractual arrangements shall be kept on file at the district central administrative office.~~ Criteria for the approval of ~~in-district~~ agreements for instruction shall be:

- 1) accessibility of instruction to students;
- 2) labor market need;
- 3) cost-effectiveness in providing instructional programs;
- 4) comprehensiveness of available programs for student;
- 5) impact on regional and statewide programs;
- 6) impact on programs at neighboring community college districts, applicable only if the college is delivering service outside its district; and
- 7) the partnering entity's past experience in offering similar units of instruction, applicable only if partnering to obtain services.

~~bd)~~ Interdistrict Cooperative Agreements for Instruction. A community college district may enter into interdistrict contractual arrangements with another community college district to enable its students to attend the other district's programs program(s)/course course(s) upon approval by the ICCB.

~~1)~~ Criteria for the approval of interdistrict agreements for instruction shall be:

~~A)~~ accessibility of instruction to students

~~B)~~ labor market need

- ~~C) comprehensiveness of available programs for students~~
- ~~D) cost-effectiveness in providing instructional programs~~
- ~~E) impact on regional and statewide programs~~
- ~~F) impact on programs at neighboring community college districts~~

12) The curricula included in the cooperative agreement for instruction shall be listed in the catalog of the college that does not have the program but is making it available to its students through a contractual arrangement with another college. A copy of the listing shall be kept on file at the district central administrative office.

23) Interdistrict Cooperative Agreements may be entered into for courses and/or curricula offered through Illinois Community Colleges Online. The cooperative agreement ~~shall~~ specify that the programs/courses will be approved as programs/courses of the receiving district and will be included in the receiving district's Illinois Community College Board curricula and course master files as such. This agreement would allow the receiving institution to offer the program only through online delivery through the sending college. The sending institution will be the institution of academic control of the course/curriculum. ~~ICCB approval for such agreements will be based on the following:~~

- ~~1) a request for approval must be filed in a format specified by the ICCB;~~
- ~~2) the request must be accompanied by a draft cooperative agreement and a signed statement of agreement that the program/course will be offered only through online delivery and that both the sending and receiving institutions agree that the sending institution will be the institution of academic control of the course/curriculum;~~
- ~~3) the receiving institution must notify ICCB if and when the cooperative agreement is no longer operational so that the program/course can be removed from the approved ICCB program/course file.~~

~~ee) Copies of these contractual arrangements shall be kept on file at the district central administrative office. Out of District Cooperative Agreements for Instruction.—A community college district may enter into contractual arrangements with other public or nonpublic institutions of higher education for the delivery of units of instruction upon approval by ICCB. Criteria for approval of out of district agreements for instruction shall be:~~

- ~~1) accessibility of instruction to students~~
- ~~2) labor market need~~
- ~~3) comprehensiveness of available programs for students~~
- ~~4) cost-effectiveness in providing instructional programs~~
- ~~5) impact on regional and statewide programs~~
- ~~6) impact on programs at neighboring community college districts~~

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- ~~f) Changes, revisions, or additions to cooperative agreements previously approved by the ICCB are reasonable and moderate extensions and must be reported to the ICCB prior to implementation.~~
- ~~g) Extension of Curricula/Credit Courses into Another Community College District.~~
- ~~1) A community college may extend previously approved credit courses into another community college district with approval of the other community college district.~~
- ~~2) A community college may extend previously approved curricula into another community college district upon approval of the ICCB. Criteria for approval shall be:~~
- ~~A) a request from the community college district in which the proposed extension is to be offered~~
- ~~B) labor market need~~
- ~~C) cost-effectiveness in providing instructional programs~~
- ~~D) adequacy of facilities and support services~~
- ~~E) impact on regional and statewide programs~~
- ~~F) impact on programs at neighboring community college districts~~
- ~~3) If a district in which military installations, correctional institutions, or other state or federal institutions are located elects not to provide previously approved units of instruction to these institutions, any other college may apply to the ICCB to do so. If more than one college applies, the ICCB will select a college using the following criteria:~~
- ~~A) The proximity of the college to the institution.~~
- ~~B) The availability at the college of the instructional units needed by the institution.~~
- ~~C) The cost of providing the instructional units for the institution.~~
- ~~D) The college's past experience in offering similar units of instruction.~~
- ~~h) Extension of Curricula/Credit Courses Out of State. Curricula and credit courses offered at out of state locations (except for field trips and travel that are in conjunction with a course offered within the district) must have prior annual approval by the ICCB. A community college shall be granted approval to offer previously approved curricula and credit courses out of state provided that it meets the following criteria:~~
- ~~1) A request for approval including information about the curricula and courses, location of the proposed extension, projected enrollments, and projected funding is submitted on forms provided by the ICCB.~~
- ~~2) The college shall identify how the extension will be used by students to complete degree or certificate programs.~~
- ~~3) If the extension is offered for out of state students, the college shall submit a copy of a written request from the group desiring the service and assurance that no state or local tax monies will be used to provide such extensions.~~

- ~~4) The college shall submit annual reports of its out of state extensions for the past fiscal year, on forms provided by the ICCB, by July 15 of each year.~~
- ~~5) The college shall request approval of its out of state extensions, on forms provided by the ICCB, prior to May 15 for the fiscal year beginning on the next July 1.~~
- ~~6) Deletion, modification, or addition of courses and curricula offered at out of state extensions previously approved by the ICCB are reasonable and moderate extensions and must be reported to the ICCB.~~

(Source: Amended at 44 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

### **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 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 that time for each quarter credit hour.~~
  - 2) Lecture Courses. Courses with students participating in lecture/discussion oriented instruction shall be assigned one semester credit hour or equivalent for each 15 classroom contact hours, at a minimum, 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 shall be assigned one semester credit hour or equivalent for each 30-45 classroom contact hours, at a minimum, 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) Clinical Practicum courses. Courses in which students participate in clinical practical experiences shall receive one semester credit hour or equivalent each 30-60 contact hours, at a minimum, per semester or equivalent. It is expected that one hour of outside study time will be invested for each two clinical practicum contact hours.
  - 5) Internship Courses. Courses in which students 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, at a minimum, per semester credit hour or equivalent.

- 6) Students who participate in an approved program with an intensified or accelerated schedule shall be exempt from the contact hour requirements of this subsection (b).
- 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 (see 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;
      - 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.
    - 3) **Remedial Course Credit.** No remedial course credit shall be applicable to associate degrees designed for transfer to institutions granting baccalaureate degrees.
    - 4) **Adult Basic Education Course Credit.** No adult basic education course credit applies to degrees or to certificates, except the Adult Basic Education Certificate.
    - 5) **Adult Secondary Education Course Credit.** No adult secondary or college preparatory education course credit applies to degrees or certificates, except the Adult Secondary Education Certificate.

- 6) 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.
  - 7) General Studies Course Credit. General studies course credit 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. These 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 that 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 before, or are taken by the student concurrently with, the 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 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;
    - 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

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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 (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) Vocational skill courses that must be retaken periodically by law for persons employed in an occupation or vocation 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 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 a 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 a discrete module is shown on the course syllabus and on the course classification form requesting approval of repeatability by ICCB.
  - 4) An adult basic, adult secondary or 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, 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.

(Source: Amended at 44 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

**Section 1501.312 Extension of Curricula/Credit Courses**

a) A community college may extend previously approved credit courses into another community college district with approval of the other community college district.

b) A community college may extend previously approved curricula into another community college district upon approval of ICCB. Criteria for approval shall be:

1) a request from the community college district in which the proposed extension is to be offered;

2) labor market need;

3) cost-effectiveness in providing instructional programs;

4) adequacy of facilities and support services;

5) impact on regional and statewide programs; and

6) impact on programs at neighboring community college districts.

c) If a district in which military installations, correctional institutions, or other State or federal institutions are located elects not to provide previously approved units of instruction to these institutions, any other college may apply to ICCB to do so. If more than one college applies, ICCB will select a college using the following criteria:

1) proximity of the college to the institution;

2) availability at the college of the instructional units needed by the institution;

3) cost of providing the instructional units for the institution; and

4) college's past experience in offering similar units of instruction.

d) Curricula and credit courses offered at out-of-state locations (except for field trips and travel that are in conjunction with a course offered within the district) must have prior annual approval by ICCB. A community college shall be granted approval to offer previously approved curricula and credit courses out of State provided that it meets the following criteria:

1) A request for approval including information about the curricula and courses, location of the proposed extension, projected enrollments, and projected funding is submitted on forms provided by ICCB.

2) The college shall identify how the extension will be used by students to complete degree or certificate programs.

- 3) If the extension is offered for out-of-state students, the college shall submit a copy of a written request from the group desiring the service and assurance that no State or local tax monies will be used to provide the extension.
- 4) The college shall submit annual reports of its out-of-state extensions for the past fiscal year, on forms provided by ICCB, by July 15 of each year.
- 5) The college shall request approval of its out-of-state extensions, on forms provided by ICCB, prior to May 15 for the fiscal year beginning on the next July 1.
- 6) Deletion, modification or addition of courses and curricula offered at out-of-state extensions previously approved by ICCB are reasonable and moderate extensions and must be reported to ICCB.

(Source: Added at 44 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

### Section 1501.313 Dual Credit

- a) Dual credit courses offered by the college for high school students during the regular school day shall be college-level and shall meet the following requirements:
  - 1) State Laws and Regulations and Accreditation Standards. All State laws, ICCB regulations, accreditation standards specified by the Higher Learning Commission, and local college policies that apply to courses, instructional procedures, and academic standards at the college apply to college-level courses offered by the college on campus, at off-campus sites, and at secondary schools. These policies, regulations, instructional procedures, and academic standards apply to students, faculty and staff associated with these courses.
  - 2) Instructors. The instructors for these courses shall be selected, employed and reviewed by the community college. They shall be selected from individuals with appropriate credentials and demonstrated teaching competencies at the college level.
    - A) For instructors teaching transfer courses (1.1 PCS (in the ICCB Program Classification System)), these qualifications shall include a minimum of a master's degree within the discipline or any master's degree with 18 graduate hours appropriate to the academic field of study or in the discipline in which the instructors will be teaching.
    - B) High school instructors teaching dual credit transfer courses who do not meet the faculty credential standards of this subsection (a)(2) to determine minimally qualified faculty may teach dual credit courses if the instructor has a professional development plan, approved by the college and shared with the State Board of Education, by December 31, 2022, to raise his or her credentials to be in line with these credentials.
      - i) The college shall have 30 days to review the plan and approve an instructor professional development plan that is in line with the credentials appropriate to the discipline being taught.
      - ii) These approvals shall be good for as long as satisfactory progress toward the completion of the credential is demonstrated, but in no event shall a professional development plan be in effect for more than 3 years from the date of its approval.

iii) The instructor shall qualify for a professional development plan if the instructor has a master's degree in any discipline and has earned 9 graduate hours in a discipline in which he or she is currently teaching or expects to teach; or

• Has a bachelor's degree with a minimum of 18 graduate hours in a discipline that he or she is currently teaching or expects to teach; and

• Agrees to demonstrate his or her progress toward completion to the supervising college, as outlined in the professional development plan. [110 ILCS 27/20(1)(B)]

iv) The provisions of this subsection (a)(2)(B) shall not apply after December 31, 2022.

C) For instructors teaching career and technical education (1.2 PCS) courses, these qualifications shall include 2,000 hours of work experience and appropriate recognizable credentials and demonstrated teaching competencies appropriate to the field of instruction.

3) Qualification of Students. Students accepted for enrollment in college-level courses must have appropriate academic qualifications, a high level of motivation, and adequate time to devote to studying a college-level course. The students' course selections shall be made in consultation with high school counselors and/or principals and are restricted to students who are able to demonstrate readiness for college-level work, as determined by placement procedures consistent with those that would be used with college level students. The students shall meet all college criteria and follow all college procedures for enrolling in courses. Credit hours generated by freshman and sophomore students for dual credit courses are not eligible for reimbursement.

4) Placement Testing and Prerequisites. High school students enrolling in college-level courses must satisfy the same course placement tests or course prerequisites as other college level students, when applicable, to assure that they are qualified and prepared.

5) Course Offerings. Courses shall be selected from transfer courses that are direct equivalents of those of baccalaureate institutions in Illinois (i.e., have been articulated) (see 23 Ill. Adm. Code 1501.309(d)) or from courses in ICCB approved certificate or associate in applied science degree programs.

6) Course Requirements. The course outlines utilized for these courses shall be the same as for courses offered on campus and at other off-campus sites and shall contain the content articulated with colleges and universities in the State. Course prerequisites, descriptions, outlines, requirements, learning outcomes and methods of evaluating students shall be the same as for on-campus offerings.

7) Concurrent Credit. The determination of whether a college course is offered for concurrent high school and college credit shall be made at the secondary level, according to the school's policies and the practices of the district.

b) A community college district shall, upon the request of a school district within the jurisdiction of the community college district, enter into a partnership agreement with the school district to offer dual credit coursework.

1) A school district may offer any course identified in the Illinois Articulation Initiative General Education Core Curriculum package under the Illinois Articulation Initiative Act [110 ILCS 152] as a dual credit course on the campus of a high school of the

school district and may use a high school instructor who has met the academic credential requirements under this subsection (b) to teach the dual credit course. [110 ILCS 27]

- 2) The partnership agreement shall include all of the following:
  - A) definition of roles and responsibilities for both the college and the high school;
  - B) the dual credit courses that the high school district will offer its students and location of courses;
  - C) criteria for eligibility for high school students to enroll in dual credit coursework;
  - D) limitations that the college or school district may have on course offerings;
  - E) requirements for academic credentials for dual credit instructors, consistent with ICCB rules and Higher Learning Commission standards;
  - F) criteria by which the school district shall identify, and the college review and approve, high school instructors of dual credit on the high school campus;
  - G) criteria as to how the college will take appropriate steps to ensure that dual credit courses are equivalent to those offered at the community college; and
  - H) identification of costs associated with the dual credit course.
- 3) The college shall establish a mechanism for evaluating and documenting on a regular basis the performance of students who complete dual credit courses consistent with students in traditional credit-bearing college courses.
- 4) If, within 180 calendar days after the school district's initial request to enter into a partnership agreement with the community college district, the school district and the community college district do not reach agreement on the partnership agreement, then the school district and community college district shall jointly implement the provisions of the Model Partnership Agreement, published on the ICCB website. [110 ILCS 27/16]
- 5) A college may combine its negotiations with multiple high schools to establish one multi-district partnership agreement or may negotiate individual partnership agreements at its discretion.

(Source: Added at 44 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

#### SUBPART E: FINANCE

##### **Section 1501.507 Credit Hour Claims**

- a) **Claims.** Claims for credit hours shall be submitted within 30 days after the end of each term in a format used by ICCB.
- b) **Course Requirements.** Courses that produce credit hours eligible for ICCB grants shall satisfy the following requirements:
  - 1) Courses shall be offered for the number of credit hours for which they are approved by ICCB.

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- 2) Courses that have variable credit hours shall be claimed in specified increments only up to the maximum credit value approved for the course.
- 3) Course data shall be posted to the permanent academic record of each student claimed.
- 4) Courses shall be a part of units of instruction that have been approved by ICCB, or the courses must be authorized extensions of existing units of instruction.
- 5) Courses shall have specific written objectives.
- 6) A course outline shall be available for review by any student or citizen.
- 7) Courses shall have a method of evaluating student performance that follows the adopted college grading system.
- 8) Courses shall follow the adopted college policies on student tuition.
- 9) The following categories of physical education courses shall be the only ones to produce eligible credit hours:
  - A) ~~elective~~**Elective** physical education courses;
  - B) ~~required~~**Required** courses for majors and minors in physical education, recreational leadership, and related programs;
  - C) ~~physical~~**Physical** education courses in teacher education programs as required by the State Educator Preparation and Licensure Board.
- 10) Courses shall produce a maximum rate of one semester credit hour or equivalent per week. Requests for exceptions to this requirement may be submitted to ICCB. The criteria utilized by ICCB for exceptions shall include:
  - A) documentation of need for an intensified or accelerated schedule;
  - B) student population identified with testing and/or screening to indicate special needs and/or competencies;
  - C) how courses are instructed, including schedule of classes, study time allotted for students, method of instruction and how students are evaluated;
  - D) time period of instructional activity and projected termination date;
  - E) procedures to evaluate the accelerated instructional activity.
- ~~11) Dual Credit courses offered by the college for high school students during the regular school day shall be college level and shall meet the following requirements:~~
  - ~~A) State Laws and Regulations and Accreditation Standards. All State laws, ICCB regulations, accreditation standards specified by the North Central Association, and local college policies that apply to courses, instructional procedures and academic standards at the college apply to college level courses offered by the college on campus, at off-campus sites, and at secondary schools. These policies, regulations, instructional procedures and academic standards apply to students, faculty and staff associated with these courses.~~

~~B) Instructors.—The instructors for these courses shall be selected, employed and evaluated by the community college.—They shall be selected from individuals with appropriate credentials and demonstrated teaching competencies at the college level. For transfer courses (1.1 PCS (in the ICCB Program Classification System)), these qualifications shall include a minimum of a Master's Degree with 18 graduate hours appropriate to the academic field of study or in the discipline in which they will be teaching. For career and technical education (1.2 PCS) courses, these qualifications shall include 2,000 hours of work experience and appropriate recognizable credentials, depending on the specific field.~~

~~C) Qualification of Students.—Students accepted for enrollment in college level courses must have appropriate academic qualifications, a high level of motivation, and adequate time to devote to studying a college level course. The students' course selections shall be made in consultation with high school counselors and/or principals and are restricted to students who are able to demonstrate readiness for college level work, as determined by placement procedures consistent with those that would be used with college level students. The students shall meet all college criteria and follow all college procedures for enrolling in courses. Credit hours generated by freshman and sophomore students for dual credit courses are not eligible for reimbursement.~~

~~D) Placement Testing and Prerequisites.—High school students enrolling in college-level courses must satisfy the same course placement tests or course prerequisites as other college level students, when applicable, to assure that they are qualified and prepared.~~

~~E) Course Offerings.—Courses shall be selected from transfer courses that have been articulated with baccalaureate institutions in Illinois (see 23 Ill. Adm. Code 1501.309(d)) or from courses in ICCB approved certificate or associate in applied science degree programs.~~

~~F) Course Requirements.—The course outlines utilized for these courses shall be the same as for courses offered on campus and at other off-campus sites and shall contain the content articulated with colleges and universities in the State.—Course prerequisites, descriptions, outlines, requirements, learning outcomes and methods of evaluating students shall be the same as for on-campus offerings.~~

~~G) Concurrent Credit.—The determination of whether a college course is offered for concurrent high school and college credit shall be made at the secondary level, according to the school's policies and the practices of the district.~~

c) Student Requirements. The following requirements shall apply to students who generate credit hours eligible for ICCB grants.:

1) Students shall be certified by their instructors as being in attendance at midterm by including a certification statement on the midterm class roster, signed and dated by the instructor.

2) Students who complete a course with a passing grade by the end of the term and who were not certified as being in attendance at midterm by the instructor shall be considered as having been in attendance at midterm.

3) Students enrolled in variable entry/variable exit classes or short-term classes of less than eight weeks may be certified by their instructors as having been in attendance at

midterm by including a certification statement on the final class roster, signed and dated by the instructor.

- 4) Students shall be residents of the State of Illinois.
- 5) Auditors or visitors in a course shall not produce eligible credit hours.
- 6) Students who repeat enrollment in a course shall produce credit hours eligible for ICCB grants when one of the following conditions is met:
  - A) If the student completed the course the first time of enrollment with less than a grade of C (or equivalent) and if the student was claimed for funding, the student may enroll and be claimed in the course one additional time.
  - B) If the student enrolled in the course previously and withdrew before completing the course, and if the student was claimed for funding, the student may enroll and be claimed in the course one additional time.
  - C) If a student completed the course previously and was claimed for funding, the student may be claimed for retaking the course if the student uses his/her option to retake the course tuition free under the college's educational guarantee program.
  - D) If the last time the student completed the course was at least four years previously, the student may be claimed for funding if the student repeats the course to upgrade his/her skills in that area.
  - E) If a course has been approved by ICCB to be repeated, the student may repeat the course and be claimed as often as approved by ICCB.
- d) Exceptions. The following credits will not be eligible for ICCB funding:
  - 1) ~~credit~~Credit by examination;
  - 2) ~~military~~Military service credit for physical education;
  - 3) ~~transfer~~Transfer of credit earned at other institutions or in the armed forces;
  - 4) ~~proficiency~~Proficiency examinations;
  - 5) ~~advanced~~Advanced placement credits;
  - 6) ~~other~~Other methods of program acceleration that do not include instruction; and-
  - 7) credit hours generated by freshman and sophomore students for dual credit courses.
- e) Midterm Class List Certification Requirements
  - 1) The midterm class lists' primary purpose shall be for certification of students' credit hours for State funding eligibility or ineligibility.
  - 2) The process must rely on the course section's instructor's assessment of the students' pursuit of successful completion at the midpoint of the class, as indicated by that instructor's midterm certification signature.

- 3) The college shall document and communicate district requirements to faculty each semester.
- 4) The college must be able to provide, upon request, a hardcopy midterm class list print out of each course section, submitted on ICCB credit hour claims, containing either a manual faculty signature or an authenticated electronic faculty signature for either ICCB or external audit purposes.
- 5) Students who participate in an approved program with an intensified or accelerated schedule shall be exempt from the midterm class list requirements of this subsection (e) provided that a final class list is provided.

(Source: Amended at 44 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

**Item #13.2b - Capital Projects**

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

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1501.514	Business Assistance Grants (Repealed)
1501.515	Advanced Technology Equipment Grant (Repealed)
1501.516	<del>Deferred Maintenance</del> <del>Capital Renewal</del> Grants
1501.517	Retirees Health Insurance Grants (Repealed)
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1501.519	Special Initiatives Grants
1501.520	Lincoln's Challenge Scholarship Grants
1501.521	Technology Enhancement Grants (Repealed)

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- 1501.522 Deferred Maintenance Grants (Repealed)
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SUBPART F: CAPITAL PROJECTS

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- 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 (Repealed)
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- 1501.607 Reporting Requirements
- 1501.608 Approval of Projects from 110 ILCS 805/3-20.3.01
- 1501.609 Completion of Projects from 110 ILCS 805/3-20.3.01
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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 Leave

- 1501.APPENDIX A Fee Schedule for Data Matching

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

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. 11274, effective August 28, 2017; amended at 41 Ill. Reg. 15723, effective December 18, 2017; amended at 42 Ill. Reg. 2819, effective January 24, 2018; amended at 42 Ill. Reg. 18869, effective October 3, 2018; amended at 42 Ill. Reg. 24855, effective December 17, 2018; amended at 43 Ill. Reg. 7454, effective June 20, 2019; amended at 44 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 ICCB in accordance with ICCB requirements and on forms provided by ICCB, where applicable. Listed in this Section 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 1501.506)  |
| January 31  | • certificate of tax levy (see Section 1501.510(f))<br>• <del>construction project status reports (see Section 1501.607(a))</del>   |
| February 1  | • annual African American Employment Plan Survey (see Section 1501.308(b))<br>• annual Hispanic/Latino Employment Plan Survey (see Section 1501.308(b))<br>• annual Asian Employment Plan Survey (see Section 1501.308(b))<br>• 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(b))  |
| March 1     | • annual Underrepresented Groups Report (see Section 1501.406(c))   |
| March 31    | • policies for the award of academic credit for prior learning (see Section 1501.311(a))  |
| 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(a))<br>• <del>construction in progress and acreage (facility information) (see Section 1501.510(b))</del>   |
| July 15     | • report of out-of-state extensions (see Section 1501.307(h)(4))<br>• annual noncredit course enrollment (see Section 1501.406(d))  |

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- August 1
  - annual student enrollment and completion data (see Section 1501.406(a))
  - ~~square footage and acreage (facility information) (see Section 1501.510(b))~~
- September 1
  - budget and tax survey (see Section 1501.510(d))
  - program review report (see Section 1501.303(d)(6))
  - program review listing (see Section 1501.303(d)(6))
  - facilities data (see ~~Sections~~Section 1501.510(e) and 1501.607(ae))
  - annual Student Identification data submission (see Section 1501.406(f))
  - annual report of student course information submission (see Section 1501.406(g))
- October 1
  - fall semester enrollment data (see Section 1501.406(a))
  - fall semester enrollment survey (see Section 1501.406(b))
- October 15
  - faculty, staff and salary data (see Section 1501.308(a))
  - fiscal year budget (see Section 1501.504)
- November 1
  - summer graduate reporting (for the Integrated Postsecondary Education Data System Graduation Rate Survey) (see Section 1501.406(e))
- December 30
  - 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 Section 1501.406(b) and Section 1501.507(a))

(Source: Amended at 44 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 that are required to be published by a district. An annual financial report includes a statement of revenues and expenditures, along with other basic financial data. An annual program report includes a narrative description of programs offered, goals of the district, and student and staff data.

"Attendance at Midterm" means 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 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 before the end-of-registration date of the college for that particular term.

~~"Deferred Maintenance~~~~Capital Renewal~~ Grants" means State grants allocated proportionally to a community college district based on the latest fall on-campus nonresidential gross square feet of facilities as reported to ICCB. These grants are to be 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 for graduates of the Lincoln's Challenge Program is administered by the Illinois Department of Military Affairs.

"Midterm Class List Certification" means the college's process for certifying to ICCB students in attendance at the midterm as part of the proof that a student's credit hours are eligible for State funding. The district shall file with 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.

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 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 (that is, one or two weeks before and one or two weeks after the midpoint of the class);

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

The integrity of the electronically signed midterm class list of 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 Proof" means the college's processes, in accordance with Section 2-16.02 of the Act, for verifying to ICCB the residency status of its students as part of the proof that its credit hours are eligible to receive ICCB grants. The process shall include the methods for verifying residency as defined in the general provisions, special State provisions, and district provisions of this Section. A district shall file descriptions of any revisions to its process with ICCB 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, a student shall have occupied a dwelling within the State or district for at least 30 days immediately 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.

"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; or

students attending under a chargeback or contractual agreement with another community college.

"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].

"Special Initiatives Grants" means funds for conducting special initiatives activities. Special initiatives activities are based upon criteria specified in a [Grant Agreement](#) between the college or vendor and ICCB.

(Source: Amended at 44 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

### Section 1501.510 Reporting Requirements

A college shall submit the items listed in this Section in a format prescribed by ICCB and according to the schedules indicated.

- a) Resource Allocation and Management Plan (RAMP) data by July 1 of each year.
- b) Construction in progress and acreage by ~~July~~August 1 of each fiscal year.
- c) Annual Instruction Cost Report in a format prescribed by ICCB for the previous fiscal year by 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) ~~Facilities~~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) Certificate of Tax Levy by January 31 of each year.

(Source: Amended at 44 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

### Section 1501.516 ~~Deferred Maintenance~~Capital Renewal Grants

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

(Source: Amended at 44 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

## SUBPART F: CAPITAL PROJECTS

### Section 1501.601 Definition of Terms

"Alter" means to remodel or modify a facility, without changing its original purpose or adding to its total dimensions, that would have been constructed differently had existing

accessibility, energy conservation, or environmental protection laws, codes or standards (as specified in Section 1501.603(g)(2)) been in effect at the time of construction.

"Building efficiency" 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.

"Capital Project Design Phase" of a capital project means development of detailed architectural plans, specifications and cost estimates.

"Capital Project Needs Assessment" means the initial conceptualization and justification of the scope of the project.

"Credits" means capital project local contribution allowances certified by ICCB at its Board meeting on September 18, 1987.

"Deferred Maintenance Project" means a project 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.

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

"Hazard" means a risk or peril resulting from unsanitary conditions, deficiencies in codes specified in Section 1501.603(g)(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 architect or engineer licensed by or registered with the Illinois Department of Financial and Professional Regulation.

"Locally Funded" 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" means a project 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 any site constituting a campus as defined in Section 1501.301.

"Repair" means 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" means the parameters of the project, primarily the physical dimensions of the project and the function of space included within the project.

"Secondary Site" means any location where the district maintains a permanent presence, but does not meet the criteria of a primary site.

"State-Funded" means a capital project partially or fully funded with a State



appropriation.

"Structural Defect/Deficiency Project" means a capital project that has a defect or deficiency directly attributable to inadequate design or construction, or defective construction materials.

(Source: Amended at 44 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

### **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 in this subsection (a). The funds shall be requested before construction and may include or consist of architectural and engineering fees associated with the project. These 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.
  - 2) Land.
  - 3) Movable Equipment.
  - 4) Utilities (those beyond a five-foot perimeter of buildings).
  - 5) Remodeling or Rehabilitation of Existing Facilities. These projects include provision for:
    - A) Access for 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. The acquisition of buildings/additions/structures through construction of new facilities or purchase of existing facilities 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. In order for capital projects for new construction to be considered for State funding, the following requirements shall be met:

- 1) Certification of local board approval of the projects requested shall be provided.
- 2) Certification shall be provided that funds or credits are available to provide the local share of the cost of the projects in accordance with Articles IIIA and V of the Act.
- 3) Certification shall be provided that a suitable construction site is available. Suitability is determined through a site feasibility study and a Capital Development Board technical evaluation. The feasibility study shall address, at a minimum, the following:
  - A) The location of the site in relation to geography and population of the entire district and in relation to sites of the district's other colleges;
  - B) The impact on the surrounding environment, including the effect of increased traffic flow;
  - C) Accessibility to the site by existing and planned highways and/or streets;
  - D) Cost of development of the site in relation to topography, soil condition

and utilities;

- E) Size of the proposed site in relation to projected student population (as determined by census data) and land cost;
  - F) The number, location and characteristics (type 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.
- 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 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).
- 5) Evidence of need for the space requested shall be provided either on a general enrollment basis as specified in subsection (e)(1)(C) or a specific program need basis as specified in subsection (e)(1)(D).
- 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 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, etc.); 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 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) 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 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) Site Purchase. 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) for land purchases at the primary site or subsection (d) for secondary site projects.

f) 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.

g) 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.

he) Project Priority Criteria. All projects must meet requirements as stated in Sections 5-3 and 5-4 of the Act. A maximum of 100 points will be awarded for each submitted capital project. 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 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) for new construction at a primary site or subsection (d) for secondary site projects. The following criteria will be considered in establishing priorities for new facilities:~~

1A) Type of Space (10%). Priorities will be assigned to colleges based on the ~~type~~ Type of space to be constructed, purchased, improved, or remodeled (in priority order). In the case of site purchases, utilities, and site improvements not related to new facilities acquisition, priorities will be assigned based upon the type of space associated with the project.:

A†) Instructional, study, office and student areas (all weighted equally):

i)† 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 used as classroom service, 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).

**ii)** 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).

**iii)** 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).

**iv)** 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 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).

**Bii)** Support areas, including central administrative computer and telecommunications rooms, maintenance shops, garages, warehouses, and storage facilities (FICM Codes 710-765).

**Ciii)** Assembly areas, including theaters, auditoriums, arenas, exhibition rooms, and concert halls, used primarily for general presentations or performances (FICM Codes 610-625). Includes areas that serve as an extension of the activities in that facility.

**Div)** Physical education areas used for physical education instructional programs and intercollegiate and recreational activities. Includes areas such as 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.)

**Eiv)** Special use facilities not included elsewhere, such as armory, armory services, media production services, clinics, etc. (FICM Codes 510, 515 and 530-590).

**2B)** Core Campus Considerations (20%). 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.

3E) Space Criteria/Considerations (20%). Utilization of existing space will be calculated by annual full-time equivalent enrollment per net assignable square feet (NASF) of the most recently completed fiscal year. Priority will be assigned to those districts that have the highest utilization of owned space.

~~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.~~

~~4D)~~ Program Considerations (20%). 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:

~~Ai)~~ Documented need as evidenced by the college's accountability and productivity reviews;

~~Bi)~~ Labor market demand for completers of the program (as indicated by current manpower data);

~~Cii)~~ Unavailability of special facilities needed for the program; and

~~Di)~~ Other special needs or measures as described in the program justification statement submitted by the college with the project request.

5) College Ranking (10%). Priorities will be assigned to projects that are ranked as a high priority by the college.

6) Prior Commitment (10%). Additional consideration will be given to the project if it had previous ICCB approval for planning or construction or a commitment made through prior appropriations by the State.

7) Structural Considerations (5%). Additional consideration will be given for structural considerations (in priority order).

A) Those projects that will reduce physical health and safety hazards to the student body and staff (e.g., structural defects/deficiencies, accessibility modifications);

- B) Overall condition of space and/or other structural integrity considerations;
- C) Those projects that will result in financial and/or natural resource savings (energy conservation).

8) Local Resources (5%). Consideration will be given to districts that qualify for Equalization Grants (see Section 2-16.02 of the Act), have a high poverty level within the district, and have an economically disadvantaged student body.

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). The following criteria will establish the order of remodeling/rehabilitation projects:~~

- A) ~~Structural Considerations (in priority order).~~
  - i) ~~Those projects that will reduce physical health and safety hazards to the student body and staff (e.g., structural defects/deficiencies, 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 that 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) for land purchases at the primary site or subsection (d) 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.~~

~~i~~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 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 the ICCB Executive Director will use for approving changes in the project budget/scope will be the same as are listed in this Section.

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

- 1) Building Efficiency. 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, ~~2018~~2015 Edition (International Code Council, 4051 W. Flossmoor Rd., Country Club Hills, Illinois 60478-5795).



- ii) International Mechanical Code, ~~2018~~2015 Edition (International Code Council, 4051 W. Flossmoor Rd., Country Club Hills, Illinois 60478-5795).
  - iii) National Electrical Code, NFPA 70, ~~2020~~2014 Edition (National Fire Protection Association, 1 Batterymarch Park, Quincy, Massachusetts 02169-7471).
  - iv) National Fire Protection Association 101, Life Safety Code, ~~2018~~2003 Edition (National Fire Protection Association, 1 Batterymarch Park, Quincy, Massachusetts 02169-7471).
- 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 (28 CFR 35 and 36), whichever is more stringent.
  - iii) Fire Prevention and Safety (41 Ill. Adm. Code 100).
  - iv) Illinois Energy Conservation Code (~~71~~74 Ill. Adm. Code 600).
- C) Any local building codes that may be more restrictive than the codes listed in this subsection (g)(2).
- 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) has assembled a Directory of Illinois Construction-Related Statutes and Rules that lists statutory requirements relative to State construction. 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>).

(Source: Amended at 44 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

### Section 1501.607 Reporting Requirements

A college shall submit the items listed in this Section in a format prescribed by ICCB by July 1 of each year~~and according to the schedules indicated~~:

- a) ~~Annual facility data and project updates that shall include NASF of owned space by classroom, lab, office, study, support and special use categories. Progress reports (as of December 31) of all construction projects by January 31 of each year.~~
- b) ~~Estimated deferred maintenance annual cost and current backlog. Course resource data (S6 and S7) showing the facilities used by 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.~~

- e) ~~All completed and in-progress projects using State funds. An inventory of its facilities and an update of this inventory annually by September 1 immediately following the end of the fiscal year. This facilities data (F3, F6, B3, and R3 records) shall be submitted in the format designated by ICCB and shall represent existing facilities in service at June 30 of the fiscal year just ended.~~
- d) ~~All completed and in-progress local projects with a cost of \$250,000 or more. 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.~~

(Source: Amended at 44 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

**Item #13.2c - Community College Employment Contracts**

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
1501.103	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
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
1501.310	Acceptance of Private Business Vocational School Credits by Community Colleges in Select Disciplines

SUBPART D: STUDENTS

Section	
1501.401	Definition of Terms (Repealed)
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 (Repealed)
1501.519	Special Initiatives Grants
1501.520	Lincoln's Challenge Scholarship Grants
1501.521	Technology Enhancement Grants (Repealed)
1501.522	Deferred Maintenance Grants (Repealed)
1501.523	Foundation Matching Grants (Repealed)

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 (Repealed)
1501.606	Progress Reports (Repealed)
1501.607	Reporting Requirements
1501.608	Approval of Projects from 110 ILCS 805/3-20.3.01
1501.609	Completion of Projects from 110 ILCS 805/3-20.3.01
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
<u>1501.802</u>	Sabbatical Leave
<u>1501.803</u>	<u>Employment Contracts</u>
1501.804	<u>President and Chancellor Performance Review</u>

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] and the Government Severance Pay Act [5 ILCS 415].

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. 11274, effective August 28, 2017; amended at 41 Ill. Reg. 15723, effective December 18, 2017; amended at 42 Ill. Reg. 2819, effective January 24, 2018; amended at 42 Ill. Reg. 18869, effective October 3, 2018; amended at 44 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_.

## SUBPART H: PERSONNEL

### Section 1501.801 Definition of Terms

"Automatic Rollover Clause" means the renewal of an employment contract after the anniversary date for an additional term without any additional agreement or signature.

"Misconduct" includes, but is not limited to, the following:

Conduct demonstrating conscious disregard of a college district's interest and found to be a deliberate violation or disregard of the reasonable standards of behavior the district expects of its employee.

Carelessness or negligence to a degree or recurrence that manifests culpability or wrongful intent, or shows an intentional and substantial disregard of the district's interests or of the employee's duties and obligations to his or her college district.

Chronic absenteeism or tardiness in deliberate violation of a known policy of the district or one or more unapproved absences following a written reprimand or warning relating to more than one unapproved absence.

A violation of a college district's rule, unless the claimant can demonstrate that:

He or she did not know, and could not reasonably know, of the rule's requirements;

The rule is not lawful or not reasonably related to the job environment and performance; or

The rule is not fairly or consistently enforced.

Other conduct, including, but not limited to, committing criminal assault or battery on another employee, student, customer or invitee of the employer.

"Severance Pay" means the actual or constructive compensation, including salary, benefits, or perquisites, for employment services yet to be rendered that is provided to an employee who has recently been or is about to be terminated. [5 ILCS 415/5]

"Sabbatical Leave" means a leave of absence granted by the Board of Trustees to eligible employees to provide opportunities for those employees to engage in activities aimed at

developing the employees professionally and improving their abilities to perform their contractual responsibilities.

(Source: Amended at 44 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

### Section 1501.803 Employment Contracts

- a) Severance Pay. Any community college district that enters into, amends, renews or extends an employment contract that includes a provision for severance pay must include the following in the contract:
- 1) The limitation of severance pay to not exceed any amount greater than 20 weeks of compensation; and
  - 2) A prohibition of severance pay when an employee has been fired by the district for misconduct. [5 ILCS 415/10]
- b) Any employment contract entered into, amended, renewed, or extended with an employee of the community college district shall adhere to the following limitations:
- 1) A contract with a determinate start and end date may not exceed 4 years; [110 ILCS 805/3-65(b)(2)]
  - 2) The contract may not include any automatic rollover clauses; and [110 ILCS 805/3-65(b)(3)]
  - 3) All renewals or extensions of contracts must be made during an open meeting of the board.
- c) President and Chancellor Employment Contracts
- 1) Final action on the formation, renewal, extension, or termination of the employment contract of a president or chancellor must be made during an open meeting of the board. [110 ILCS 805/3-70(2)]
  - 2) Any performance-based bonus or incentive-based compensation to the president or chancellors must be approved by the board in an open meeting. The performance criteria and goals upon which the bonus or incentive-based compensation is based must be made available to the public on the district's official website no less than 48 hours before board approval. [110 ILCS 805/3-70(4)]
- d) Public Notice. Public notice, pursuant to the Illinois Open Meetings Act [5 ILCS 120], of an employment contract entered into, amended, renewed, extended, or terminated shall be provided by publication of the board item documenting at a minimum a description of the proposed financial components of the contract and a description of the action to be taken by the board.
- 1) If the proposed contract is written prior to the board meeting, a copy of the contract, including all addendums or any other documents that change an initial contract, shall be posted prior to board action on the district's official website. [110 ILCS 805/3-70(3)]

2) If the proposed contract is not written prior to the board meeting, the board may take action to approve the contract or terms of the contract, provided that public notice was provided pursuant to this Section. As soon as possible following board action, copies of the contract enacted, including all addendums and other documents that change an initial contract, shall be posted to the district's official website.

e) This Section does not apply to collective bargaining agreements.

(Source: Added at 44 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

### **Section 1501.804 President and Chancellor Performance Review**

The board shall complete an annual performance review of the president or chancellor. The board shall consider the annual performance review when contemplating a bonus, raise, or severance agreement for the president or chancellor. [110 ILCS 805/3-75] The annual performance criteria and goals must be made available to the public on the district's official website.

(Source: Added at 44 Ill. Reg. \_\_\_\_\_, effective \_\_\_\_\_)

### **Item #13.3 - Employee Guidebook Update**

The Illinois Community College Board hereby approves the following additions and modifications to the employee guidebook:

#### **8.6 Parental Leave**

An employee may be granted up to eight weeks of paid parental leave in any 12-month period from the date of any previous parental leave. The employee must meet one of the following criteria:

- Have given birth; or
- Be a spouse or committed partner of a person who has given birth to a child; or
- Have adopted a child or had an adoptive or foster child placed in their home who is 17 years old or younger. This provision does not apply to the adoption of a stepchild by a stepparent.

The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or newly adopted or newly placed child. This policy will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable. Parental leave must begin within one year of the date of a live birth or initial placement of the adopted or foster child, or it will be forfeited.

Employees requesting parental leave for adoption or foster placement must provide documentation of the placement (e.g., court order, placement), for either the adoptive or foster child.

Should both parents be employees, they shall each be eligible for 8 weeks of paid parental leave which may be taken consecutively or concurrently. Multiple births or adoptions will not increase the amount of eligible leave within any 12-month period. Upon termination of employment, the employee shall not be eligible for payment of any unused Parental leave. Except in unusual circumstances and upon the agreement of the employer and employee, employees must take paid parental leave in one continuous period.

Employees who are otherwise eligible for paid leave (vacation, sick, personal days, etc.) may use such leave prior to or after taking paid parental leave. The paid leave shall not exceed 16 weeks for any qualifying event within a 12-month period. The first 12 weeks of

leave will automatically be counted toward the 12-week family and medical leave entitlement for eligible employees under the Family Medical Leave Act. Exceptions to this may be made based upon the request of a physician or at the discretion of the Executive Director.

Group benefit coverage and retirement (SURs) provided by ICCB through the State of Illinois will continue during the leave if the employee remains on payroll through the use of paid parental leave, vacation time, sick time, floating holidays, or personal time. Employees not on payroll who choose to continue with group benefit coverage will be required to continue their contributions for group medical and optional benefits through direct payment to the Department of Central Management Services, Bureau of Benefits.

An eligible employee shall initially notify his or her supervisor of the need for parental leave and include the estimated timing and duration of such leave at least 30 calendar days in advance of the need for parental leave, where practical. If the need for parental leave is not foreseeable, an eligible employee must give notice of the need to his or her supervisor as soon as practical.

## **Appendix II: Information Technology, Internet, and Email Security**

### **Backup Policy (revised)**

Because systems are subject to failure for a variety of reasons, it is imperative that an effective program of backups be actively utilized. This program is designed to permit recovery of data lost due to mishaps ranging in severity from something as simple as users erasing incorrect files through re-creating entire systems after a major catastrophe. Not only are backups important in data recoveries, they play a key role in every day data management. Effective archival of infrequently used data provides greater workspace for current activities while ensuring availability of historical information. This policy, then, is the basis for both the agency's Data Retention Policy and its Disaster Recovery Plan for Information Technology. The success of this policy depends upon users understanding what will or will not be included in backup processes.

- User data stored in folders in designated shared drives will be backed up nightly using an incremental method as well as a point in time recovery method.
- User data stored in private/home folders (i.e., My Documents) will be backed up nightly using an incremental method.
- All non-archived e-mail and associated files will be backed up nightly using an incremental method as well as a point in time recovery method.
- The SUSE environment, including all files associated with agency MIS systems, will be backed up in full once per week and nightly using an incremental method.
- A full back up of the entire system will run once per week with incremental backups occurring nightly the rest of the week. The week's backups from each system will be stored on a physical server, separate from the virtual environment. Once per week, the backups for the week, known as the weekly backup, will be copied to two separate drives. One will be stored on site in the agency's vault. The other will be stored at the home of the Deputy Director for Information Technology. The previous week's weekly backup will return to rotation.
- The first weekly backup of each month will be pulled from rotation and be known as a monthly backup. Weekly backups will otherwise return to rotation. Monthly backups will be stored in the agency's vault. A copy of the most current monthly backup will also be stored at the home of the Deputy Director for Information Technology.



- Monthly backups from January will be pulled from rotation and be known as yearly backups. Yearly backups will be kept for three years in the agency's vault and then returned to rotation.
- No end-user data stored outside the designated private/home folders and the designated shared directories will be backed up unless a specific request is made for such action. In that event, the request may be honored on a one-time basis, and the resulting backup shall be the responsibility of the requestor.

**Item #13.4 - Authorization to Make Minor Changes to the Employee Guidebook**

The Illinois Community College Board hereby authorizes the Executive Director to make non substantive changes to the ICCB Employee Guidebook, as needed.

A roll call vote was taken with the following results:

Terry Bruce	Yea	Paige Ponder	Yea
Teresa Garate	Yea	Lynette Stokes	Yea
Nick Kachiroubas	Yea	Enrique Velazquez	Yea
Suzanne Morris	Yea	Lazaro Lopez	Yea
Larry Peterson	Yea		

The motion was approved. Student advisory vote: Yes.

**Item #14 – Information Items**

There was no discussion.

**Item #14.1 - Fiscal Year 2020 & Fiscal Year 2021 Financial Statements**

**Item #14.2 - Proposed Amendments to the Illinois Community College Board Administrative Rules**

**Item #14.2a - Time Limits on Statewide and Regional Curricula**

**Item #14.3 - Basic Certificate Program Approval Approved on Behalf of the Board by the Executive Director**

**Item #15 - Other Business**

There was no other business.

**Item #16 - Public Comment**

There was no public comment.

**Item #17 - Executive Session**

**Item #17.1 - Employment/Appointments Matters and Item #17.2 - Review of Minutes of Closed Sessions**

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

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

A roll call vote was taken with the following results:

Terry Bruce	Yea	Paige Ponder	Yea
Teresa Garate	Yea	Lynette Stokes	Yea
Nick Kachiroubas	Yea	Enrique Velazquez	Yea
Suzanne Morris	Yea	Lazaro Lopez	Yea
Larry Peterson	Yea		

The motion was approved. Student advisory vote: Yes. The Board will take a break before entering into executive session. The Board entered into executive session at 12:10 p.m.

\* \* \* \* \*

Terry Bruce made a motion, which was seconded by Paige Ponder, to reconvene Public Session at 12:23 p.m.

A roll call vote was taken with the following results:

Terry Bruce	Yea	Paige Ponder	Yea
Teresa Garate	Yea	Lynette Stokes	Yea
Nick Kachiroubas	Yea	Enrique Velazquez	Yea
Suzanne Morris	Yea	Lazaro Lopez	Yea
Larry Peterson	Yea		

The motion was approved. Student advisory vote: Yes.

**Item #18 - Approval of Confidentiality of Executive Session Minutes**

This item is being tabled from the September 11, 2020 Board meeting agenda at this time. It will be added to the December 4, 2020 Board meeting agenda for approval.

**Item #19 - Executive Session Recommendations**

**Item #19.1 - Employment/Appointments Matters**

There were no recommendations

**Item #19.2 - Review of Minutes of Closed Sessions**

There were no recommendations

**Item #20 - Adjournment**

Terry Bruce made a motion, which was seconded by Nick Kachiroubas, to adjourn the Board meeting at 12:24 p.m.

A roll call vote was taken with the following results:

Terry Bruce	Yea	Paige Ponder	Yea
Teresa Garate	Yea	Lynette Stokes	Yea
Nick Kachiroubas	Yea	Enrique Velazquez	Yea
Suzanne Morris	Yea	Lazaro Lopez	Yea
Larry Peterson	Yea		

The motion was approved. Student advisory vote: Yes.