

Illinois Community College Board
Finance/Facilities
Section III

Please provide the following documents:

1. A written procedure of the residency verification process filed with the ICCB.
2. A written procedure for dual credit/dual enrollment, self-audited data, a student class list, and student enrollment forms of students who were reported for dual credit or dual enrollment.
3. A list of any special codes used on the midterm class list and final grade sheet. Please include all codes on these documents with explanations to understand and clarify what is being reviewed.
4. An explanation of the section codes used to identify each course section.
5. A copy of midterm certification instructions sent to faculty with the midterm class list. Please clarify whether this process is paper or electronic.
6. The actual certification statement for review.
7. A description of funds faculty is paid out of for grants.
8. A written procedure of excluding students from credit hour claims who repeat a course. If this is programmed into the system, do not send programming code. Please send a statement explaining how the system is programmed to handle each scenario below.

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 credit hour grant 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 credit hour grant 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 credit hour grant 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 credit hour grant funding if the student repeats the course to upgrade his/her skills in that area.
- e. If a course has been approved by the ICCB to be repeated, the student may repeat the course and be claimed as often as approved by the ICCB.

9. Please explain how the following EXCEPTIONS are handled. If these are programmed into the system, do not send programming code. Please send a statement explaining how the system is programmed to handle each scenario below.

The following credits will not be eligible for ICCB credit hour grants:

- a. Credit by examination;
- b. Military service credit for physical education;
- c. Transfer of credit earned at other institutions or in the armed forces;
- d. Proficiency examinations;
- e. Advanced placement credits; and
- f. Other methods of program acceleration which do not include instruction.

10. A summary of tuition and fee rates charged to students (in-district, out-of-district, out-of-state, board approved variable rates, etc.).

11. Chargeback bills (bills paid to other institutions), cooperative agreement records, **OR** the cooperative agreement process to support the claim made for reimbursable credit hours generated by resident students taught at other institutions on chargeback or cooperative agreements.

If this does not apply, please provide a statement describing how the college deals with these students.

12. The Tax Levy (amount of money to be raised from property taxes to support the operating needs of the taxing district), the “Rate” (amount of tax due stated in the terms of percentage of the tax base), and Equalized Assessed Value (EAV) for the taxing district for fiscal years 2017-2021.

13. Contractual Agreements (*These requests do NOT apply to collective bargaining or vendor agreements*):

- a. A **list** of all employees and their titles with contracts or agreements entered into, amended, renewed, or extended to be approved by the Board for employment at the college.
- b. Templates (blank copies) of the standard contracts or agreements used in a. noted above. Please clarify what portion is considered boiler plate language and what portion changes.
- c. Copies of the **contracts or agreements** entered into, amended, renewed, or extended with the President and all chancellors of the community college district.

Once the review of these documents above is complete, a sample of the contracts/agreements in a. noted above may be requested to confirm compliance.