

# MEMORANDUM

TO: Illinois Community College Chief Academic Officers  
Illinois Community College Chief Financial Officers  
Illinois Community College Career Administrators  
Illinois Community College Perkins Administrators

FROM: Brian Durham Senior Director for Academic Affairs and CTE  
Bruce Bennett Director of Finance and Operations

DATE: 10/17/2007

SUBJECT: Fiscal Year 2008 Illinois Community College Career and Technical Education Leadership Grant Package

The Illinois Community College Board is pleased to announce the release of the fiscal year 2008 Community College Career and Technical Education Leadership Grant Package. These grants provide \$1,848,000 to Illinois community colleges to support and expand local career and technical education programs across the state. The FY 2008 Leadership Grant package consists of the following three separate grants:

- 1) **The Fiscal Year 2008 Illinois Community College Tech Prep Support Grant (TPSG)**
- 2) **The Fiscal Year 2008 Postsecondary Career and Technical Education Strand Leadership Grants**
  - A) Strand I *The Career and Technical Education - Continuous Quality and Improvement Grant*
  - B) Strand II *The Career and Technical Education - Performance Enhancement Grant*
  - C) Stand III *The Career and Technical Education - Innovation Grant*
- 3) **The Fiscal Year 2008 Career and Technical Education - Regional Collaboration Grant (RCG)**

## **The Fiscal Year 2008 Illinois Community College Tech Prep Support Grant**

The purpose of this grant is to fund innovative activities initiated by Illinois community colleges in support of the overall goals and objectives of the federal Tech Prep grant. Grant funded activities should be planned and carried out in coordination with the local Tech Prep consortium and must seek to 1) develop and/or expand community college involvement in activities from the local Tech Prep consortium's approved FY 2008 plan, and/or 2) support local efforts to develop innovative CTE Programs of Study.

Community colleges are required to submit a plan in advance that describes how the funds will be utilized during the grant period. The attached grant guidelines provide more detailed requirements including specific information regarding the application process and community college allocation levels.

## **The Fiscal Year 2008 Postsecondary Career and Technical Education - Strand Leadership Grants**

The fiscal year 2008 Postsecondary Career and Technical Education - Strand Leadership Grants provide funds to support community college activities that reinforce the goals of the *Six Guided Questions* from the Illinois Perkins Postsecondary Career and Technical Education Plan Guidelines. The primary objective of all related activities should be to impact the quality of programs and services offered by the college.

Funding is offered in three categories:

Strand I	The Continuous Quality Improvement Grant
Stand II	The Performance Enhancement Grant
Stand III	The Innovation Grant

The attached grant guidelines provide more detailed requirements for each of the three Strands.

## **The Fiscal Year 2008 Career and Technical Education - Regional Collaboration Grant**

The purpose of the FY 2008 *CTE - Regional Collaboration Grant* is to 1) support existing Regional Collaboratives (those formed utilizing FY 2007 RCG funds) and 2) support the creation and steering of *new* Regional Collaboratives. A Regional Collaborative is defined as an association of regional CTE stakeholders designed to promote collaboration and innovation at the sub-state level. Funds will be allocated to each Regional Collaborative based upon the total number of community colleges and Tech Prep federal consortium fiscal agents officially aligned as members (FY 2008 funding has been increased to \$1,000 per member). Each community college or Tech Prep federal consortium fiscal agent may only be officially aligned with one Regional Collaborative. All community colleges and Tech Prep federal consortia fiscal agents are strongly encouraged to align themselves with a Regional Collaborative. The ability to access funding from the *CTE - Regional Collaboration Grant* is contingent upon membership in a Regional Collaborative.

Application for *continuation* of existing Regional Collaboratives or *incorporation* of new Regional Collaboratives will be accepted by the Illinois Community College Board on an ongoing basis during fiscal year 2008.

*If you have questions about the Fiscal Year 2008 Illinois Community College Career and Technical Education Leadership Grant Package, please feel free to contact Rob Kerr, Director of Career and Technical Education, at (217) 785-0068 or [rob.kerr@illinois.gov](mailto:rob.kerr@illinois.gov).*

## Fiscal Year 2008 Illinois Community College Career and Technical Education Leadership Grant Package

The FY 2008 Leadership Grant package consists of the following three separate grants:

- 1) The Fiscal Year 2008 Illinois Community College Tech Prep Support Grant
- 2) The Fiscal Year 2008 Postsecondary Career and Technical Education - Strand Leadership Grants
  - A) Strand I - The Career and Technical Education - Continuous Quality and Improvement Grant
  - B) Strand II - The Career and Technical Education - Performance Enhancement Grant
  - C) Strand III - The Career and Technical Education - Innovation Grant
- 3) The Fiscal Year 2008 Career and Technical Education - Regional Collaboration Grant  
(Due to the unique nature of this grant, funding for the FY08 RCG is not included in this table. Please review the grant guidelines for more information.)

Community College	Tech Prep Support Grant Allocation	CTE - Strand Leadership Grants Allocation	TOTAL
BLACK HAWK COLLEGE	\$ 20,387	\$ 20,000	\$40,387
CARL SANDBURG COLLEGE	\$ 11,280	\$ 20,000	\$31,280
CITY COLLEGES OF CHICAGO	\$ 124,321	\$ 20,000	\$144,321
DANVILLE AREA COMMUNITY COLLEGE	\$ 9,083	\$ 20,000	\$29,083
DUPAGE, COLLEGE OF	\$ 50,518	\$ 20,000	\$70,518
ELGIN COMMUNITY COLLEGE	\$ 23,980	\$ 20,000	\$43,980
HARPER COLLEGE, WILLIAM RAINEY	\$ 33,123	\$ 20,000	\$53,123
HEARTLAND COMMUNITY COLLEGE	\$ 12,551	\$ 20,000	\$32,551
HIGHLAND COMMUNITY COLLEGE	\$ 8,515	\$ 20,000	\$28,515
ILLINOIS CENTRAL COLLEGE	\$ 26,151	\$ 20,000	\$46,151
ILLINOIS EASTERN COMMUNITY COLLEGES	\$ 12,495	\$ 20,000	\$32,495
ILLINOIS VALLEY COMMUNITY COLLEGE	\$ 10,310	\$ 20,000	\$30,310
JOHN A. LOGAN COLLEGE	\$ 12,801	\$ 20,000	\$32,801
JOHN WOOD COMMUNITY COLLEGE	\$ 10,216	\$ 20,000	\$30,216
JOLIET JUNIOR COLLEGE	\$ 27,926	\$ 20,000	\$47,926
KANKAKEE COMMUNITY COLLEGE	\$ 8,761	\$ 20,000	\$28,761
KASKASKIA COLLEGE	\$ 11,583	\$ 20,000	\$31,583
KISHWAUKEE COLLEGE	\$ 9,421	\$ 20,000	\$29,421
LAKE COUNTY, COLLEGE OF	\$ 32,267	\$ 20,000	\$52,267
LAKE LAND COLLEGE	\$ 15,055	\$ 20,000	\$35,055
LEWIS & CLARK COMMUNITY COLLEGE	\$ 16,226	\$ 20,000	\$36,226
LINCOLN LAND COMMUNITY COLLEGE	\$ 20,827	\$ 20,000	\$40,827
MCHENRY COUNTY COLLEGE	\$ 12,402	\$ 20,000	\$32,402
MORAIN VALLEY COMMUNITY COLLEGE	\$ 30,848	\$ 20,000	\$50,848
MORTON COLLEGE	\$ 12,394	\$ 20,000	\$32,394
OAKTON COMMUNITY COLLEGE	\$ 21,157	\$ 20,000	\$41,157
PARKLAND COLLEGE	\$ 20,222	\$ 20,000	\$40,222
PRAIRIE STATE COLLEGE	\$ 23,285	\$ 20,000	\$43,285
REND LAKE COLLEGE	\$ 9,792	\$ 20,000	\$29,792
RICHLAND COMMUNITY COLLEGE	\$ 9,453	\$ 20,000	\$29,453
ROCK VALLEY COLLEGE	\$ 18,831	\$ 20,000	\$38,831
SAUK VALLEY COMMUNITY COLLEGE	\$ 8,736	\$ 20,000	\$28,736
SHAWNEE COMMUNITY COLLEGE	\$ 10,249	\$ 20,000	\$30,249
SOUTH SUBURBAN COLLEGE	\$ 32,760	\$ 20,000	\$52,760
SOUTHEASTERN ILLINOIS COLLEGE	\$ 7,936	\$ 20,000	\$27,936
SOUTHWESTERN ILLINOIS COLLEGE	\$ 33,734	\$ 20,000	\$53,734
SPOON RIVER COLLEGE	\$ 7,536	\$ 20,000	\$27,536
TRITON COLLEGE	\$ 18,750	\$ 20,000	\$38,750
WAUBONSEE COMMUNITY COLLEGE	\$ 14,670	\$ 20,000	\$34,670

**FISCAL YEAR 2008  
ILLINOIS COMMUNITY COLLEGE BOARD**

**POSTSECONDARY CAREER AND TECHNICAL EDUCATION  
~ILLINOIS COMMUNITY COLLEGE TECH PREP SUPPORT GRANT (TPSG)~**

**NOTIFICATION**

**Purpose:** *The purpose of this grant is to fund innovative activities initiated by Illinois community colleges in support of the overall goals and objectives of the federal Tech Prep grant. Grant funded activities should be planned and carried out in coordination with the local Tech Prep consortium and must seek to 1) develop and/or expand community college involvement in activities from the local Tech Prep consortium's approved FY 2008 plan, and/or 2) support local efforts to develop innovative CTE Programs of Study.*

Grant funded activities must support all of the following grant elements:

- Element #1) Support the overall goals and objectives of the federal Tech Prep grant;
- Element #2) Be planned and carried out in coordination with the local Tech Prep consortium;
- Element #3) Develop and/or expand community college involvement in activities from the local Tech Prep consortium's approved FY 2008 plan.
- Element #4) Each individual funded activity must directly address and/or support one or more of the six

**Illinois Tech Prep Components:**

- 1 Consortium-level Articulation
  - 1.1 Articulation
  - 1.2 Secondary and Postsecondary Collaboration
  - 1.3 Business/labor/community Involvement
- 2. Tech Prep Programs of Study
- 3. Inservice Training
- 4. Equal Access for Special Populations
- 5. Linkages/innovations
  - 5.1 Curriculum Development
  - 5.2 Work-based Learning Experiences
- 6. Preparatory Services
  - 6.1 Guidance/recruitment
  - 6.2 Parental Support

**Use of Funds:** Fiscal Year 2008 *Illinois Community College Tech Prep Support Grant* funds may only be used in support of the grant purpose stated above. Grant funds **must supplement, not supplant**, any funds currently being directed towards these goals.

**Application:** Community colleges seeking funding from the Fiscal Year 2008 *Illinois Community College Tech Prep Support Grant* must develop a plan describing how the funds will be utilized during the grant period. The plan must clearly and specifically respond to the following three Application Questions:

- 1) How will funds be utilized, for what purpose, and with what outcomes in mind?
- 2) How will the plan support all four of the grant elements listed above (see grant *Purpose*)?
- 3) For *each* proposed activity, which of the Illinois Tech Prep Components (see grant *Purpose*) will be addressed and/or supported? (for each activity, at least one Component must be supported)

In order to be considered for funding, community colleges should forward **two copies** of their completed plan by November 16, 2007 at 4:30 p.m. to:

The Illinois Community College Board  
ATTENTION: Kristy Morelock  
401 East Capitol Avenue  
Springfield, Illinois 62701

Include the name, address, phone number, and email address of the main grant contact person.

Plans will reviewed, and decisions on funding made, on an ongoing basis as plans are received. Plans will be evaluated to ensure that the community college has fully and satisfactorily addressed each of the three Application Questions noted above. The grant contact person will be notified if and when funding is awarded.

**Grant Recipients:** All 48 Illinois Community Colleges are eligible to apply for funding.

**Grant Amount:** See attached allocation table.

**Funding Period:** July 1, 2007 through June 30, 2008.

**Deliverables:** By **October 1, 2008** community colleges must submit a final programmatic report and a final grant expenditure report.

The final programmatic report must include a comprehensive description of the specific activities funded by the grant, along with their outcomes and the specific impact these activities had on goals of the college and consortium.

The final grant expenditure report must specify the total FY 2008 CCTPSG allocation for the college, total grant expenditures, and the amount of any remaining grant funds. All remaining grant funds must be returned to the ICCB by October 1, 2008. Additionally, the expenditure report must detail how fiscal year 2008 CCTPSG funds were expended in the following expenditure categories:

- 1) Personnel
- 2) Instructional Equipment
- 3) Materials and Supplies
- 4) Curriculum Development
- 5) Staff Development
- 6) Other Expenditures *(Please include a description of any costs listed under "Other Expenditures")*

If you have any questions, or need additional information, please contact Kristy Morelock at [kristy.morelock@illinois.gov](mailto:kristy.morelock@illinois.gov) or 217-558-4929.

**FISCAL YEAR 2008**  
**ILLINOIS COMMUNITY COLLEGE TECH PREP SUPPORT GRANT**  
**Allocation Table**

Community College	FY07 Allocation	FY08 Federal Allocation	FY08 State Allocation	TOTAL ALLOCATION (state + federal)	\$ change	% change
BLACK HAWK COLLEGE	\$17,757	\$ 11,508	\$ 8,879	\$ 20,387	\$ 2,630	14.8%
CARL SANDBURG COLLEGE	\$9,297	\$ 6,631	\$ 4,649	\$ 11,280	\$ 1,983	21.3%
CITY COLLEGES OF CHICAGO	\$64,135	\$ 92,253	\$ 32,068	\$ 124,321	\$ 60,186	93.8%
DANVILLE AREA COMMUNITY COLLEGE	\$9,010	\$ 4,578	\$ 4,505	\$ 9,083	\$ 73	0.8%
DUPAGE, COLLEGE OF	\$70,116	\$ 15,460	\$ 35,058	\$ 50,518	\$ -19,598	-28.0%
ELGIN COMMUNITY COLLEGE	\$33,280	\$ 7,340	\$ 16,640	\$ 23,980	\$ -9,300	-27.9%
HARPER COLLEGE, WILLIAM RAINEY	\$47,143	\$ 9,552	\$ 23,572	\$ 33,123	\$ -14,020	-29.7%
HEARTLAND COMMUNITY COLLEGE	\$11,310	\$ 6,896	\$ 5,655	\$ 12,551	\$ 1,241	11.0%
HIGHLAND COMMUNITY COLLEGE	\$9,010	\$ 4,010	\$ 4,505	\$ 8,515	\$ -495	-5.5%
ILLINOIS CENTRAL COLLEGE	\$24,736	\$ 13,783	\$ 12,368	\$ 26,151	\$ 1,415	5.7%
ILLINOIS EASTERN COMMUNITY COLLEGES	\$9,424	\$ 7,783	\$ 4,712	\$ 12,495	\$ 3,071	32.6%
ILLINOIS VALLEY COMMUNITY COLLEGE	\$10,847	\$ 4,887	\$ 5,424	\$ 10,310	\$ -537	-4.9%
JOHN A. LOGAN COLLEGE	\$9,314	\$ 8,144	\$ 4,657	\$ 12,801	\$ 3,487	37.4%
JOHN WOOD COMMUNITY COLLEGE	\$9,010	\$ 5,711	\$ 4,505	\$ 10,216	\$ 1,206	13.4%
JOLIET JUNIOR COLLEGE	\$38,725	\$ 8,564	\$ 19,363	\$ 27,926	\$ -10,799	-27.9%
KANKAKEE COMMUNITY COLLEGE	\$9,714	\$ 3,904	\$ 4,857	\$ 8,761	\$ -953	-9.8%
KASKASKIA COLLEGE	\$9,432	\$ 6,867	\$ 4,716	\$ 11,583	\$ 2,151	22.8%
KISHWAUKEE COLLEGE	\$9,010	\$ 4,916	\$ 4,505	\$ 9,421	\$ 411	4.6%
LAKE COUNTY, COLLEGE OF	\$44,593	\$ 9,971	\$ 22,297	\$ 32,267	\$ -12,326	-27.6%
LAKE LAND COLLEGE	\$14,062	\$ 8,024	\$ 7,031	\$ 15,055	\$ 993	7.1%
LEWIS & CLARK COMMUNITY COLLEGE	\$14,872	\$ 8,790	\$ 7,436	\$ 16,226	\$ 1,354	9.1%
LINCOLN LAND COMMUNITY COLLEGE	\$23,178	\$ 9,238	\$ 11,589	\$ 20,827	\$ -2,351	-10.1%
MCHENRY COUNTY COLLEGE	\$17,614	\$ 3,595	\$ 8,807	\$ 12,402	\$ -5,212	-29.6%
MORAIN VALLEY COMMUNITY COLLEGE	\$36,992	\$ 12,352	\$ 18,496	\$ 30,848	\$ -6,144	-16.6%
MORTON COLLEGE	\$9,010	\$ 7,889	\$ 4,505	\$ 12,394	\$ 3,384	37.6%
OKATON COMMUNITY COLLEGE	\$29,495	\$ 6,409	\$ 14,748	\$ 21,157	\$ -8,338	-28.3%
PARKLAND COLLEGE	\$17,274	\$ 11,585	\$ 8,637	\$ 20,222	\$ 2,948	17.1%
PRAIRIE STATE COLLEGE	\$28,777	\$ 8,896	\$ 14,389	\$ 23,285	\$ -5,492	-19.1%
REND LAKE COLLEGE	\$9,010	\$ 5,287	\$ 4,505	\$ 9,792	\$ 782	8.7%
RICHLAND COMMUNITY COLLEGE	\$9,498	\$ 4,704	\$ 4,749	\$ 9,453	\$ -45	-0.5%
ROCK VALLEY COLLEGE	\$19,571	\$ 9,046	\$ 9,786	\$ 18,831	\$ -740	-3.8%
SAUK VALLEY COMMUNITY COLLEGE	\$9,010	\$ 4,231	\$ 4,505	\$ 8,736	\$ -274	-3.0%
SHAWNEE COMMUNITY COLLEGE	\$9,010	\$ 5,744	\$ 4,505	\$ 10,249	\$ 1,239	13.8%
SOUTH SUBURBAN COLLEGE	\$21,955	\$ 21,783	\$ 10,978	\$ 32,760	\$ 10,805	49.2%
SOUTHEASTERN ILLINOIS COLLEGE	\$9,010	\$ 3,431	\$ 4,505	\$ 7,936	\$ -1,074	-11.9%
SOUTHWESTERN ILLINOIS COLLEGE	\$31,797	\$ 17,836	\$ 15,899	\$ 33,734	\$ 1,937	6.1%
SPOON RIVER COLLEGE	\$9,010	\$ 3,031	\$ 4,505	\$ 7,536	\$ -1,474	-16.4%
FRITON COLLEGE	\$15,225	\$ 11,137	\$ 7,613	\$ 18,750	\$ 3,525	23.1%
WAUBONSEE COMMUNITY COLLEGE	\$20,867	\$ 4,236	\$ 10,434	\$ 14,670	\$ -6,197	-29.7%
<b>Total</b>	<b>\$ 801,100</b>	<b>\$ 400,000</b>	<b>\$ 400,550</b>	<b>\$ 800,550</b>		

**FISCAL YEAR 2008  
ILLINOIS COMMUNITY COLLEGE BOARD**

**POSTSECONDARY CAREER AND TECHNICAL EDUCATION  
~STRAND LEADERSHIP GRANTS~**

**NOTIFICATION**

**STRAND I**

**Career and Technical Education - Continuous Quality Improvement Grant**

**Purpose:** *The purpose of this funding is to develop, enhance or implement a process and/or system that provides regular and systematic program evaluation and improvement related to career and technical education administration, programs and services.*

**Use of Funds:** Funded activities associated with the *Career and Technical Education Continuous Quality Improvement Grant* must support the objectives and anticipated results as described below. **These funds must be used to supplement, not supplant**, existing efforts or start-up new efforts in program evaluation and quality improvement.

**Objective:** This award directly aligns with one of the 6 Guided Questions from the Illinois Perkins Postsecondary Career and Technical Education Plan Guidelines, "Program Quality and Continuous Improvement." The primary objective of related activities should be to impact the quality of programs and services offered by the college, having the potential to positively impact three of the six Perkins Postsecondary Accountability Indicators: 1P1 (*Technical Skill Attainment*), 3P1 (*Student Retention or Transfer*), and 4P1 (*Student Placement*). Colleges are asked to focus their efforts among the following three areas:

- **Program Accreditation.** Activities related to achieving program accreditation for a specific career and technical education program(s).
- **Assessment of Student Learning.** Activities related to developing new or enhancing existing models for assessment of student learning outcomes. These activities should relate to the evaluation of students' knowledge and skills at the completion of their program.
- **Academic Quality Improvement.** Activities related to systematic and continuous quality improvement of career and technical education programs, including but not limited to improvement of instruction, instructional materials, program evaluation processes (such as AQIP), and support services.

**Anticipated Results:**

All activities related to this funding should result in one or more of the following:

- Participation or increased participation in the college's system-wide program evaluation process and the development of a plan for continuous improvement of the quality for a specific group of career and technical programs.
- Participation or increased participation in the college's national accreditation evaluation, including AQIP activities or activities related to traditional college accreditation review.
- Development of new or improvement/enhancement to existing assessment models for career and technical education programs.
- Participation or increased participation in accreditation/evaluation processes for individual career and technical education programs.

**Allowable**

**Expenditures:**

Allowable expenditures for this award include the following:

NOTE: Grant funds **must supplement, not supplant**, any funds currently being directed towards these goals.

Materials

- Expenses associated with the purchase of materials necessary for program accreditation, development of program assessment, college accreditation, and/or other materials specifically related to the primary objectives of this grant.

Travel

- Travel expenses related to career and technical education - continuous quality improvement for college administrators, faculty or staff directly involved in activities related to the primary objectives of this grant.

Personnel

- Salaries and benefits for career and technical education administrators, faculty, and other staff to attend continuous quality improvement meetings, workshops or conferences, and/or other activities specifically related to the primary objectives of this grant.

Staff Development

- Training, seminars or workshops for college administrators, faculty, and other staff related to the primary objectives of this grant.

**Recipients:** Illinois Community Colleges

**Grant**

**Amounts:** Each community college will automatically receive funding in the amount of \$10,000 for the FY 2008 Continuous Quality Improvement Grant. Of this allocation up to 60% may be transferred to Strand II and/or Strand III without prior ICCB approval. Colleges needing to transfer more than 60% of the allocation to Strand II or Strand III must receive ICCB written approval.

**Funding**

**Period:** July 1, 2007 through June 30, 2008. Grant funds shall be expended or obligated by June 30, 2008.

**Deliverables:**

All colleges are required to a) submit a final comprehensive report detailing the activities and impact of the grant regardless of transference of funds, and b) a final grant expenditure report. **Reports are due to ICCB by 4:30 p.m. on October 1, 2008.**

**For Further**

**Information:** If you have any questions, or need additional information, please contact Kristy Morelock at [kristy.morelock@illinois.gov](mailto:kristy.morelock@illinois.gov) or by phone at 217-558-4929.

**Fiscal Year 2008 Postsecondary Career and Technical Education  
Strand Leadership Grants**

**STRAND II  
Career and Technical Education - Performance Enhancement Grant**

**Purpose:** *The purpose of this funding is to develop, implement and improve computerized automated degree and certificate auditing systems which recognize and promote student success.*

**Use of Funds:** Funds are being made available for innovative projects designed to enhance college performance on the Perkins Postsecondary Performance Measures. Funds are to be used to develop, implement and improve computerized automated degree and certificate audit systems to recognize and promote student success. Colleges will be responsible for monitoring and properly expending the funds. **Grant funds must supplement, not supplant, any funds currently being directed towards these goals.**

**Objective:** Based on priorities established through ongoing dialogue with community college officials the Fiscal Year 2008 area of emphasis for these funds will be to improve student completion. This grant provides colleges with an opportunity to develop and implement automated degree and certificate audit computer programs and systems and directly aligns with two of the 6 Guided Questions from the Illinois Perkins Postsecondary Career and Technical Education Plan Guidelines: “ Program Quality and Continuous Improvement” and “Access and Success for Special Populations.” Therefore, the primary objective of related activities should be to impact the quality of programs and services offered by the college. In addition, efforts to fully capture and encourage program completion and promote student success have the potential to positively impact two of the six Perkins Postsecondary Accountability Indicators: 1P1 (*Technical Skill Attainment*), 2P1 (*Credential, Certificate, Diploma*), and 5P2 (*Nontraditional Completion*).

**Allowable**

**Expenditures:** Funds should focus on developing, implementing and improving computerized degree and certificate audit programs. NOTE: Grant funds must be **used to supplement, not supplant**, funds currently being directed toward grant objectives/goals.

Materials

- Includes supplies and computer software

Capital Outlay (limited to 20% of Strand budget without prior ICCB approval)

- Purchase or lease of computer equipment to support grant objectives

Personnel

- Salaries and benefits (based on the percentage of time devoted to the project) for a liaison and/or support personnel to administer the grant project (please note the supplanting caution above)

Contractual Services

**Eligible**

**Recipients:** Illinois Community Colleges

**Grant**

**Amounts:** Each community college will automatically receive funding in the amount of \$5,000 for the FY 2008 Performance Enhancement Grant. Of this allocation up to 60% may be transferred to Strand I or Strand III without prior ICCB approval. Colleges needing to transfer more than 60% of the allocation to Strand I or Strand III must receive ICCB written approval.

**Funding**

**Period:** July 1, 2007 through June 30, 2008. Grant funds shall be expended or obligated by June 30, 2008.

**Deliverables:**

All colleges are required to a) submit a final comprehensive report detailing the activities and impact of the grant regardless of transference of funds, and b) a final grant expenditure report. **Reports are due to ICCB by 4:30 p.m. on October 1, 2008.**

**For Further**

**Information:** If you have any questions, or need additional information, please contact Kristy Morelock at [kristy.morelock@illinois.gov](mailto:kristy.morelock@illinois.gov) or by phone at 217-558-4929.

**Fiscal Year 2008 Postsecondary Career and Technical Education  
Strand Leadership Grants**

**STRAND III  
Career and Technical Education - Innovation Grant**

**Purpose:** *The purpose of this grant is to provide resources to help enhance innovative CTE programs within the community college system.*

**Use of Funds:** Colleges may only use Innovation Grant funds for projects and activities that support one or more of the *Grant Objectives* (listed below). Colleges will be responsible for monitoring and properly expending the funds. **Grant funds must supplement, not supplant, any funds currently being directed towards these goals.**

**Objective:** FY 2008 CTE - Innovation Grant funds may only be used for projects and activities that support one or more of the following *Grant Objectives*:

1. Infuse research-based pedagogy into CTE coursework/curriculum;
2. Integrate challenging and rigorous academic proficiencies into CTE coursework/curriculum;
3. Support professional development and/or internship experiences for CTE faculty;
4. Engage stakeholders in the development, implementation and/or evaluation of CTE programs;
5. Enhance and expand CTE dual credit partnerships with district high schools;
6. Other specific innovative projects or activities that will strengthen or enhance postsecondary CTE programs (**PLEASE NOTE**: colleges wishing to pursue funding for projects under Objective 6 "Other" **must** submit a plan and receive prior approval from the ICCB. For specific application requirements, see *Application* section below).

**Allowable**

**Expenditures:** Funds must focus on developing, implementing, and/or enhancing projects and activities that support one or more of the *Grant Objectives* (above). NOTE: Grant funds must be **used to supplement, not supplant**, funds currently being directed toward grant goals.

Materials

Travel

Personnel

Staff Development

Contractual Services

**Eligible**

**Recipients:** Illinois Community Colleges

**Application:**

Prior approval is *not* required for community colleges seeking to pursue projects in support of *Grant Objectives* 1 through 5 (detailed above). However, colleges wishing to pursue funding for projects under *Grant Objective* 6 "Other" **must** submit a Project Plan and receive prior approval from the ICCB. The plan must include:

1. detailed description of the proposed activities or projects;
2. clear explanation of how the activities or projects will strengthen or enhance postsecondary CTE programs;
3. identified project outcomes;
4. a project budget utilizing the *Allowable Expenditure* categories (listed above).

**Two copies of the Project Plans are due to the ICCB by December 14, 2007** and will be reviewed and approved as they are received. Mail Project Plans to:

Illinois Community College Board

ATTENTION: Kristy Morelock

401 East Capitol Avenue

Springfield, Illinois 62701

**Grant**

**Amounts:** **Each community college will automatically receive funding in the amount of \$5,000 for the FY 2008 CTE Innovation Grant. Of this allocation, up to 60% may be transferred to Strand I or Strand II without prior ICCB approval. Colleges needing to transfer more than 60% of the allocation to Strand I or Strand II must receive ICCB written approval.**

**Funding**

**Period:** July 1, 2007 through June 30, 2008. Grant funds shall be expended or obligated by June 30, 2008.

**Deliverables:** All colleges are required to a) submit a final comprehensive report detailing the activities and impact of the grant regardless of transference of funds, and b) a final grant expenditure report. **Reports are due to ICCB by 4:30 p.m. on October 1, 2008.**

**For Further**

**Information:** If you have any questions, or need additional information, please contact Kristy Morelock at [kristy.morelock@illinois.gov](mailto:kristy.morelock@illinois.gov) or by phone at 217-558-4929.

**FISCAL YEAR 2008  
ILLINOIS COMMUNITY COLLEGE BOARD**

**CAREER AND TECHNICAL EDUCATION  
~REGIONAL COLLABORATION GRANT~**

**NOTIFICATION**

**Purpose:** *The purpose of the FY 2008 CTE - Regional Collaboration Grant is to 1) support existing Regional Collaboratives (those formed utilizing FY 2007 RCG funds) and 2) support the creation and steering of new Regional Collaboratives. A Regional Collaborative is defined as an association of regional CTE stakeholders designed to promote collaboration and innovation at the sub-state level. Funds will be allocated to each Regional Collaborative based upon the total number of community colleges and Tech Prep federal consortium fiscal agents officially aligned as members (FY 2008 funding has been increased to \$1,000 per member). Each community college or Tech Prep federal consortium fiscal agent may only be officially aligned with one Regional Collaborative. All community colleges and Tech Prep federal consortia fiscal agents are strongly encouraged to align themselves with a Regional Collaborative. The ability to access funding from the CTE - Regional Collaboration Grant is contingent upon membership in a Regional Collaborative.*

*Community Colleges that are also the Tech Prep federal consortia fiscal agents are eligible to participate as two separate entities - and may align themselves with two separate Regional Collaboratives (if they so choose). Each of the two affiliations (community college and Tech Prep federal consortia fiscal agent) are considered to be separate Full Members.*

*Application for continuation of existing Regional Collaboratives or incorporation of new Regional Collaboratives will be accepted by the Illinois Community College Board on an ongoing basis during fiscal year 2008. Grant funding will be provided to the one community college specifically identified as the fiscal agent on the Regional Collaborative Overview form or the Continuation form (attached). While the fiscal agent will organize the project, all grant funded activities must be conceived, coordinated and performed by the Regional Collaborative members.*

**Goals and  
Activities**

Each Regional Collaborative must develop a plan for FY 2008 that, at a minimum, addresses Goal #1 listed below. Once Goal #1 has been addressed, Regional Collaboratives may begin to address Goals #2 and #3.

**GOAL #1-** Develop or enhance the regional collaboration among Collaborative members in order to improve, modernize and enhance career and technical education programs at the secondary and postsecondary levels. This should include, at a minimum, regular meetings of the Regional Collaborative to share ideas, discuss issues and disseminate best practices.

**GOAL #2-** Identify model programs and disseminate best practice models among Collaborative members and/or statewide.

**GOAL #3-** Identify and support exemplary professional development opportunities for Collaborative members, and support the sharing of learned information with the Collaborative membership as a whole.

Specific activities in support of these goals must be designed and organized around the four FY 2008 postsecondary CTE Professional Development Content Strands (PDCS) listed below. **Regional Collaborative Grant funds may only be expended on activities that support one or more of the four FY 2008 Professional Development Content Strands.** Final grant reporting will be organized around the four PDCS.

**FY 2008 Professional Development Content Strands (PDCS 1-4)**

**PDCS #1-** *Collaborations & Partnerships*

Activities designed to bring local and regional CTE stakeholders together for the purpose of engaging in discussions, sharing resources & best practices, and identifying & removing barriers to further cooperation, collaboration, and alignment.

**PDCS #2- *Access & Success for Special Populations***

Activities designed to promote the success of special populations learners enrolled in secondary and postsecondary CTE programs. This includes support for efforts to recruit special populations into CTE studies and to ensure skill instruction which will promote well-selected, satisfying, self-sufficient employment.

**PDCS #3- *Data Analysis***

Activities designed to promote the function and use of assessment data as a tool for CTE program improvement and CTE student success.

**PDCS #4- *Quality CTE Programming***

Activities designed to promote innovation and improvement along the entire continuum of secondary and postsecondary CTE programs.

**Use of Funds:** Fiscal Year 2008 *CTE - Regional Collaboration Grant* funds may *only* be used in support of the grant goals and activities stated above. Grant funds **must supplement, not supplant**, any funds currently being directed towards these goals and activities. Funds may be used to support Regional Collaborative meetings, travel and costs for identifying and marketing best practices. Activities should initially focus on developing/enhancing the regional collaboration among Collaborative members (GOAL #1, PDCS #1). If possible, the plan can also detail how the Regional Collaborative will address the remaining goals and PDCS.

**Application and**

**Incorporation: (This section applies to new Regional Collaboratives ONLY)**

In order to be considered for incorporation as a Regional Collaborative under the terms of the *CTE - Regional Collaboration Grant*, partnerships must be formed among and between community colleges and Tech Prep federal consortia fiscal agents. Each community college and Tech Prep federal consortia fiscal agent will be considered a *full member* of the Regional Collaborative. Funding for each Regional Collaborative will be determined by multiplying the number of full members by \$1,000 (e.g. if Regional Collaborative "A" is comprised of two community colleges and three Tech Prep federal consortia fiscal agents, that Collaborative will be eligible to receive up to \$5,000 in FY08 *CTE - Regional Collaboration Grant* funds).

**Community Colleges that are also the Tech Prep federal consortia fiscal agents are eligible to participate as two separate entities - and may align themselves with two separate Regional Collaboratives (if they so choose). Each of the two affiliations (community college and Tech Prep federal consortia fiscal agent) are considered to be separate Full Members.**

To formally apply for fiscal year 2008 funding under the *CTE - Regional Collaboration Grant*, each individual community college and Tech Prep federal consortia fiscal agent (i.e., the *full members*) must first determine with whom they wish to organize. Regional Collaboratives are expected to encompass all the full members in a particular regional area. However, it is at the discretion of the individual members to determine the most appropriate regional area with which to associate. A Regional Collaborative must include at least two community colleges and two Tech Prep federal consortia fiscal agents. Once the initial organizational decisions have been made, a fiscal agent selected (NOTE: only community colleges are eligible to be a Regional Collaborative fiscal agent) and the full members have committed to the Regional Collaborative, then the following incorporation procedure can be followed to finalize the FY 2008 grant award.

**Regional Collaborative Incorporation Procedure:**

Application for the incorporation of specific Regional Collaboratives will be accepted by the Illinois Community College Board on an ongoing basis during fiscal year 2008. Grant funding will be provided to the one *community college* specifically identified as the fiscal agent on the Regional Collaborative Overview form (attached). The following steps must be followed to incorporate a Regional Collaborative:

- 1) Complete the Regional Collaborative Overview form (attached). This form includes a listing of the Regional Collaborative full members, the Collaborative grant budget table and the process for determining the FY 2008 Collaborative allocation. *Only one of these forms is submitted for each Collaborative.*

- 2) Complete Regional Collaborative Membership forms (attached). *This form must be completed by each of the full members identified on the Regional Collaborative Overview form.*
- 3) The identified Regional Collaborative fiscal agent will then collect all completed forms (from steps above) and submit them, as a packet, to the ICCB. Send the completed incorporation packet to:

The Illinois Community College Board  
ATTENTION: Kristy Morelock  
401 East Capitol Avenue  
Springfield, Illinois 62701

**Continuation  
of Funding**

***(This section applies to existing Regional Collaboratives ONLY)***

Established Regional Collaboratives seeking continuation funding in FY 2008 must submit a Regional Collaborative Continuation form (attached). This form includes a listing of the Regional Collaborative full members (including the name and email address of a contact person), FY 2008 goals and activities, the FY 2008 Collaborative allocation amount, and the Collaborative budget table. *Only one form is submitted for each established Regional Collaborative.* **Please mail (USPS) the completed Regional Collaborative Continuation form on or before November 16, 2007 at 5:00 p.m. to:**

The Illinois Community College Board  
ATTENTION: Kristy Morelock  
401 East Capitol Avenue  
Springfield, Illinois 62701

**Grant Amount:** Each of the 48 Illinois community colleges and the 40 Tech Prep federal consortia fiscal agents will be considered as *full members* of a Regional Collaborative. Funding for each Regional Collaborative will be determined by multiplying the number of full members by \$1,000. **Community Colleges that are also the Tech Prep federal consortia fiscal agents are eligible to participate as two separate entities - and may align themselves with two separate Regional Collaboratives (if they so choose). Each of the two affiliations (*community college and Tech Prep federal consortia fiscal agent*) are considered to be separate Full Members.**

**Funding**

**Period:** July 1, 2007 through June 30, 2008.

**Deliverables:**

At the end of the fiscal year each Regional Collaborative is required to submit:

- 1) A final comprehensive report detailing the activities funded by the grant and the impact the grant had in relation to the three grant goals (defined in the *Purpose* section of these guidelines); and
- 2) A final grant expenditure report.

**All final reports are due on or before October 1, 2008.**

**For further**

**information:**

If you have any questions, or need additional information, please contact Kristy Morelock at [kristy.morelock@illinois.gov](mailto:kristy.morelock@illinois.gov) or by phone at (217) 558-4929.