

Illinois Community College Board Student Advisory Committee

2011 – 2012 Handbook

Illinois Community College Board
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ICCB Student Advisory Committee

Mission Statement

The mission of the ICCB Student Advisory Committee shall be to serve the community college students of the state. The committee shall dedicate itself to representing those students by reviewing ICCB policies, advising the board on such policies, selecting the ICCB Student Member, and informing all parties involved of system wide issues that impact the Illinois community college system.

The committee will accomplish this mission by keeping a constant focus on its goals and objectives through its work teams and by fostering continuous interaction with the ICCB; ICCTA; ICCFA; IBHE; President's Council; and all community college administrators, faculty, staff, and students.

"In order for any organization to be successful, it not only needs sound input and guidance from those who operate it...but also from those it operates for."

Kevin R. Braden
1996-97 ICCB Student Member

Illinois Community College Board

STUDENT ADVISORY COMMITTEE HANDBOOK

This handbook is an informational resource on the Illinois Community College Board (ICCB) Student Advisory Committee (SAC) and the community college system in general. SAC was established by the ICCB in December 1982. SAC primarily provides the ICCB with input from community college students on statewide policy issues. ICCB *Administrative Rules* governing SAC are listed on pages 4 and 5, and operating procedures begin on page 6.

Illinois Community College Board

Statutory Responsibility. The Board was created as a direct outgrowth of the 1964 Master Plan developed by the Illinois Board of Higher Education. The Illinois Public Community College Act of 1965 and subsequent amendments set forth the duties and powers of the ICCB, as well as the duties and powers of individual community college boards of trustees. Included in the powers of the ICCB are the following:

- (a) To provide statewide planning for community colleges as institutions of higher education and coordinate the programs, services, and activities of all community colleges in the state so as to encourage and establish a system of locally initiated and administered comprehensive community colleges.
- (b) To organize and conduct feasibility surveys for new community colleges or for the inclusion of existing institutions as community colleges and the locating of new institutions.
- (c) To approve all locally funded capital projects for which no state monies are required, in accordance with standards established by rule.
- (d) To coordinate with the community colleges in continuing studies of student characteristics, admission standards, grading policies, performance of transfer students, qualification and certification of facilities, and any other problem of community college education.
- (e) To enter into contracts with other governmental agencies; to accept federal funds and to plan with other state agencies when appropriate for the allocation of such federal funds for instructional programs and student services including such funds for vocational and technical education and retraining as may be allocated by state and federal agencies for the aid of community colleges. To receive, receipt for, hold in trust, expend and administer, for all purposes of this Act, funds and other aid made available by the federal government or by other agencies public or private, subject to appropriation by the General Assembly.
- (f) To determine efficient and adequate standards for community colleges for the physical plan, heating, lighting, ventilation, sanitation, safety, equipment and supplies, instruction and teaching, curriculum, library, operation, maintenance, administration and supervision, and to grant recognition certificates to community colleges meeting such standards.
- (g) To determine the standards for establishment of community college and the proper location of the site in relation to existing institutions of higher education offering academic, occupational, and technical training curricula, possible enrollment, assessed valuation, industrial, business, agricultural, and other

conditions reflecting educational needs in the area to be served; however, no community college may be considered as being recognized nor may the establishment of any community college by authorized in any district which shall be deemed inadequate for the maintenance, in accordance with the desirable standards thus determined, of a community college offering the basic subjects of general education and suitable vocational and semiprofessional and technical curricula.

- (h) To approve or disapprove new units of instruction, research, or public service as defined in Section 2-3 of this Act submitted by the boards of trustees of respective community college districts of this state.
- (i) To participate in, and to assist in the coordination of the programs of community colleges participating in, programs of interinstitutional cooperation with other public institutions of higher education or with non-public institutions of higher education or with both public and non-public institutions of higher education.
- (j) To establish guidelines regarding sabbatical leaves.
- (k) To establish guidelines for the admission into special, appropriate programs conducted or created by community colleges for elementary and secondary school dropouts who have received truant status from the school districts of this state in compliance with Section 26-14 of The School Code.
- (l) The Community College Board shall conduct a study of community college teacher education courses to determine how the community college system can increase its participation in the preparation of elementary and secondary teachers.
- (m) To establish by July 1, 1997 uniform financial accounting and reporting standards and principles for community colleges and develop procedures and systems for community college for reporting financial data to the State Board.
- (n) To create and participate in the conduct and operation of any corporation joint venture, partnership, association, or other organizational entity that has the power: (i) to acquire land, building, and other capital equipment for the use and benefit of the community colleges or their students; (ii) to accept gifts and make grants for the use and benefit of the community colleges or their students; (iii) to aid in the instruction and education of students of community colleges; (iv) to promote activities to acquaint member of the community with the facilities of the various community colleges.

ICCB Membership. The ICCB consists of 12 members, 11 of whom are appointed by the Governor and one of whom is a student member selected by the ICCB Student Advisory Committee. The 11 members, appointed by the Governor and with the advice and consent of the Senate, serve a six-year term. The student member serves a term beginning July 1 and expiring on the following June 30.

Calendar of Illinois Community College Board Meetings. The ICCB meets six times per year. Each meeting begins at 11:00 a.m. The scheduled meeting dates for 2011 are:

July 2011	Subject to Call
September 16, 2011	Harry L. Crisp II Community College Center, Springfield

November 4, 2011

Harry L. Crisp II Community College Center, Springfield

December 2011

Subject to Call

The Illinois Community College System. Illinois community colleges comprise a system of one community college center and 48 colleges whose 39 districts encompass the entire state of Illinois. These colleges serve a diverse student population. Approximately 33 percent are minorities, comprising nearly two-thirds of all minorities in public higher education. Nearly 11,000 persons with disabilities enroll in community colleges and 33,500 students with English proficiency are served annually. The average age of a community college student is 30. Seventy-five percent of community college students attend part-time, and many work while attending college.

Calendar of ICCB-SAC Meetings. The ICCB-SAC formally meets four times during the academic year. The meetings are in conjunction with regularly scheduled ICCTA meetings. The scheduled meeting dates for 2011-2012 are:

September 9-10, 2011

Springfield, IL

November 11-12, 2011

Chicago, IL

January 20-21, 2012

Springfield, IL

March 9-10, 2012

Chicago, IL

Illinois Community College Board
Administrative Rules
Governing the Student Advisory Committee

Section 1501.102 Advisory Groups

- d) Student Advisory Committee
1. Purpose. The purposes of this committee are to:
 - a. Review proposed ICCB policies.
 - b. Inform the ICCB of system wide issues that impact the education of community college students.
 - 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 or a student designated by the district's chief executive officer if the student member is unable to serve. The ICCB Student Member will serve ex officio.
 3. Officers. The Student Advisory Committee shall annually elect the following officers from its membership to serve a one-year term: a Chair to conduct the meeting of the Committee; a Vice Chair to assist the Chair, to conduct the meeting if the Chair is absent, and to represent the SAC on the IBHE Student Advisory Committee; and a Recording Officer to record the minutes of all SAC meetings.
 4. SAC shall elect one representative from its membership annually to serve one year terms on each of the ICCB advisory committees (Program, Finance, Legislative, and MIS/Research) by a majority vote of members present.
 5. The Executive Director (President/CEO) of the ICCB shall call SAC meetings at least once each quarter and notify each local district board of trustees at least 30 days in advance.
 6. Reimbursement. Reimbursement for actual and necessary meeting expenses of SAC members will be in accordance with Section 2-7 of the Act.
 7. ICCB Meetings. The SAC report shall be given at regular ICCB meetings.
- e) Selection of ICCB Student Member. The SAC will seek nominations for the ICCB Student Member from all Illinois public community colleges. Each 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 (f) below.

- f) Membership Requirements of ICCB Student Member. The ICCB Student Member shall be enrolled in an Illinois public community college for a minimum course load of six semester or quarter credit hours during both the fall and spring semesters (fall/winter/spring quarters) for each term of his/her appointment. If the course load of the ICCB Student Member falls below the minimum credit hours, that member shall be replaced by a majority vote of the SAC members present at the next SAC meeting.

- g) 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 more than two terms. Service during a partial term shall not be considered as one term.

SAC Operating Procedures

In addition to the rules listed on the previous two pages, the following operating procedures contain suggested duties of the SAC officers, information on meetings and subcommittees, and membership of the SAC Executive Committee.

Meetings of the Student Advisory Committee. All meetings shall be conducted according to the newest edition of *Robert's Rules of Order*. The dates and times of SAC meetings are usually held in conjunction with the Illinois Community College Trustees Association.

Election of Officers. The SAC shall seek applications for officers from all of its members. Candidates for the offices of Chair, Vice Chair, and Recording Officer shall be elected at the September meeting by a majority vote of members present. In the event of a tie, a re-vote will be taken keeping on the ballot only the candidates who tied for the most votes and excluding candidates who received fewer votes. Following are suggested duties for each of the officer positions:

1. The **Chair** shall:
 - a. Preside over all meetings of the SAC.
 - b. Serve as an ex officio member of all subcommittees.
 - c. Vote only in the case of a tie.
 - d. Serve as Chair of the Executive Subcommittee.

2. The **Vice Chair** shall:
 - a. Perform, in the Chair's absence, all the duties of the Chair.
 - b. Represent SAC on the IBHE Student Advisory Committee.
 - c. Serve as Chair of the Outreach Subcommittee.
 - d. Assist the Chair.
 - e. Serve as Parliamentarian of the Committee.

3. The **Recording Officer** shall:
 - a. Record all actions of the Committee and internal subcommittees.
 - b. Distribute all minutes and pertinent items to SAC members in a timely manner.
 - c. Serve as Chair of the Awards & Recognition Subcommittee.

Student Advisory Committee Structure. Following the election of officers at the September SAC meeting, SAC also shall elect one representative from its membership to serve on each of the ICCB advisory committees (Program, Finance, MIS/Research, and Leadership and Core Values) by a majority vote of members present. In addition, SAC members will decide upon a subcommittee structure; i.e., legislative, communications, substance abuse, etc. Subcommittees may be formed by the SAC at any time for any purpose, based upon need, by a majority vote. SAC shall elect a chair of each subcommittee.

Executive Committee. The SAC Executive Committee shall set the agenda for SAC meetings. The Executive Committee shall consist of:

1. The Chair of SAC
2. The Vice Chair of SAC
3. The Student Member of the ICCB
4. The Recording Officer of SAC
5. Any SAC subcommittee chairs

6. The ICCTA liaison

Illinois Community College Board Meetings. A report from each advisory organization is provided to members of the ICCB at each Board meeting. The Student Member presents the report for the Student Advisory Committee.

Selection of the ICCB Student Member. SAC will seek applications of qualified students (see the administrative rules that govern SAC) for the ICCB Student Member from the Illinois public community colleges. All application information should be returned to the ICCB by the designated deadline. Following completion of this process, the names of qualified individuals will be placed on an election ballot. During the SAC meeting held prior to April 1, SAC members will elect a new ICCB Student Member for the next fiscal year beginning on July 1. The election will be by secret ballot of all SAC members present at the meeting. ICCB members, including the Student Member, may not serve on a local community college board of trustees concurrently with their term on ICCB.

Removal from an Elected Position. Any elected SAC officer may be removed from his/her position by a 2/3 vote of all SAC members.

ADVISORY GROUPS TO THE ILLINOIS COMMUNITY COLLEGE BOARD

ICCB Advisory Organizations

The following four organizations have been designated as official advisory groups to the Illinois Community College Board:

1. Presidents' Council
2. Illinois Community College Trustees Association
3. Illinois Community College Faculty Association
4. Student Advisory Committee

Each of these organizations is provided an opportunity to comment at each ICCB meeting as a regular part of the ICCB agenda.

Presidents' Council. The Presidents' Council is an organization consisting of all presidents and chancellors of the public community colleges in Illinois. The Presidents' council meets on a monthly basis to discuss common problems of concern and issues in community college education. The Presidents' Council works closely with the Illinois Community College Trustees Association through their joint executive meetings. Recommendations from the Illinois Council of Community College Administrators and Illinois Community College Chief Financial Officers are coordinated through the President's Council for consideration and recommendation to the Illinois Community College Board. The Presidents' Council was organized on June 11, 1968. On March 12, 1971, the Illinois Community College Board recognized the Presidents' Council as the official advisory organization representing the chancellors and presidents of the Illinois public community colleges to the Illinois Community College Board.

Illinois Community College Trustees Association. The Illinois Community College Trustees Association (ICCTA) is an organization whose constituents are the individual members of the local boards of trustees of the 40 community college districts. The ICCTA was organized in 1970 and currently operates under the authority of Section 3-55 of the Illinois Public Community College Act. The ICCTA is approved as a not-for-profit corporation of the state of Illinois, and the U.S. Department of Internal Revenue has granted the ICCTA tax-exempt status under Section 115 of the Internal Revenue Code. On March 12, 1971, the Illinois Community College Board officially recognized the ICCTA as the official advisory organization representing the trustees of the Illinois public community colleges to the Illinois Community College Board.

Illinois Community College Faculty Association. The Illinois Community College Faculty Association (ICCFA) is a not-for-profit organization representing the faculty of the Illinois public community colleges. Members of the ICCFA serve on Illinois Community College Board statewide committees and task forces. On March 12, 1971, the Illinois Community College Board officially recognized the ICCFA as the advisory organization representing faculty members of the Illinois public community colleges to the Illinois Community College Board.

ICCB Advisory Committees

In addition to the advisory organizations, the ICCB annually appoints four advisory committees to advise ICCB staff. These are:

Finance Advisory Committee. The purpose of the ICCB Finance Advisory Committee is to provide community college system input and advice to ICCB staff on matters relating to the ICCB *Fiscal Management Manual* and ICCB *Unit Cost Study*, procedures for calculating charge backs, procedures for reporting financial data to the

ICCB, issues related to community college capital construction concerns, and other matters which relate to operating finance issues in the community college system.

MIS/Research Advisory Committee. The purpose of the MIS/Research Advisory Committee is to advise ICCB staff on management information system and research issues. The committee assists in identifying and reviewing proposed research projects, reviewing ICCB survey instruments, reviewing draft research reports, and reviewing changes to the management information system data elements and manual.

Program Advisory Committee. The purpose of the Program Advisory Committee is to review and provide opinions to ICCB staff on various programmatic proposals prior to their submission to the Illinois Community College Board. The issues discussed by the Committee include, but are not limited to, such areas as rules and procedures regarding course and program approval processes and the development, classification, and evaluation of programs and courses.

Student Advisory Committee. The purpose of the Student Advisory Committee is to obtain comments and suggestions from community college students on all proposed policies being considered by the ICCB, to obtain input on system wide issues of concern to community college students, and to select the ICCB student member.

DEFINITION OF TERMS

Act. The “Act” is the Illinois Public Community College Act of 1965, as amended.

Board. The “Board” is the Board of Trustees of an Illinois public community college district.

College. A “College” is an Illinois public community college.

President/Chief Executive Officer. The “President/CEO” is the executive officer of the ICCB.

ICCB. The “ICCB” is the Illinois Community College Board; also referred to in statute as the “State Board.”

ICCB Student Member. The “student member” is the member of the ICCB who has been selected by the ICCB Student Advisory Committee. The student member has all the privileges of membership defined in Section 2-3 of the Act.

Student Advisory Committee (SAC). The “Student Advisory Committee” is the ICCB Student Advisory Committee specified in Section 2-1 of the Act.

COMMON ACRONYMS

Following is a list of common acronyms used in materials received by ICCB SAC members:

AACC	American Association of Community Colleges
AAUS	American Association of University Students
ABE/ASE	Adult Basic Education/Adult Secondary Education
ACT	American College Testing Program
ASA	American Student Association
AAWCC	American Association of Women in Community Colleges
CDB	Capitol Development Board (state)
CEEB	College Entrance Examination Board
CIP	Code Classification of Instructional Programs Coding System (federal)
CLEP	College Level Examination Program
CTE	Career and Technical Education
CWS	College Work Study (federal)
DCCA	Department of Commerce and Community Affairs (state)
DEAC	Developmental Education Advisory Committee
DWC	Dislocated Worker Center
ESL	English as a Second Language or Bilingual Program
FAC	Finance Advisory Committee
FTE	Full-time Equivalent
GED	General Education Development (high school equivalency test)
GSL	Guaranteed Student Loan (federal)
IBHE	Illinois Board of Higher Education
ICCB	Illinois Community College Board
ICCFA	Illinois Community College Faculty Association
ICCTA	Illinois Community College Trustees Association
ICoVE	Illinois Council on Vocational Education
IGLP	Illinois Guaranteed Loan Program
ISAC	Illinois Student Assistance Commission
ISBE	Illinois State Board of Education
JCAR	Joint committee on Administrative Rules (state)
LEP	Limited English Proficiency
MAP	Monetary Award Program (ISAC)
MIS	Management Information Systems
MIS/RAG	MIS Research Advisory Committee
PAC	Program Advisory Committee
PC	President's Council
SAC	Student Advisory Committee
SDA	Service Delivery Area
TESOL	Teachers of English to Speakers of Other Languages
TOEFL	Test of English as a Foreign Language
USSA	United States Student Association

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