

Illinois Community College Board Student Advisory Committee

2018-2019 SAC Handbook

Illinois Community College Board
401 East Capitol Avenue
Springfield, Illinois 62701-1711
Phone: (217) 785-0123

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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.

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.

2018-2019 ICCB SAC Advisors

Jeff Newell, Deputy Director for Student Services and Technology, ICCB
Jeff.Newell@illinois.gov

Mackenzie Montgomery, Director for Student Services, ICCB
Mackenzie.Montgomery@illinois.gov

Susan Drone, Associate Director for Student Services, ICCB
Susan.Drone@illinois.gov

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 be 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 inter-institutional 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 the following June 30.

Calendar of Illinois Community College Board Meetings

The ICCB meets six times per year, with July and December meetings classified as Subject to Call. Each meeting begins at 9:00 a.m. The scheduled meeting dates for FY 2019 are:

July 2018	Subject to Call
August 2018	Board Retreat, Date & Location TBD
September 21, 2018	Lewis and Clark Community College, Godfrey
November 30, 2018	Harry L. Crisp II Community College Center, Springfield
January, 2019	TBD
March, 2019	TBD
June, 2019	TBD

The Illinois Community College System

Illinois Community College System is comprised of 48 colleges in 39 districts and one community college center, encompassing the entire state. These colleges serve a diverse student population. Approximately 44% are minorities, comprising nearly half of students enrolled credit bearing courses in Illinois public 2-year colleges. In FY17, 18,084 students with disabilities enrolled in community colleges, and nearly 35,000 students with limited English proficiency were served. The average age of a community college student is 28. Sixty-six percent of community college students attend part-time, and many work while attending college.

ICCB Administrative Rules Governing the Student Advisory Committee

Section 1501.102 Advisory Groups

c) 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; and
 - c. Select the ICCB Student Member.
2. Membership. 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 SAC on the IBHE Student Advisory Committee; and a Recording Officer to record the minutes of all SAC meetings.
4. The Executive Director of the 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. 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) below.

- e) Membership Requirements of ICCB Student Member. The ICCB Student Member shall be enrolled in an Illinois public community college for a minimum course load of six semester or quarter credit hours during both the fall and spring semesters (fall/winter/spring quarters) for each term of his/her appointment. If the course load of the ICCB Student Member falls below the minimum credit hours, that member shall be replaced by a majority vote of the SAC members present at the next SAC meeting.
- 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 more than two terms. Service during a partial term shall not be considered as one term.

Student Advisory Committee Administration

SAC Calendar of Meetings

SAC formally meets up to four times during the academic year. The meetings are in conjunction with regularly scheduled ICCTA meetings. The scheduled meeting dates for 2018-2019 are:

November 9, 2018	Hilton, Lisle/Naperville (includes election of Officers)
January 25, 2019	Conference Call/Webinar
March 9, 2019	Illinois Central College, Peoria (incl. ICCB Student Member election)

SAC Operating Procedures

In addition to the rules listed on the previous two pages, the following operating procedures contain 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 may coincide with meetings of the Illinois Community College Trustees Association. Each college may send two students to participate in SAC meetings, which should include the elected student trustee and one student government officer.

Votes and Elections

Votes and elections are approved by simple majority using a secret ballot. Each member college present has one vote. The vote will be cast by the designated student member for the institution. If the designated student member is not present or is unknown, the voting member for the college is designated in order of: 1) student trustee, 2) ranking SGA officer, 3) SGA Senator. Votes for approval of minutes will be a voice vote with a simple majority for approval.

Election of Officers

SAC shall seek applications for elected officers from all of its members. Candidates for the offices of Chair, Vice Chair, and Recording Secretary shall be elected at the first meeting of the year following standard voting procedures. 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. The duties for the elected officer positions are described in Descriptions of SAC Leadership Positions below.

Appointment of Officers

SAC shall seek applications for appointed officers from all of its members. Candidates for the offices of Advocacy Day Chair and the ICCTA Liaison shall be appointed at the meeting by the newly elected officers and the ICCB Student Member. The duties for the appointed officer positions are described in Descriptions of SAC Leadership Positions below.

Executive Committee

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

1. Chair of SAC
2. Vice Chair of SAC / IBHE-SAC Liaison
3. Recording Secretary of SAC
4. ICCB Student Member
5. Advocacy Day Chair
6. ICCTA Liaison

Illinois Community College Board Meetings

The ICCB Student Member will present a report on the work of SAC at each ICCB Board meeting. If unavailable, the report may be given by the Deputy Director of Student Services & Technology.

Selection of the ICCB Student Member

ICCB will seek applications of qualified students (see the ICCB administrative rules) 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, to serve beginning July 1. The election will be held using standard voting procedures. The Student Member may not serve on a local community college board of trustees concurrently with their term on ICCB.

Selection of an Illinois Student Assistance Commission Student Commissioner

The Illinois Student Assistance Commission (ISAC) may ask ICCB and the Illinois Board of Higher Education (IBHE) to conduct a nomination process for their ISAC Student Commissioner position. As appropriate, ICCB will develop and implement an application process for qualified students. All application information should be returned to the ICCB by the designated deadline. ICCB will place the names of qualified individuals on a nomination ballot. SAC members will select the nominee at the next available SAC meeting. The nomination will be held using standard voting procedures. Nominated individuals will interview with the Governor's Office staff for final selection.

Removal from an Elected or Appointed Position

Any elected SAC officer may be removed from his/her position by a 2/3 vote of all SAC members. An elected SAC officer may also be removed by directive from the Executive Director

if an act of gross misconduct has occurred. This clause does not apply to the ICCB Student Member, who serves as an Ex-Officio officer of SAC.

Succession of Elected Officer

In the event that an elected officer is unable to fulfill his/her duties, the remaining elected officers will accede to the next highest role. The Recording Officer will maintain that position concurrent with the Vice Chair role. If a position is deemed to be unfilled, the ICCB SAC Advisors, in consultation with the SAC Executive Committee, will appoint a person to serve the remainder of the term.

Descriptions of SAC Committees / Subcommittees

Executive Committee

- a. Chaired by the SAC Chair.
- b. Comprised of elected and appointed executive officers (see organizational chart).
- c. Responsibilities include:
 1. Coordination of SAC operations, including planning and reporting.

Advocacy Day Committee

- a. Chaired by the Advocacy Day Chair.
- b. Serves as a forum for discussion of legislative and policy issues that affect the Illinois Community College System.
- c. Committee is tasked with selecting a topic/cause/initiative and planning for Student Advocacy Day, held in April.
- d. Charged with staying current and briefing the committee on current state legislation.
- e. Connect with ICCB Student Member to provide reports from ICCB Board meetings.

Descriptions of SAC Leadership Positions

Chair of SAC

1. Preside over all meetings of the SAC.
2. Serve as Chair of the Executive Subcommittee.

Vice Chair of SAC

1. Perform, in the Chair's absence, all the duties of the Chair.
2. Assist the Chair.
3. Represent SAC on the Illinois Board of Higher Education Student Advisory Committee (IBHE-SAC)
4. Attend SAC and IBHE-SAC meetings and report out to each.
5. Act as Community College Sector Subcommittee Chair on IBHE-SAC.

Recording Secretary of SAC

1. Record all actions of the Committee and internal subcommittees.
2. Distribute all minutes and pertinent items to SAC members within a month of the meeting.
3. Maintain roll call at all SAC business meetings.
4. Track attendance of members.

ICCB Student Member

1. Serve on the ICCB Board as representative of the SAC.
2. Report to SAC on Board actions.
3. Report to the Board on SAC actions.
4. Serve as an ex-officio member/officer of SAC.

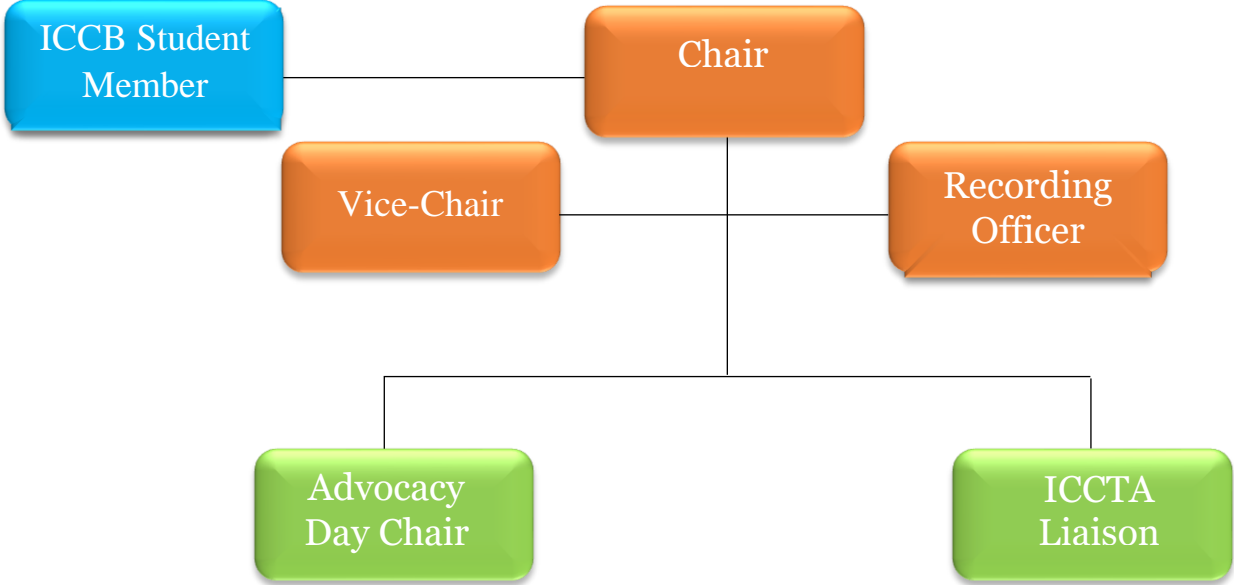
Advocacy Day Committee Chair







1. Chair the Advocacy Day Committee Meeting.
2. Coordinate meeting development with the ICCB Director for Student Services.
3. Act as point person and primary planner for Student Advocacy Day in April.

ICCTA Liaison

1. Act as a liaison between SAC and ICCTA.
2. Attend ICCTA meetings and/or engage with ICCTA member(s) and report out.

SAC Leadership Organizational Chart



Legend	
  	Executive Committee Officers
	Ex-Officio, elected prior March
	Elected Officer, November
	Appointed Officer, November

Code of Conduct

Purpose of the Code of Conduct

The purpose of the Code of Conduct is to impress upon students that the Illinois Community College Board Student Advisory Committee (SAC) membership is both a privilege earned by each individual and a responsibility to represent the concerns of Illinois' community college students. Your role is to identify and discuss issues affecting your peers so as to inform and advise the ICCB; ICCTA; ICCFA; IBHE; President's Council; and all community college administrators, faculty, staff and students. As a member of the SAC, you represent all the students on your campus as well as the college itself.

Due to the seriousness of this mission and affiliation with the ICCB, ICCTA, IBHE and other state agencies, SAC members are held to a high standard of conduct in order to preserve the integrity and credibility of ICCB-SAC and the agencies with which it consults.

SAC members, including those participating in the Student Leadership Institute, are expected to adhere to the Code of Conduct any time members convene for an ICCB sponsored SAC meeting, as well as any time a member is acting as a representative of SAC.

The following areas are addressed in the SAC Code of Conduct:

1. Attendance and Participation
2. Expectations of SAC member behavior
3. Substance Abuse
4. Social Media presence as a SAC Member

Violation of these policies will result in one or more of the following actions:

- A warning issued to student
- A disciplinary meeting with the Deputy Director for Student Services & Information Technology
- Dismissal from the Student Advisory Committee
- Any of these actions will be shared with your Chief Student Services Officer.

Attendance and Participation

In order to be a part of this process, you must attend the meetings and be actively engaged. Therefore, the code of conduct regarding attendance and participation is as follows:

- All SAC members are expected to attend all meetings. Absence from two SAC meetings will result in dismissal from SAC.

- Members should plan to be on time to meetings and stay for the duration. SAC meetings are typically one day. The code of conduct is activated from the time students arrive to the meeting destination, until they depart following the conclusion of the meeting.
- If SAC members are not able to attend a meeting, arrive within 10 minutes of the start time, or must depart before the meeting's end time, members are required to immediately notify the ICCB Student Services staff.
- Excessive tardiness to meetings will result in a warning and possibly a disciplinary meeting with the Director for Student Services. Excessive tardiness includes repeatedly arriving more than 10 minutes late for a meeting.

Expectations of SAC Member Behavior

- As the student member of SAC, you are expected to conduct yourself in a manner suitable and representative of the position. The Student Representative is entitled to the same rights and responsibilities of all students as outlined in the Student Handbook of their respective college in addition to this document. The Student Representative is also expected to conduct themselves appropriately within the academic community; thus, as the student representative of SAC, you are obligated to the same general standards of conduct both on- and off-campus, at all SAC events, or in any situation where you could be seen as representing SAC. Students who violate the Code of Conduct at their representative institution, including at SAC or other related events, may result in disciplinary action by the representative school and/or SAC. Action may be taken up to and including dismissal from the institution and removal from SAC.
- Removal from the position may be implemented even in situations where the institution does not take disciplinary action. Removal shall be initiated for just cause only, including but not limited to illegal or unethical behavior while acting as a representative of SAC; being unresponsive, or acting contrary to the interests and welfare of the students of the state of Illinois; harassing or assaulting another individual; disregarding the expressed intentions of the ICCB and SAC; not maintaining Good Standing at the student's representative institution; or not maintaining the qualifications of the Student Representative role.

Substance Abuse

Just like ICCB and college staff and administrators, SAC members are required to perform their duties unimpaired by any legal or illegal substance. Substance abuse includes the possession, use, purchase, manufacture, or sale of drugs and/or alcohol on agency property.

- SAC members under the legal age for drinking alcohol shall not drink or purchase alcohol while participating in SAC-related events.
- SAC members of legal drinking age should not provide alcohol to members who are under the legal age limit for alcoholic purchase and consumption.
- SAC members of legal drinking age will be expected to demonstrate responsible drinking habits during the non-work time of SAC meeting weekends. Specifically, they will not drink to the point of becoming intoxicated or to the extent that their attendance and participation in meetings is compromised.
- SAC members should refrain from using, selling and/or buying drugs while participating in SAC meetings or when acting as a representative of SAC.

Social Media

- Use of the SAC Facebook group, listserv, or other SAC communication platforms is intended for the purpose of communicating SAC related information. Posting of items that are harmful to the credibility of SAC is prohibited.
- When you are representing SAC, please consider how your online presence may impact your fellow SAC members or even potentially cause harm to relationships or your constituents.
- As you post on social media, you create an image of how others, including transfer institutions and future employers, view you. Many higher education institutions, organizations and corporations have departments dedicated to mining social media to learn about prospective students, potentially before sending a letter of acceptance or extending a professional job offer. Your voice, even as an online post, may impact your future, or someone else's future, positively or negatively.
- Relationships between higher education constituents depend on professionalism. Your fellow SAC members may share different ideas and ways of communicating. Respecting each other and the ideas and concepts we each bring to the organization will lead to an exciting and productive year together in SAC.

In closing, the Code of Conduct has been included in this Handbook by the ICCB Student Services department to provide standards of behavior expected of leaders; to create an accountability mechanism for students who abuse the privilege of this leadership experience; and finally, to maintain the excellent credibility of SAC.

Contract

ICCB SAC Members

1. I understand that my role as an Illinois Community College Board Student Advisory Committee (SAC) member is both a privilege that I have earned and a responsibility to serve others.
2. I understand that my participation in SAC is an opportunity to play an active role in identifying, examining and discussing policies and issues that affect community college students throughout the state of Illinois.
3. I understand that engaging in illegal and irresponsible behavior can undermine the credibility of SAC, ICCB, ICCTA, IBHE and other participating agencies, as well as my own professional integrity.
4. I agree to uphold the SAC Code of Conduct, and I understand that a violation of that code of conduct can result in my dismissal from SAC.

Print Name: _____

Signature: _____

Date: _____

Advisory Groups to the Illinois Community College Board

ICCB Advisory Organizations

The following organizations have been designated as 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
5. Adult Education Advisory Committee
6. Latino Advisory Committee
7. Illinois Community College System Foundation

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. 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.

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 39 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.

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.

ICCB 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.

Adult Education Advisory Committee

Public Act 91-0830 provides for governance of Adult Education and Family Literacy (AEFL) by the Illinois Community College Board, stating the agency “shall establish an advisory council consisting of all categories of eligible providers; agency partners, such as the State Board of Education, the Department of Human Services, the Illinois Department of Employment Security, the Secretary of State Literacy Program; and other stakeholders to identify, deliberate, and make recommendations to the State Board on adult education policy and priorities.”

Latino Advisory Committee

The Latino Advisory Committee was established by the Illinois Community College Board in February 2009 to address issues facing Latinos in accessing educational opportunities through community colleges and adult education.

Illinois Community College System Foundation

The Illinois Community College System Foundation (ICCSF) is a 501c(3) non-profit charitable organization that exists to support the colleges of the Illinois Community College System as well as their students and staff. ICCSF provides support through a number of student scholarships, special endowments, and the ownership and maintenance of the Harry L. Crisp II Illinois Community College Center Building at 401 E. Capitol Ave., Springfield, IL, where the ICCB and ICCTA are housed.

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.

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.

ICCB 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:

AAACE	American Association for Adult and Continuing Education
AACC	American Association of Community Colleges
AASCU	American Association of State Colleges and Universities
ABE	Adult Basic Education
ABS	Adult Basic Skills
ACCT	Association of Community College Trustees
ACE	American Council on Education
ADA	Americans with Disabilities Act
AEFLA	Adult Education and Family Literacy Act
AIS	Accounting Information System
ALRC	Adult Learning Resource Center
AP	Advanced Placement
APC	Area Planning Council
ASE	Adult Secondary Education
AY	academic year
BFR	Budgeting for Results
BLS	Bureau of Labor Statistics
CAEL	Council for Adult and Experiential Learning
CAIT	Center for the Application of Information Technologies
CAO	Chief Academic Officer
CASE	Council for the Advancement and Support of Education
CBO	community-based organization
CCA	Complete College America
CCRS	College and Career Readiness Standards
CDB	Capital Development Board
CEU	continuing education unit
CFO	Chief Financial Officer
CIAESC	Central Illinois Adult Education Service Center
CIO	Chief Information Officer
CIP	Classification of Instructional Programs
CLASP	Center for Law and Social Policy
CLEP	College Level Examination Program
CMS	Central Management Services
COABE	Commission on Adult Basic Education
COGFA	Commission on Government Forecasting and Accountability
CPPRT	Corporate Personal Property Replacement Tax
CQI	Continuous Quality Improvement
CSSO	Chief Student Services Officer
CTE	career and technical education

DAISi Data and Information System Illinois
DCEO Department of Commerce and Economic Opportunity
DHS Department of Human Services
DJJ Department of Juvenile Justice
DOL Department of Labor
DoIT Department of Innovation and Technology
EAF Educational Assistance Fund
EAV equalized assessed valuation
EBRI Evidence-Based Reading Instruction
ECS Education Commission of the States
ED U.S. Department of Education
EDR Economic Development Region
EFL Educational Functioning Level
ELA English Language Acquisition
ELL English Language Learner
E.O. Executive Order
ESSA Every Student Succeeds Act
ESL English as a Second Language
ESLTP Early School Leaver Transition Program
ETS Education Testing Service
FAFSA Free Application for Federal Student Aid
FAUPL Final Agreed Upon Performance Levels
FEIN Federal employer identification number
FERPA Family Educational Rights and Privacy Act
FTE full-time equivalent
FY fiscal year
GAAP Generally Accepted Accounting Procedures
GATA Grant Accountability and Transparency Act
GED General Education Development
GOMB Governor's Office of Management and Budget
GRF General Revenue Fund
GSF gross square feet
HB House Bill (Illinois)
HBCUs Historically Black Colleges and Universities
HCCTP Highway Construction Careers Training Program
HECA Higher Education Cooperation Act
HiSET High School Equivalency Test
HJR House Joint Resolution (Illinois)
HLC Higher Learning Commission
HR House Resolution (Illinois)
HSE High School Equivalency
HSIs Hispanic Serving Institutions
FOIA Freedom of Information Act

IACEA	Illinois Adult and Continuing Educators Association
IACTE	Illinois Association of Career and Technical Education
IAI	Illinois Articulation Initiative
IAIR	Illinois Association of Institutional Researchers
IBEA	Illinois Business Educators Association
IBHE	Illinois Board of Higher Education
ICBCHE	Illinois Committee on Black Concerns in Higher Education
ICCAROO	Illinois Community College Admissions and Registration Officers Organization
ICCCA	Illinois Council of Community College Administrators
ICCCAO	Illinois Community College Chief Academic Officers
ICCCFO	Illinois Community College Chief Financial Officers
ICCCP	Illinois Council of Community College Presidents
ICCCSO	Illinois Community College Chief Student Service Officers
ICCET	Illinois Council for Continuing Education and Training
ICCFA	Illinois Community College Faculty Association
ICCSAA	Illinois Community College Student Activities Association
ICCSF	Illinois Community College System Foundation
ICCTA	Illinois Community College Trustees Association
ICLEA	Illinois Campus Law Enforcement Association
IDEALS	Illinois Digital Environment for Access to Learning and Scholarship
IDES	Illinois Department of Employment Security
IDFPR	Illinois Department of Financial and Professional Regulation
IDOC	Illinois Department of Corrections
IDOT	Illinois Department of Transportation
IDPH	Illinois Department of Public Health
IDVA	Illinois Department of Veterans Affairs
IEMA	Illinois Emergency Management Agency
IGEN	Illinois Green Economy Network
ILCCO	Illinois Community Colleges Online
ILDS	Illinois Longitudinal Data System
IMSA	Illinois Mathematics and Science Academy
INCCRRA	Illinois Network of Child Care Resource and Referral Agencies
IPEDS	Integrated Postsecondary Education Data System
IR	institutional research
ISAC	Illinois Student Assistance Commission
ISBE	Illinois State Board of Education
ITTF	Illinois Terrorism Task Force
IWIB	Illinois Workforce Innovation Board
JCAR	Joint Committee on Administrative Rules
JRTC	James R. Thompson Center
LEA	local education agency
LEED	Leadership in Energy and Environmental Design
LEP	Limited English Proficiency

LRB Legislative Reference Bureau
LRU Legislative Research Unit
LWIB Local Workforce Innovation Board
MAP Monetary Award Program
MCMC Multi State Collaborative on Military Credit
MIS management information systems
MOA Methods of Administration
MOE maintenance of effort
MOU memorandum of understanding
NAEPDC National Adult Education Professional Development Consortium
NCES National Center for Education Statistics
NCHEMS National Center for Higher Education Management Systems
NCPN National Career Pathways Network
NCSL National Conference of State Legislatures
NGA National Governors Association
NJCAA National Junior College Athletic Association
NRS National Reporting System
OCCRL Office of Community College Research and Leadership
OCR Office of Civil Rights (U.S.)
OCTAE Office of Career, Technical, and Adult Education (U.S.)
OMA Open Meetings Act
OPE Office of Postsecondary Education (U.S.)
P.A. Public Act (Illinois)
PCS Program Classification System
PD professional development
PIO Public Information Officer
PLA Prior Learning Assessment
RAMP/CC Resource Allocation and Management Plan for Community Colleges
RFP Request for Proposal
ROE Regional Office of Education
ROI return on investment
SAC Student Advisory Committee
SAMS State Accounting Management System
SB Senate Bill (Illinois)
SBDC Small Business Development Center
SEA Service Efforts and Accomplishments
SEOC State Emergency Operations Center
SERS State Employees Retirement System
SHEEO State Higher Education Executive Officers
SICCM Southern Illinois Collegiate Common Market
SJR Senate Joint Resolution (SJR)
SNAP Supplemental Nutrition Assistance Program
SIPDC Southern Illinois Professional Development Center

SLI Student Leadership Institute
SR Senate Resolution (Illinois)
STEM science, technology, engineering, and mathematics
SUCSS State Universities Civil Service System
SURS State Universities Retirement System
SVA Student Veterans Association
TANF Temporary Assistance for Needy Families
TESOL Teachers of English to Speakers of Other Languages
TOEFL Test of English as a Foreign Language
USGBC United States Green Building Council
VA Veterans Administration (U.S.)
WESP Workforce Education Strategic Plan
WeTrain Training Resource Information Network
WIOA Workforce Innovation and Opportunity Act of 2014

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