

TITLE 23: EDUCATION AND CULTURAL RESOURCES
SUBTITLE A: EDUCATION
CHAPTER VII: ILLINOIS COMMUNITY COLLEGE BOARD

PART 1501
ADMINISTRATION OF THE ILLINOIS PUBLIC COMMUNITY COLLEGE ACT
SUBPART A: ILLINOIS COMMUNITY COLLEGE BOARD ADMINISTRATION

10	Section	
11	1501.101	Definition of Terms and Incorporations by Reference
12	1501.102	Advisory Groups
13	1501.103	Rule Adoption (Recodified)
14	1501.104	Manuals
15	1501.105	Advisory Opinions
16	1501.106	Executive Director
17	1501.107	Information Request (Recodified)
18	1501.108	Organization of ICCB (Repealed)
19	1501.109	Appearance at ICCB Meetings (Repealed)
20	1501.110	Appeal Procedure
21	1501.111	Reporting Requirements (Repealed)
22	1501.112	Certification of Organization (Repealed)
23	1501.113	Administration of Detachments and Subsequent Annexations
24	1501.114	Recognition
25	1501.115	Data Repository
26	1501.116	Use, Security and Confidentiality of Data
27	1501.117	Shared Data Agreements
28	1501.118	Processing Fees

SUBPART B: LOCAL DISTRICT ADMINISTRATION

32	Section	
33	1501.201	Reporting Requirements
34	1501.202	Certification of Organization
35	1501.203	Delineation of Responsibilities
36	1501.204	Maintenance of Documents or Information
37	1501.205	Recognition Standards (Repealed)
38	1501.206	Approval of Providers of Training for Trustee Leadership Training
39	<u>1501.207</u>	<u>Local District Board Member Vacancy</u>

SUBPART C: PROGRAMS

43 Section

44	1501.301	Definition of Terms
45	1501.302	Units of Instruction, Research, and Public Service
46	1501.303	Program Requirements
47	1501.304	Statewide and Regional Planning
48	1501.305	College, Branch, Campus, and Extension Centers
49	1501.306	State or Federal Institutions (Repealed)
50	1501.307	Cooperative Agreements
51	1501.308	Reporting Requirements
52	1501.309	Course Classification and Applicability
53	1501.310	Acceptance of Private Business Vocational School Credits by Community
54		Colleges in Select Disciplines
55	1501.311	Credit for Prior Learning
56	1501.312	Extension of Curricular/Credit Courses
57	1501.313	Dual Credit

58

SUBPART D: STUDENTS

59

60
61 Section

62	1501.401	Definition of Terms (Repealed)
63	1501.402	Admission of Students
64	1501.403	Student Services
65	1501.404	Academic Records
66	1501.405	Student Evaluation
67	1501.406	Reporting Requirements

68

SUBPART E: FINANCE

69

70
71 Section

72	1501.501	Definition of Terms
73	1501.502	Financial Planning
74	1501.503	Audits
75	1501.504	Budgets
76	1501.505	Student Tuition
77	1501.506	Published Financial Statements
78	1501.507	Credit Hour Claims
79	1501.508	Special Populations Grants (Repealed)
80	1501.509	Workforce Preparation Grants (Repealed)
81	1501.510	Reporting Requirements
82	1501.511	Chart of Accounts
83	1501.512	Pipeline for the Advancement of the Healthcare Workforce Program (PATH)
84		Grants
85	1501.514	Business Assistance Grants (Repealed)
86	1501.515	Advanced Technology Equipment Grant (Repealed)

- 87 1501.516 Deferred Maintenance Grants
- 88 1501.517 Retirees Health Insurance Grants (Repealed)
- 89 1501.518 Uncollectible Debts (Repealed)
- 90 1501.519 Special Initiatives Grants
- 91 1501.520 Lincoln's Challenge Scholarship Grants
- 92 1501.521 Technology Enhancement Grants (Repealed)
- 93 1501.522 Deferred Maintenance Grants (Repealed)
- 94 1501.523 Foundation Matching Grants (Repealed)

95

96 **SUBPART F: CAPITAL PROJECTS**

97

98 **Section**

- 99 1501.601 Definition of Terms
- 100 1501.602 Approval of Capital Projects
- 101 1501.603 State Funded Capital Projects
- 102 1501.604 Locally Funded Capital Projects
- 103 1501.605 Project Changes (Repealed)
- 104 1501.606 Progress Reports (Repealed)
- 105 1501.607 Reporting Requirements
- 106 1501.608 Approval of Projects from 110 ILCS 805/3-20.3.01
- 107 1501.609 Completion of Projects from 110 ILCS 805/3-20.3.01
- 108 1501.610 Demolition of Facilities

109

110 **SUBPART G: STATE COMMUNITY COLLEGE**

111

112 **Section**

- 113 1501.701 Definition of Terms (Repealed)
- 114 1501.702 Applicability (Repealed)
- 115 1501.703 Recognition (Repealed)
- 116 1501.704 Programs (Repealed)
- 117 1501.705 Finance (Repealed)
- 118 1501.706 Personnel (Repealed)
- 119 1501.707 Facilities (Repealed)

120

121 **SUBPART H: PERSONNEL**

122

123 **Section**

- 124 1501.801 Definition of Terms
- 125 1501.802 Sabbatical Leave
- 126 1501.803 Employment Contracts
- 127 1501.804 President and Chancellor Performance Review

128

- 129 1501.APPENDIX A Fee Schedule for Data Matching

130
131
132
133
134
135
136
137
138
139
140
141
142
143
144
145
146
147
148
149
150
151
152
153
154
155
156
157
158
159
160
161
162
163
164
165
166
167
168
169
170
171
172

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

SOURCE: Adopted at 6 Ill. Reg. 14262, effective November 3, 1982; codified at 7 Ill. Reg. 2332; amended at 7 Ill. Reg. 16118, effective November 22, 1983; Sections 1501.103, 1501.107 and 1501.108 recodified to 2 Ill. Adm. Code 5175 at 8 Ill. Reg. 6032; amended at 8 Ill. Reg. 14262, effective July 25, 1984; amended at 8 Ill. Reg. 19383, effective September 28, 1984; emergency amendment at 8 Ill. Reg. 22603, effective November 7, 1984, for a maximum of 150 days; emergency amendment at 8 Ill. Reg. 24299, effective December 5, 1984, for a maximum of 150 days; amended at 9 Ill. Reg. 3691, effective March 13, 1985; amended at 9 Ill. Reg. 9470, effective June 11, 1985; amended at 9 Ill. Reg. 16813, effective October 21, 1985; amended at 10 Ill. Reg. 3612, effective January 31, 1986; amended at 10 Ill. Reg. 14658, effective August 22, 1986; amended at 11 Ill. Reg. 7606, effective April 8, 1987; amended at 11 Ill. Reg. 18150, effective October 27, 1987; amended at 12 Ill. Reg. 6660, effective March 25, 1988; amended at 12 Ill. Reg. 15973, effective September 23, 1988; amended at 12 Ill. Reg. 16699, effective September 23, 1988; amended at 12 Ill. Reg. 19691, effective November 15, 1988; amended at 13 Ill. Reg. 1182, effective January 13, 1989; amended at 13 Ill. Reg. 14904, effective September 12, 1989; emergency amendment at 14 Ill. Reg. 299, effective November 9, 1989, for a maximum of 150 days; emergency amendment expired on April 9, 1990; amended at 14 Ill. Reg. 4126, effective March 1, 1990; amended at 14 Ill. Reg. 10762, effective June 25, 1990; amended at 14 Ill. Reg. 11771, effective July 9, 1990; amended at 14 Ill. Reg. 13997, effective August 20, 1990; expedited correction at 18 Ill. Reg. 3027, effective August 20, 1990; amended at 15 Ill. Reg. 10929, effective July 11, 1991; amended at 16 Ill. Reg. 12445, effective July 24, 1992; amended at 16 Ill. Reg. 17621, effective November 6, 1992; amended at 17 Ill. Reg. 1853, effective February 2, 1993; amended at 18 Ill. Reg. 4635, effective March 9, 1994; amended at 18 Ill. Reg. 8906, effective June 1, 1994; amended at 19 Ill. Reg. 2299, effective February 14, 1995; amended at 19 Ill. Reg. 2816, effective February 21, 1995; amended at 19 Ill. Reg. 7515, effective May 26, 1995; amended at 21 Ill. Reg. 5891, effective April 22, 1997; amended at 22 Ill. Reg. 2087, effective January 12, 1998; amended at 22 Ill. Reg. 17472, effective July 10, 1998; amended at 24 Ill. Reg. 249, effective December 21, 1999; amended at 24 Ill. Reg. 17522, effective November 20, 2000; amended at 25 Ill. Reg. 7161, effective May 18, 2001; emergency amendment at 25 Ill. Reg. 12863, effective September 28, 2001, for a maximum of 150 days; emergency expired February 24, 2002; amended at 26 Ill. Reg. 646, effective January 7, 2002; amended at 27 Ill. Reg. 17204, effective October 31, 2003; amended at 28 Ill. Reg. 14092, effective October 18, 2004; amended at 29 Ill. Reg. 6239, effective April 25, 2005; amended at 30 Ill. Reg. 2755, effective February 21, 2006; amended at 32 Ill. Reg. 16396, effective September 23, 2008; amended at 40 Ill. Reg. 14054, effective September 29, 2016; amended at 41 Ill. Reg. 11274, effective August 28, 2017; amended at 41 Ill. Reg. 15723, effective December 18, 2017; amended at 42 Ill. Reg. 2819, effective January 24, 2018; amended at 42 Ill. Reg. 18869, effective October 3, 2018; amended at 42 Ill. Reg. 24855, effective December 17, 2018; amended at 43 Ill. Reg. 7454, effective June 20, 2019; amended at 44 Ill. Reg. 18680, effective November 13, 2020; amended at 45 Ill. Reg. 1616, effective January 21, 2021;

173 amended at 45 Ill. Reg. 12514, effective September 21, 2021; emergency amendment at 46 Ill.
 174 Reg. 15357, effective August 24, 2022, for a maximum of 150 days; emergency expired January
 175 20, 2023; amended at 47 Ill. Reg. 2227, effective February 1, 2023; amended at 47 Ill. Reg.
 176 11426, effective July 11, 2023; amended at 47 Ill. Reg. 14801, effective October 6, 2023;
 177 amended at 48 Ill. Reg. _____, effective _____.

178
 179 **SUBPART B: LOCAL DISTRICT ADMINISTRATION**

180
 181 **Section 1501.201 Reporting Requirements**

182
 183 Complete and accurate reports shall be submitted by the district/college to ICCB in accordance
 184 with ICCB requirements and on forms provided by ICCB, where applicable. Listed in this
 185 Section is the schedule of due dates indicating when items from the community colleges are due
 186 at the Illinois Community College Board Office:
 187

- January 15 • annual financial statements and notice of publication (see Section 1501.506)
- January 31 • certificate of tax levy (see Section 1501.510(df))
- February 1 • annual African American Employment Plan Survey (see Section 1501.308(b))
 • annual Asian Employment Plan Survey (see Section 1501.308(b))
 • annual Bilingual Needs and Bilingual Pay Survey (see Section 1501.308(b))
 • annual Hispanic/Latino Employment Plan Survey (see Section 1501.308(b))
 • Annual Native American Employment Plan Survey (see Section 1501.308(b))
- February 15 • spring semester (2nd term) enrollment survey (see Section 1501.406(b))
- March 1 • annual Underrepresented Groups Report (see Section 1501.406(c))
- March 31 • policies for the award of academic credit for prior learning (see Section 1501.311(a))
- June 15 • annual faculty and staff salary and benefits data (see Section 1501.308(a))
- July 15 • report of out-of-state extensions (see Section 1501.312(d)(4))
 • annual noncredit course enrollment N1 (see Section 1501.406(d))
- August 1 • annual student enrollment and completion data (see Section 1501.406(a))
 • Resource Allocation and Management Plan (RAMP/CC) (see Section 1501.510(a))
 • annual tuition and fees survey (see Section 510(e))
 • Facilities data (see Section 1501.607)

- September 1
 - budget and tax survey (see Section 1501.510(c~~d~~))
 - program review report (see Section 1501.303(d)(7))
 - program review listing (see Section 1501.303(d)(7))
 - annual Student Identification data submission (see Section 1501.406(f))
 - annual report of student course information submission (see Section 1501.406(g))
- October 1
 - fall semester enrollment data (see Section 1501.406(a))
 - fall semester enrollment survey (see Section 1501.406(b))
- October 15
 - fiscal year budget (see Section 1501.504)
- November 1
 - summer graduate reporting (for the Integrated Postsecondary Education Data System Graduation Rate Survey) (see Section 1501.406(e))
- November 15
 - faculty, staff, and salary data (see Section 1501.308(a))
- December 30
 - external audit (see Section 1501.503(a))
 - annual instructional cost report (see Section 1501.510(b~~e~~))
 - unexpended special initiative grant funds return report (see Section 1501.519(d))
- 30 days after the end of each term
 - credit hour claims (see Section 1501.507(a))

188
189
190
191
192
193
194
195
196
197
198
199
200
201
202
203
204
205

(Source: Amended at 48 Ill. Reg. _____, effective _____)

Section 1501.207 Local District Board Member Vacancy

- a) Within five working days after a vacancy occurs on an elected board of trustees, the chair of the board of trustees shall notify the ICCB in writing of the name of the trustee and the date of vacancy.
- b) The remaining members shall fill the vacancy in accordance with Section 3-7 of the Act. [110 ILCS 805]. Upon filling the vacancy, the chair of the board of trustees shall notify the ICCB in writing of the name of the newly appointed trustee and the effective date of the appointment.
- c) If the remaining members fail so to act within 60 days after the vacancy occurs, the chair of the ICCB shall fill the vacancy in accordance with Section 3-7 of the Act. [110 ILCS 805].

(Source: Added at 48 Ill. Reg. _____, effective _____)

SUBPART E: FINANCE

Section 1501.503 Audits

- a) External Audits.
 - 1) A copy of the annual external audit shall be submitted electronically to ICCB on or before December 30 following the close of the fiscal year. If the audit cannot be completed by this date, the district may submit a request for extension of time to the Executive Director on or before December 30~~before November 15~~ following the close of the fiscal year. This request shall be with an explanation of the circumstances that cause the report to be delayed, along with an estimated date for submission.
 - 2) An audit report shall contain financial statements composed of the funds established in Section 1501.511, a comment on internal control, a comment on basis of accounting, uniform financial statements prepared using the modified accrual basis of accounting, a certificate of chargeback verification and a State grant compliance section that includes a schedule of enrollment data, a proof of enrollment data, a description of the process for verifying residency status, a schedule of the district equalized assessed valuation, schedules for the restricted/special initiative grants distributed by ICCB and received by the district in the manner and format established by ICCB, and a schedule of federal financial assistance and related reports as prescribed by the federal Office of Management and Budget.
 - 3) Each ICCB restricted or special initiatives grant shall verify that grant funds received by the district were expended in the manner designated by ICCB. ICCB shall designate allowable expenditures for each of the restricted or special initiatives grants to include, but not be limited to, salary and benefits, contractual services, materials, instructional and office equipment, staff development, and travel. The external audit shall include an auditor's report on compliance with State requirements, along with a balance sheet and a statement of revenues and expenditures based upon an understanding of the purpose of the grant, allowable expenditures, expenditure limitations, grant administrative standards, and transfer of funds, if applicable.
- b) Confirmation of ICCB Grants. To confirm district records, a district shall provide a copy of ICCB allocation of grants to its external auditor. External auditing firms can confirm allocations using the community college Operating Budget and

249 Technical Appendix located on the ICCB website.

250

251 (Source: Amended at 48 Ill. Reg. _____, effective _____)

252

253 **Section 1501.510 Reporting Requirements**

254

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

257

258 a) Resource Allocation and Management Plan (RAMP) data by August 1 of each
259 year.

260

261 b) Annual Instruction Cost Report in a format prescribed by ICCB for the previous
262 fiscal year by December ~~30~~³¹ following the end of that fiscal year.

263

264 c) A survey of local budget and tax extensions and collections by September 1 of
265 each year.

266

267 d) Certificate of Tax Levy by January 31 of each year.

268

269 e) Annual tuition and fees survey by August 1 of each year.

270

271 (Source: Amended at 48 Ill. Reg. _____, effective _____)

272

273 **Section 1501.512 Pipeline for the Advancement of the Healthcare Workforce Program**
274 **(PATH) Grants**

275

276 a) PATH grant funds shall be determined annually by allocating the appropriation
277 for this program among each community college district in accordance with the
278 funding formula approved by the ICCB. The formula shall include:

279

280 1) Base Funding. A base allocation of \$100,000 per district. The base
281 allocation may be prorated if the amount of funds appropriated for this
282 program are insufficient.

283

284 2) Student Completion Funding. Each district shall receive an additional
285 amount based upon the average number of completions of students
286 enrolled in eligible healthcare programs in the most recent academic year
287 for which the board has collected data and the two prior academic years.

288

289 3) Prioritized Programs. Student completions shall be weighted based upon
290 statewide~~local~~ industry workforce demand as determined by the State
291 Board~~that community college~~. Non-prioritized programs will be funded at

292 67 percent of the amount allocated per completion to prioritized programs.
293 This weighting may be adjusted if the amount of funds appropriated are
294 insufficient.
295

296 b) The ICCB will post on its website (www.iccb.org) the list of eligible healthcare
297 programs by Classification of Instructional Program codes and identify those
298 programs that are prioritized for purposes of the funding formula.
299

300 c) The target population for each community college district receiving grant funds
301 shall include, but not be limited to, incumbent workers who are already in the
302 workforce looking to continue their education and advance their careers in a
303 healthcare pathway and new students entering in a healthcare pathway with ~~an~~
304 locally identified need for support as determined by that community college.
305

306 d) When sufficient funding is available, the ICCB shall publish on its website the
307 planned PATH grant allocation to each district, implementation plan template,
308 budget template, and ~~using the~~ standard ~~GATA~~ grant application.
309

310 e) Each district shall submit an application, implementation plan, and budget using
311 forms prescribed by the ICCB in subsection (d). These documents may be
312 submitted no later than the date specified by ICCB on its website. The deadline
313 will provide districts with at least 30 calendar days in which to submit their
314 documents.
315

316 f) The ICCB shall execute an intergovernmental grant agreement with each district
317 for the distribution of PATH grant funds. Grant funds shall be vouchered to each
318 community college district according to the terms of the agreement.
319

320 g) The plan (see subsection (e)) shall represent the programmatic elements that are
321 necessary for each institution to execute the PATH program. The plan should
322 track closely, where appropriate, with the budget submitted. The plan elements
323 themselves will be tied directly to the grant agreement executed for each college
324 in order to access funding.
325

326 h) The expenditure of PATH grant funds is limited to those credit and non-credit
327 programs identified as eligible healthcare programs for the purposes of the
328 funding formula in subsection (a)(2), unless specifically approved in writing by
329 the ICCB. All programs developed or supported through this grant should be part
330 of a healthcare pathway.
331

332 i) Allowable expenditures of funds, as submitted in the implementation plan, will be
333 specified in an intergovernmental grant agreement executed with each community
334 college district. Colleges should consider capacity-building activities as well as

335 broad, wrap around services and supports for students as a key part of program
336 development.

337
338 j) Each community college district receiving grant funds shall administer an exit
339 survey to each student near or upon program completion. This survey shall, at a
340 minimum, ask students to identify their post completion employment or
341 education.

342
343 kj) PATH grant funds shall be accounted for in a restricted purpose fund.

344
345 lk) PATH grant funds shall be expended by the date specified in the
346 intergovernmental grant agreement. If the grant agreement allows, goods and
347 services for which funds have been obligated by the contract end date shall be
348 received and paid for not later than 60 days after the grant agreement end date.
349 Unexpended funds shall be returned to ICCB pursuant to the provisions of the
350 Illinois Grant Funds Recovery Act [30 ILCS 705].

351
352 ml) PATH grant funds not used in accordance with the terms specified in the
353 intergovernmental grant agreement, regardless of the amount, shall be returned to
354 ICCB within six months after receipt of the external audit report by ICCB or other
355 identification of improper expenditures subsequently verified by ICCB.

356
357 nm) Each community college district receiving grant funds shall file a programmatic
358 and financial report with the ICCB in a format prescribed by the ICCB, and in
359 accordance with the terms of the intergovernmental grant agreement, detailing
360 how the funds were utilized. The frequency and due dates of the reports shall be
361 specified in the grant agreement.

362
363 (Source: Amended at 48 Ill. Reg. _____, effective _____)