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3 CHAPTER VII: ILLINOIS COMMUNITY COLLEGE BOARD

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122

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129

130 1501.APPENDIX A Fee Schedule for Data Matching

131

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

134

135 SOURCE: Adopted at 6 Ill. Reg. 14262, effective November 3, 1982; codified at 7 Ill. Reg.
 136 2332; amended at 7 Ill. Reg. 16118, effective November 22, 1983; Sections 1501.103, 1501.107
 137 and 1501.108 recodified to 2 Ill. Adm. Code 5175 at 8 Ill. Reg. 6032; amended at 8 Ill. Reg.
 138 14262, effective July 25, 1984; amended at 8 Ill. Reg. 19383, effective September 28, 1984;
 139 emergency amendment at 8 Ill. Reg. 22603, effective November 7, 1984, for a maximum of 150
 140 days; emergency amendment at 8 Ill. Reg. 24299, effective December 5, 1984, for a maximum of
 141 150 days; amended at 9 Ill. Reg. 3691, effective March 13, 1985; amended at 9 Ill. Reg. 9470,
 142 effective June 11, 1985; amended at 9 Ill. Reg. 16813, effective October 21, 1985; amended at
 143 10 Ill. Reg. 3612, effective January 31, 1986; amended at 10 Ill. Reg. 14658, effective August
 144 22, 1986; amended at 11 Ill. Reg. 7606, effective April 8, 1987; amended at 11 Ill. Reg. 18150,
 145 effective October 27, 1987; amended at 12 Ill. Reg. 6660, effective March 25, 1988; amended at
 146 12 Ill. Reg. 15973, effective September 23, 1988; amended at 12 Ill. Reg. 16699, effective
 147 September 23, 1988; amended at 12 Ill. Reg. 19691, effective November 15, 1988; amended at
 148 13 Ill. Reg. 1182, effective January 13, 1989; amended at 13 Ill. Reg. 14904, effective September
 149 12, 1989; emergency amendment at 14 Ill. Reg. 299, effective November 9, 1989, for a
 150 maximum of 150 days; emergency amendment expired on April 9, 1990; amended at 14 Ill. Reg.
 151 4126, effective March 1, 1990; amended at 14 Ill. Reg. 10762, effective June 25, 1990; amended
 152 at 14 Ill. Reg. 11771, effective July 9, 1990; amended at 14 Ill. Reg. 13997, effective August 20,
 153 1990; expedited correction at 18 Ill. Reg. 3027, effective August 20, 1990; amended at 15 Ill.
 154 Reg. 10929, effective July 11, 1991; amended at 16 Ill. Reg. 12445, effective July 24, 1992;
 155 amended at 16 Ill. Reg. 17621, effective November 6, 1992; amended at 17 Ill. Reg. 1853,
 156 effective February 2, 1993; amended at 18 Ill. Reg. 4635, effective March 9, 1994; amended at
 157 18 Ill. Reg. 8906, effective June 1, 1994; amended at 19 Ill. Reg. 2299, effective February 14,
 158 1995; amended at 19 Ill. Reg. 2816, effective February 21, 1995; amended at 19 Ill. Reg. 7515,
 159 effective May 26, 1995; amended at 21 Ill. Reg. 5891, effective April 22, 1997; amended at 22
 160 Ill. Reg. 2087, effective January 12, 1998; amended at 22 Ill. Reg. 17472, effective July 10,
 161 1998; amended at 24 Ill. Reg. 249, effective December 21, 1999; amended at 24 Ill. Reg. 17522,
 162 effective November 20, 2000; amended at 25 Ill. Reg. 7161, effective May 18, 2001; emergency
 163 amendment at 25 Ill. Reg. 12863, effective September 28, 2001, for a maximum of 150 days;
 164 emergency expired February 24, 2002; amended at 26 Ill. Reg. 646, effective January 7, 2002;
 165 amended at 27 Ill. Reg. 17204, effective October 31, 2003; amended at 28 Ill. Reg. 14092,
 166 effective October 18, 2004; amended at 29 Ill. Reg. 6239, effective April 25, 2005; amended at
 167 30 Ill. Reg. 2755, effective February 21, 2006; amended at 32 Ill. Reg. 16396, effective
 168 September 23, 2008; amended at 40 Ill. Reg. 14054, effective September 29, 2016; amended at
 169 41 Ill. Reg. 11274, effective August 28, 2017; amended at 41 Ill. Reg. 15723, effective
 170 December 18, 2017; amended at 42 Ill. Reg. 2819, effective January 24, 2018; amended at 42 Ill.
 171 Reg. 18869, effective October 3, 2018; amended at 42 Ill. Reg. 24855, effective December 17,
 172 2018; amended at 43 Ill. Reg. 7454, effective June 20, 2019; amended at 44 Ill. Reg. 18680,

173 effective November 13, 2020; amended at 45 Ill. Reg. 1616, effective January 21, 2021;
174 amended at 45 Ill. Reg. 12514, effective September 21, 2021; emergency amendment at 46 Ill.
175 Reg. 15357, effective August 24, 2022, for a maximum of 150 days; emergency expired January
176 20, 2023; amended at 47 Ill. Reg. 2227, effective February 1, 2023; amended at 47 Ill. Reg.
177 11426, effective July 11, 2023; amended at 47 Ill. Reg. 14801, effective October 6, 2023;
178 amended at 48 Ill. Reg. 10170, effective June 25, 2024; amended at 50 Ill. Reg. 4131, effective
179 March 2, 2026; amended at 50 Ill. Reg. _____, effective _____.

180

181 SUBPART A: ILLINOIS COMMUNITY COLLEGE BOARD ADMINISTRATION

182

183 Section 1501.102 Standing Advisory Organizations~~Groups~~

184

185 a) Standing Advisory Organizations. The ICCB shall recognize the following
186 organizations as advisory to the Board.~~Advisory Organizations. Independent~~
187 ~~organizations may be considered by the ICCB to be advisory upon petition to the~~
188 ~~State Board. Independent organizations so recognized by the ICCB as "advisory"~~
189 ~~will have the opportunity to bring matters before the ICCB during a regular ICCB~~
190 ~~meeting and will have an opportunity to provide advice to the ICCB on proposed~~
191 ~~rule and policy adoptions and matters of interest to community colleges. An~~
192 ~~advisory organization may have its recognition status withdrawn by action of the~~
193 ~~ICCB or by request of the organization. Advisory organization recognition may~~
194 ~~be granted by the ICCB at the request of an organization that meets the following~~
195 ~~criteria:~~

196

197 1) The Illinois Community College Trustees Association or its successor
198 organization, as authorized under Section 3-55 of the Act.~~The organization~~
199 ~~exists independently of ICCB and any individual college;~~

200

201 2) The Adult Education and Family Literacy Advisory Council or its
202 successor organization, as authorized under Section 2-12 of the Act; ~~A~~
203 ~~primary purpose of the organization is to deal with matters of systemwide~~
204 ~~importance; and~~

205

206 3) A statewide organization representing community college presidents and
207 chancellors, as designated by resolution approved by the State Board; and
208 ~~Representatives of Illinois community college districts are included as~~
209 ~~voting members of the organization.~~

210

211 4) A statewide organization representing community college faculty, as
212 designated by resolution approved by the State Board.

213

214 b) An independent association, organization, committee, or group whose primary
215 purpose is to address matters of systemwide importance may be recognized as

216 advisory to the ICCB upon adoption of a resolution by the State Board. The ICCB
217 may withdraw an organization's advisory recognition at any time, or an
218 organization may voluntarily request withdrawal of its recognition.
219

220 c) Advisory organizations be provided the opportunity to bring matters before the
221 ICCB during a regular ICCB meeting and to provide comments to the ICCB on
222 proposed rules and policy actions, and other matters affecting the community
223 college system.
224

225 d) Advisory Committees. Advisory committees to the ICCB may be authorized and
226 appointed by the ICCB. Membership composition, scope, and terms of
227 appointment shall be established at the time the committee is authorized ~~of~~
228 authorization.
229

230 e) Student Advisory Committee (SAC).
231

232 1) Purpose. The purposes of the Student Advisory Committee ~~this committee~~
233 are to:
234

235 A) Review proposed ICCB policies;
236

237 B) Inform the ICCB of systemwide issues affecting ~~that impact~~ the
238 education and experience of community college students; and
239

240 C) Select the ICCB Student Member.
241

242 2) Membership. Each member of the Student Advisory Committee shall be
243 the nonvoting student member of the local district board of trustees. ~~For~~
244 ~~the case of~~ multi-college districts, the district's student trustee ~~of the~~
245 ~~district~~ shall automatically serve ~~be designated~~ as the voting member for
246 the individual college in which they are enrolled ~~where he or she attends~~. If
247 ~~at~~ the student trustee is unable to ~~member of the local district board of~~
248 ~~trustees cannot~~ serve, or and, for colleges within ~~that are part of~~ a multi-
249 college district not represented by the district's student trustee ~~member~~, the
250 district ~~district's~~ president or chancellor ~~chief executive officer~~ may
251 designate a student to serve as the voting member. No community
252 college shall have more than one voting member per college. The ICCB
253 Student Member shall ~~will~~ serve ex officio.
254

255 3) Officers. The Student Advisory Committee shall annually select the
256 following officers from its membership to serve a one-year term:
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258 A) Chair, who shall preside over SAC meetings;

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B) Vice Chair, who shall assist the Chair, preside in the Chair's absence, and represent SAC on the IBHE Student Advisory Committee; and

~~C) 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, who shall to record the minutes of all SAC meetings.~~

4) SAC Meetings. The Executive Director of ICCB, or designee, shall call SAC meetings as necessary and shall notify each local district board of trustees at least 30 days in advance of each meeting.

5) ICCB Meetings. ~~A The SAC~~ report from the Student Advisory Committee ~~may shall~~ be provided given at regular ICCB meetings.

f) Selection of ICCB Student Member. The SAC ~~shall will~~ seek nominations for the ICCB Student Member from all Illinois public community colleges. ~~Each A~~ college district may submit one nomination~~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.~~

1) personal information (e.g., name and address);

2) current and anticipated credit hours;

3) a description of college and community activities;

4) resume;

5) letters of reference; and

6) a statement of interest.

g) The ICCB Student Member shall be elected before June 1 by a majority vote of SAC members present, from among candidates who meet the~~all nominations who meet ICCB student~~ membership requirements described~~as delineated~~ in subsection (he).

302 he) Membership Requirements of ICCB Student Member. The ICCB Student
 303 Member shall be enrolled in an Illinois public community college for a minimum
 304 course load of six semester hours during both the fall and spring semesters, or
 305 equivalent for each term of ~~his/her~~ appointment. If the Student Member's course
 306 load ~~of the ICCB Student Member~~ falls below the required minimum credit hours,
 307 ~~the~~that member shall be replaced by a majority vote of the SAC members present
 308 at the next SAC meeting.

309
 310 if) Length of Term of ICCB Student Member. The ICCB Student Member shall
 311 serve for a one-year term~~term of one year~~ beginning ~~on~~ July 1 and ending~~expiring~~
 312 ~~on~~ June 30. No ~~ICCB~~-Student Member shall serve ~~for~~ more than two terms.
 313 Service during a partial term shall not constitute a full~~be considered as one~~ term.

314
 315 (Source: Amended at 50 Ill. Reg. _____, effective _____)

316
 317 **Section 1501.116 Use, Security and Confidentiality of Data**

318
 319 a) The ICCB and any entity~~entities~~ accessing ICCB data shall comply with all
 320 applicable federal and State laws governing~~which regulate~~ the privacy, ~~and use of,~~
 321 and disclosure of~~access to,~~ shared data. (See, e.g., the Family Educational Rights
 322 and Privacy Act (20 U.S.C.~~USC~~ 1232g); the Illinois School Student Records Act
 323 [105 ILCS 10]; the Data Processing Confidentiality Act [30 ILCS 585]; the
 324 Freedom of Information Act [5 ILCS 140]; Section 487 of the Higher Education
 325 Act of 1965, as amended (20 U.S.C.~~USC~~ 1094)).

326
 327 b) ICCB data is confidential and shall not be used or shared for any purpose other
 328 than ~~those that which is~~ directly related to the internal operations of the ICCB or
 329 those expressly authorized under a~~that which is stipulated in an ICCB~~ shared data
 330 agreement between the ICCB and~~with~~ another entity. Entities accessing ICCB
 331 data ~~are~~shall be responsible for complying with all~~meeting ICCB shared data~~
 332 ~~agreement~~ security procedures and protocols outlined in the applicable shared
 333 data agreement and in,~~pursuant to~~ Section 1501.117, to protect the integrity of ~~the~~
 334 data accessed, stored, transmitted, or received.

335
 336 c) Each college shall report any critical cybersecurity incident to the ICCB
 337 Executive Director within 24 hours of discovery. A cybersecurity incident is
 338 considered critical when it is severe in nature and results in significant operational
 339 disruption or damage at the institution, including but not limited to major
 340 infrastructure failures, loss of access to essential systems, or widespread
 341 compromise, exfiltration or exposure of data.

342
 343 d) Upon a receipt of a cybersecurity incident report, the ICCB shall immediately
 344 suspend the college's access to ICCB shared applications and data exchanges in

order to prevent further propagation of the threat. Access shall be reinstated once the college provides evidence, acceptable to the ICCB, that the incident has been contained and that appropriate protections have been restored.

(Source: Amended at 50 Ill. Reg. _____, effective _____)

SUBPART B: LOCAL DISTRICT ADMINISTRATION

Section 1501.201 Reporting Requirements

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

- January 15 • annual financial statements and notice of publication (see Section 1501.506)
- January 31 • certificate of tax levy (see Section 1501.510(d))
- 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~~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(e))~~
- 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 • annual faculty and staff salary and benefits data (see Section 1501.308(a))
 - 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~~**Facilities** data (see Section 1501.607)
- ~~September 1~~ • ~~budget and tax survey (see Section 1501.510(e))~~
- September 1 • 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(~~e~~**f**))
- annual report of student course information submission (see Section 1501.406(~~f~~**g**))
- budget and tax survey (see Section 1501.510(c))
- October 1 • fall semester enrollment data (see Section 1501.406(a))
- fall semester enrollment survey (see Section 1501.406(b))
- October 15 • annual student parent data and childcare center information (see Section 1501.406(g))
- ~~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(~~d~~**e**))
- certificate of credit hour claims (see Section 1501.510(f))
- November 15 • faculty, staff, and salary data (see Section 1501.308(a))
- December 30 • institutional plan for scaling evidence-based developmental education reforms (see Section 1501.314(d))
- external audit (see Section 1501.503(a))
- annual instructional cost report (see Section 1501.510(c))
- 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))

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(Source: Amended at 50 Ill. Reg. _____, effective _____)

SUBPART C: PROGRAMS

Section 1501.308 Reporting Requirements

A college shall submit the following specified items in a format prescribed by ICCB and according to the schedules indicated:

370 a) Annual salary data and basic characteristics, including but not limited to sex, date
371 of birth, ethnic classification, highest degree earned, tenure status, and
372 employment or teaching areas, of the faculty and staff employed by the college as
373 of November 1 shall be submitted on or before November 15 of each year. Fiscal
374 year data shall be submitted on or before ~~July~~June 15.
375

376 b) An annual African American Employment Plan Survey, Asian Employment Plan
377 Survey, Bilingual Needs and Bilingual Pay Survey, Hispanic/Latino Employment
378 Plan Survey, and Native American Employment Plan Survey submitted on or
379 before February 1. (See 5 ILCS 410.)
380

381 (Source: Amended at 50 Ill. Reg. _____, effective _____)
382

383 SUBPART D: STUDENTS
384

385 **Section 1501.406 Reporting Requirements**
386

387 A college shall submit the items listed in this Section in a format prescribed by ICCB and
388 according to the schedules indicated.
389

390 a) Basic characteristics, including sex, date of birth, ethnic classification, and
391 instructional area of enrollment, of each student enrolled in all courses offered for
392 credit during each term within the following schedule:
393

394 1) Students enrolled as of the end of the regular registration during the fall
395 term shall be reported on or before October 1 of that year.
396

397 2) Students enrolled and/or completing a certificate or degree program during
398 the fiscal year shall be reported on or before August 1.
399

400 b) Student headcount and full-time equivalent enrollments as of the end of regular
401 registration for fall and spring/winter terms within the following schedule:
402

403 1) Fall Term: On or before October 1
404

405 2) Spring Semester: On or before February 15
406

407 ~~e) An annual report on underrepresented groups submitted on or before March 1.~~
408

409 ~~c~~d) An annual noncredit course enrollment data submission (N1) on or before July 15.
410

411 ~~d~~e) Summer graduate reporting (for the Integrated Postsecondary Educational Data
412 System Graduation Rate Survey) submitted on or before November 1.

413
414 ef) An annual Student Identification data submission on or before September 1.

415
416 fg) An annual course submission on or before September 1.

417
418 g) An annual report on student parents and child care center information pursuant to
419 the Student Parent Data Collection Act [110 ILCS 149] on or before October 15.

420
421 (Source: Amended at 50 Ill. Reg. _____, effective _____)

422
423 SUBPART E: FINANCE

424
425 **Section 1501.503 Audits**

426
427 a) External Audits.

428
429 1) A copy of the annual external audit shall be submitted electronically to
430 ICCB on or before December 30 following the close of the fiscal year. If
431 the audit cannot be completed by this date, the district may submit a
432 request for extension of time to the Executive Director on or before
433 December 30 following the close of the fiscal year. This request shall be
434 with an explanation of the circumstances that cause the report to be
435 delayed, along with an estimated date for submission.

436
437 2) An audit report shall contain financial statements composed of the funds
438 established in Section 1501.511, a comment on internal control, a
439 comment on basis of accounting, uniform financial statements prepared
440 using the modified accrual basis of accounting, a certificate of per capita
441 cost~~chargeback verification~~ and a State grant compliance section that
442 includes a schedule of enrollment data, a proof of enrollment data, a
443 description of the process for verifying residency status, a schedule of the
444 district equalized assessed valuation, schedules for the restricted/special
445 initiative grants distributed by ICCB and received by the district in the
446 manner and format established by ICCB, and a schedule of federal
447 financial assistance and related reports as prescribed by the federal Office
448 of Management and Budget.

449
450 3) Each ICCB restricted or special initiatives grant shall verify that grant
451 funds received by the district were expended in the manner designated by
452 ICCB. ICCB shall designate allowable expenditures for each of the
453 restricted or special initiatives grants to include, but not be limited to,
454 salary and benefits, contractual services, materials, instructional and office
455 equipment, staff development, and travel. The external audit shall include

456 an auditor's report on compliance with State requirements, along with a
457 balance sheet and a statement of revenues and expenditures based upon an
458 understanding of the purpose of the grant, allowable expenditures,
459 expenditure limitations, grant administrative standards, and transfer of
460 funds, if applicable.

461
462 b) Confirmation of ICCB Grants. To confirm district records, a district shall provide
463 a copy of ICCB allocation of grants to its external auditor. External auditing
464 firms can confirm allocations using the community college Operating Budget and
465 Technical Appendix located on the ICCB website.

466
467 (Source: Amended at 50 Ill. Reg. _____, effective _____)

468
469 **Section 1501.510 Reporting Requirements**

470
471 A college shall submit the items listed in this Section in a format prescribed by ICCB and
472 according to the schedules indicated.

- 473
474 a) Resource Allocation and Management Plan (RAMP) data by August 1 of each
475 year.
476
477 b) Annual Instruction Cost Report in a format prescribed by ICCB for the previous
478 fiscal year by December 30 following the end of that fiscal year.
479
480 c) A survey of local budget and tax extensions and collections by September 1 of
481 each year.
482
483 d) Certificate of Tax Levy by January 31 of each year.
484
485 e) Annual tuition and fees survey by August 1 of each year.
486
487 f) Certificate of Credit Hour Claims by November 1 of each year.

488
489 (Source: Amended at 50 Ill. Reg. _____, effective _____)

490
491 **SUBPART F: CAPITAL PROJECTS**

492
493 **Section 1501.603 State-Funded Capital Projects**

- 494
495 a) Projects Eligible to Receive State Funds. State funds may be requested for capital
496 projects, both those to be purchased and those to be constructed, as defined in this
497 subsection (a). The funds shall be requested before construction and may include
498 or consist of architectural and engineering fees associated with the project. These

499 projects shall consist of:

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- 1) Buildings, Additions, and/or Structures (including fixed equipment).
Types of buildings that may be included are:
 - A) Administration and student personnel services facilities;
 - B) Central utility facilities;
 - C) Classrooms;
 - D) Fine and applied arts classrooms and laboratories;
 - E) Libraries;
 - F) Occupational technical, and semi-technical laboratories, shops and classrooms;
 - G) Other structures used for the operation and maintenance of the campus;
 - H) Physical education instructional facilities;
 - I) Science laboratories and related science facilities; and
 - J) Student areas appropriate to the needs of a commuter institution, including food services, lounge areas, study areas, storage lockers, child care facilities, and facilities for student activities such as newspaper editing and student government.
- 2) Land.
- 3) Movable Equipment.
- 4) Utilities (those beyond a five-foot perimeter of buildings).
- 5) Remodeling or Rehabilitation of Existing Facilities. These projects include provision for:
 - A) Access for students with disabilities;
 - B) Emergency repairs (including construction defects/deficiencies);

- 542 C) Energy conservation; and
- 543
- 544 D) Programmatic changes.
- 545
- 546 6) Site Improvements.
- 547
- 548 A) Clearance;
- 549
- 550 B) Drainage;
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- 552 C) Earth movement;
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- 554 D) Finish grading, seeding, landscaping;
- 555
- 556 E) Other work required to make land usable as a building site;
- 557
- 558 F) Parking; and
- 559
- 560 G) Streets and walkways.
- 561
- 562 7) Planning. A building project may be divided into sub-projects with
- 563 planning funds (architect or engineering fees) requested for one fiscal year
- 564 and construction funds requested in a subsequent year.
- 565
- 566 b) Application Criteria for New Construction Projects at the Primary Site. The
- 567 acquisition of buildings/additions/structures through construction of new facilities
- 568 or purchase of existing facilities includes planning, qualifying fixed and moveable
- 569 equipment as necessary to support the new facility, land acquisition required for
- 570 the facility, and any site improvements or utility work necessary to support the
- 571 facility. In order for capital projects for new construction to be considered for
- 572 State funding, the following requirements shall be met:
- 573
- 574 1) Certification of local board approval of the projects requested shall be
- 575 provided.
- 576
- 577 2) Certification shall be provided that funds or credits are available to
- 578 provide the local share of the cost of the projects in accordance with
- 579 Articles IIIA and V of the Act.
- 580
- 581 3) Certification shall be provided that a suitable construction site is available.
- 582 Suitability is determined through a site feasibility study and a Capital
- 583 Development Board technical evaluation. The feasibility study shall
- 584 address, at a minimum, the following:

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- A) The location of the site in relation to geography and population of the entire district and in relation to sites of the district's other colleges;
 - B) The impact on the surrounding environment, including the effect of increased traffic flow;
 - C) Accessibility to the site by existing and planned highways and/or streets;
 - D) Cost of development of the site in relation to topography, soil condition and utilities;
 - E) Size of the proposed site in relation to projected student population (as determined by census data) and land cost;
 - F) The number, location and characteristics (type of terrain, geography, roadway access, and suitability of the site for building purposes) of alternative sites considered; and
 - G) The location of the site in relation to existing institutions of higher education.
- 4) Requests for site acquisition shall include a local board of trustees authorization to purchase the site, a copy of the feasibility study, a local board of trustees resolution that local funds are available, a copy of the Capital Development Board evaluation, three appraisals of the property, and a written request for ICCB approval in addition to the information requested in the Resource Allocation and Management Plan/Community Colleges (RAMP/CC).
- 5) Evidence of need for the space requested shall be provided either on a general enrollment basis as specified in subsection (e)(1)(C) or a specific program need basis as specified in subsection (e)(1)(D).
- 6) The project shall be within the mission of a community college as set forth in Section 1-2(e) of the Act.
- c) Application Criteria for Remodeling and Rehabilitation Projects. Projects to remodel and rehabilitate a facility shall require submittal of the following:
- 1) An application on forms prescribed by ICCB;

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- 2) Certification of local board approval of the projects requested;
 - 3) Certification that funds or credits are available to provide the local share of the projects in accordance with Articles IIIA and V of the Act;
 - 4) A summary detailing the effects of the remodeling on space usage (classrooms, laboratories, offices, etc.); and
 - 5) A justification statement regarding the need to remodel.
- d) Application Criteria for Secondary Site Projects. Projects for the acquisition/construction of a new site and/or structure for purposes other than a primary site facility and projects for acquisition of sites and/or structures adjacent to the primary site shall require submittal of the following:
- 1) A resolution by the local board of trustees stating that:
 - A) Local funds or credits are available to provide the local share of the projects in accordance with Articles IIIA and V of the Act; and
 - B) The programs offered have been approved by ICCB and Illinois Board of Higher Education (IBHE) or approval of these stated programs by those boards is pending.
 - 2) Copies of at least two appraisals of the property.
 - 3) Proof that the condition of the facility is not a threat to public safety. This shall include tests of structural integrity, asbestos, toxic materials, underground storage tanks, and other hazardous conditions. (Findings regarding the existence of these hazards shall not prevent the procurement of the site/structure but the knowledge of the hazardous condition and any costs incurred in correcting the condition shall be incorporated into the total cost of procuring the facility.)
 - 4) Identification of the location of the site and its relationship to the main campus, community college facilities in contiguous districts, and other higher education facilities in contiguous districts.
 - 5) Identification of all estimated costs associated with the purchase and any subsequent construction and/or rehabilitation of the site/structure.

- 670 e) Site Purchase. Requests for State funds for land purchases not related to new
671 facilities acquisition will be evaluated based on the need to support existing
672 campus facilities and services. Requests must meet applicable criteria specified in
673 subsection (b) for land purchases at the primary site or subsection (d) for
674 secondary site projects.
675
- 676 f) Utilities. Utilities projects (beyond a five-foot perimeter of buildings) not related
677 to new facility acquisition will be evaluated based on the need to support existing
678 campus facilities and services.
679
- 680 g) Site Improvements. Site improvements not related to new facilities acquisition
681 will be evaluated in conjunction with the facilities to which they relate and other
682 demonstrated need.
683
- 684 h) Project Priority Criteria. All projects must meet requirements as stated in
685 Sections 5-3 and 5-4 of the Act. A maximum of 100 points will be awarded for
686 each submitted capital project. Capital project priorities will be established
687 according to the following criteria:
688
- 689 1) Type of Space (10%). Priorities will be assigned to colleges based on the
690 type of space to be constructed, purchased, improved, or remodeled (in
691 priority order). In the case of site purchases, utilities, and site
692 improvements not related to new facilities acquisition, priorities will be
693 assigned based upon the type of space associated with the project.
694
- 695 A) Instructional, study, office and student areas (all weighted equally):
696
- 697 i) Instructional space, including basic classrooms, lecture
698 halls, seminar rooms and other rooms used primarily for
699 scheduled instruction, both credit and noncredit. These
700 rooms may contain multimedia or telecommunications
701 equipment. Space used as classroom service, that is,
702 projection rooms, telecommunication control booths,
703 closets, etc., are included (FICM Codes 110-115).
704 Instructional space also includes laboratory facilities, both
705 class and open, used for instructional purposes and service
706 areas that serve as an extension of the activities of the
707 laboratory (FICM Codes 210-255).
708
- 709 ii) Study areas, including all library facilities, any rooms or
710 areas used by individuals at their convenience, general
711 learning labs, and any service areas necessary to support
712 the activities of these rooms (FICM Codes 410-455).

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- iii) Office facilities that provide work areas to support the academic, administrative, and service functions of the colleges. Also includes rooms such as student counseling rooms and testing areas, staff conference rooms, file rooms, and break rooms (FICM Codes 310-355).
 - iv) Student service areas include general use facilities such as child care facilities (FICM Codes 640 and 645), food service facilities (FICM Codes 630 and 635), lounge facilities (FICM Codes 650 and 655), merchandise areas such as bookstores, student supply stores, or ticket outlet services (FICM Codes 660 and 665), and rooms used for recreation and amusement (FICM Codes 670 and 675). Meeting rooms used by the institution or the general public for a variety of nonclass meetings also are included (FICM Codes 680 and 685).
- B) Support areas, including central administrative computer and telecommunications rooms, maintenance shops, garages, warehouses, and storage facilities (FICM Codes 710-765).
- C) Assembly areas, including theaters, auditoriums, arenas, exhibition rooms, and concert halls, used primarily for general presentations or performances (FICM Codes 610-625). Includes areas that serve as an extension of the activities in that facility.
- D) Physical education areas used for physical education instructional programs and intercollegiate and recreational activities. Includes areas such as gymnasiums, athletic courts, swimming pools, and other special use athletic facilities (FICM Codes 520, 523, and 525). (Does not include specific classrooms more appropriately classified under FICM Code series 100.)
- E) Special use facilities not included elsewhere, such as armory, armory services, media production services, clinics, etc. (FICM Codes 510, 515 and 530-590).
- 2) Core Campus Considerations (20%). Priorities will be assigned to colleges that do not have adequate core campus components in place. A core campus generally consists of classrooms, laboratories, student services, day care, learning resources/library, business and industry training services, and facilities to support high enrollment programmatic

- 756 areas.
757
- 758 3) Space Criteria/Considerations (20%). Utilization of existing space will be
759 calculated by annual full-time equivalent enrollment per net assignable
760 square feet (NASF) of the most recently completed fiscal year. Priority
761 will be assigned to those districts that have the highest utilization of
762 owned space.
763
- 764 4) Program Considerations (20%). Consideration will be given to the need
765 for special facilities based on the programs to be housed in the requested
766 facilities. Priorities will be assigned so that the greater the need for special
767 facilities, the higher the priority. Criteria evaluated for need will include
768 (not in priority order), but not be limited to:
769
- 770 A) Documented need as evidenced by the college's accountability and
771 productivity reviews;
772
- 773 B) Labor market demand for completers of the program (as indicated
774 by current manpower data);
775
- 776 C) Unavailability of special facilities needed for the program; and
777
- 778 D) Other special needs or measures as described in the program
779 justification statement submitted by the college with the project
780 request.
781
- 782 5) College Ranking (10%). Priorities will be assigned to projects that are
783 ranked as a high priority by the college.
784
- 785 6) Prior Commitment (10%). Additional consideration will be given to the
786 project if it had previous ICCB approval for planning or construction or a
787 commitment made through prior appropriations by the State.
788
- 789 7) Structural Considerations (5%). Additional consideration will be given for
790 structural considerations (in priority order).
791
- 792 A) Those projects that will reduce physical health and safety hazards
793 to the student body and staff (e.g., structural defects/deficiencies,
794 accessibility modifications);
795
- 796 B) Overall condition of space and/or other structural integrity
797 considerations;
798

- 799 C) Those projects that will result in financial and/or natural resource
800 savings (energy conservation).
801
- 802 8) Local Resources (5%). Consideration will be given to districts that qualify
803 for Equalization Grants (see Section 2-16.02 of the Act), have a high
804 poverty level within the district, and have an economically disadvantaged
805 student body.
806
- 807 i) Changes in budget and/or scope to approved construction projects shall be
808 submitted for approval according to the following criteria:
809
- 810 1) Changes in budget/scope totaling five percent or less of the approved
811 project budget/scope shall be reconciled at the completion of the project
812 and submitted to ICCB for information purposes.
813
- 814 2) When changes in the project budget/scope have reached five percent, any
815 subsequent change modifying the budget/scope of the project shall require
816 approval by the ICCB Executive Director, prior to expenditure of funds on
817 the additional work. The criteria the ICCB Executive Director will use for
818 approving changes in the project budget/scope will be the same as are
819 listed in this Section.
820
- 821 j) Construction Standards. The standards listed in this subsection (j) shall be
822 applied in the design and construction of facilities.
823
- 824 1) Building Efficiency. Campuswide building efficiency should be at least
825 70 percent. However, individual buildings may be below this level if they
826 are high-rise (four or more floors), include a large number of small
827 classrooms and/or labs, or if a large portion of the building is designed for
828 custodial or mechanical purposes to serve the entire campus.
829
- 830 2) Facilities Codes. All construction, remodeling and rehabilitation of
831 facilities shall be in compliance with the following standards:
832
- 833 A) All incorporations by reference refer to the standards on the date
834 specified and do not include any additions or deletions subsequent
835 to the date specified:
836
- 837 i) International Building Code, 2018 Edition (International
838 Code Council, 4051 W. Flossmoor Rd., Country Club
839 Hills, Illinois 60478-5795).
840
- 841 ii) International Mechanical Code, 2018 Edition (International

- 842 Code Council, 4051 W. Flossmoor Rd., Country Club
843 Hills, Illinois 60478-5795).
- 844
- 845 iii) National Electrical Code, NFPA 70, 2020 Edition (National
846 Fire Protection Association, 1 Batterymarch Park, Quincy,
847 Massachusetts 02169-7471).
- 848
- 849 iv) National Fire Protection Association 101, Life Safety Code,
850 2018 Edition (National Fire Protection Association, 1
851 Batterymarch Park, Quincy, Massachusetts 02169-7471).
- 852
- 853 B) Illinois administrative rules that are referenced in this Part are:
- 854
- 855 i) Illinois Plumbing Code (77 Ill. Adm. Code 890).
- 856
- 857 ii) Illinois Accessibility Code (71 Ill. Adm. Code 400) or the
858 2010 Americans with Disabilities Standards for Accessible
859 Design (28 CFR 35 and 36), whichever is more stringent.
- 860
- 861 iii) Fire Prevention and Safety (41 Ill. Adm. Code 100).
- 862
- 863 iv) Illinois Energy Conservation Code (71 Ill. Adm. Code
864 600).
- 865
- 866 C) Any local building codes that may be more restrictive than the
867 codes listed in this subsection (~~j~~)(2).
- 868
- 869 3) State of Illinois Building Related Requirements. To assist the architect in
870 determining which statutes and rules might be applicable to a project, the
871 Capital Development Board (CDB) has assembled ~~an~~ **Directory of**
872 Illinois Construction-Related Statutes and Rules **Directory** that lists
873 statutory requirements relative to State construction. CDB also maintains
874 ~~an Illinois Municipal Code Director~~ **a List of Codes Used Throughout the**
875 **State of Illinois by City or County**. Both resources are available on CDB's
876 website
877 (<https://cdb.illinois.gov/business/codes/buildingcodesregulations.html>
878 ~~http://www.illinois.gov/cdb/business/codes/Pages/BuildingCodesRegulati~~
879 ~~ons.aspx~~).
- 880

881 (Source: Amended at 50 Ill. Reg. _____, effective _____)

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883 **Section 1501.604 Locally Funded Capital Projects**

884

885 All locally funded capital projects shall meet the same codes or standards listed in Section
886 1501.603(j)(2).

887

888 (Source: Amended at 50 Ill. Reg. _____, effective _____)