

ILLINOIS COMMUNITY COLLEGE BOARD

Education Agency

FY14 Headcount: Unknown

<http://www.iccb.org/>

Summary of Agency Operations

The Illinois Community College System covers the entire state with 48 colleges and one college center in 39 community college districts. As the coordinating Board for the State's public two year colleges, the Board administers the Public Community College Act in a manner that maximizes the ability of the community colleges to serve their individual communities. Its duties and responsibilities include: developing procedures to maximize freedom of transfer among community colleges and between community colleges and degree-granting institutions; conducting feasibility studies for new community colleges; approving all locally funded capital projects; determining standards for community colleges for instruction and teaching, curriculum, library, operation, maintenance, administration, and supervision; approving or disapproving new units of instruction, research, and public service.

The system serves nearly one million Illinois residents each year in credit and noncredit courses and many more through their public service programs. As an integral part of the state's system of higher education, community colleges are committed to providing high-quality, accessible, cost-effective educational opportunities for the individuals and communities they serve.

State University Civil Service System oversees the personnel administration for the non-exempt employees at public higher education agencies and institutions pursuant to the State Universities Civil Service Act (110 ILCS 70).

Internal Hiring

Agency positions subject to criminal history restrictions, by statute or regulation

None

Statutory, regulatory, agency policy restrictions applicable to internal hiring

None

Agency policy restrictions applicable to internal hiring

All positions self-disclose criminal history on application; disqualifying offenses not enumerated in written policy.

System of personnel administration

State Universities Civil Service System oversees the personnel administration for the non-exempt employees at public higher education agencies and institutions pursuant to the State Universities Civil Service Act (110 ILCS 70).

Merit Board [100 ILCS 70/36b (3)] The State Universities Civil Service System hereby created [110 ILCS 70/36b] shall be a separate entity of the State of Illinois and shall be under the control

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of a Board to be known as the University Civil Service Merit Board, and is hereinafter referred to as the Merit Board.

See Chapter IV of this report for more detail on this system of personnel administration and the discretionary criteria for the rejection or disqualification of applicants applying for positions at the public institutions of higher education and related agencies.

Background Check Procedures

(1) Self-disclosure on application

Yes

(2) Background check review procedure

The background check is reviewed by the Director of Human Resources and one other Executive staff and a decision is made and given to the applicant in writing. The President/CEO has the option to review the decision made by Human Resources.

Exemption, waiver, or review mechanisms

The Board Committee on Finance, Personnel and Ethics will review appeals and make a final determination

Number of job applicants who were subject to a criminal history records check in 2010-2011

None, per agency's report to the Task Force

Occupational Licensing, Certification, Regulation

N/A

Employment Contracting

Administrative Code, Title 80, Subtitle A, Chapter VI, Part 250, Section 250.80 Status Appointments

b) Contract Appointments.

1) Contract Appointments are made to positions in the System when such positions are covered by a contract between an employer served by the System and either: A) the State of Illinois, or an agency thereof, where the work performed is under the direct supervision and control of a member of the staff of the state agency, and on the premises of that agency; or B) any institution, agency, or organization, other than the State of Illinois or any agency thereof, where the work is required to be performed at locations away from the premises of the employing College or University or its immediate environs.

Restriction Type: Discretionary

Restriction Duration: Not specified

Summary of Employment Restrictions from Agency Report

Illinois Community College Board (ICCB) does not have specific policies or job titles excluding individuals with a criminal record from employment on the Board. The job application does ask

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if the applicant has a criminal record. Any applicant with a criminal record will have a criminal history background check submitted to the Illinois State Police. The background check is reviewed by the Director of Human Resources and one other member of the Executive Staff and a decision is made and given to the applicant in writing. The President/CEO has the option to review the decision made by Human Resources. The Board Committee on Finance, Personnel, and Ethics will review appeals and make a final determination.

ICCB did not have any applicants with a criminal history apply for a position from February 1, 2010 to February 1, 2012.