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Note: The Institutional Listings use the following codes to identify the type of institution:

AC: Academic Consortium

CC: Community College

P: Private Institution

PR: Proprietary Institution

PU: Public University

SA: State Agency

This code is found on the first line of the listing for each institution immediately following the institution name. See sample below:

Western Illinois University/PU

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ICCHE

Leadership in Lifelong Learning
Illinois Council on Continuing Higher Education

Mission and Purpose

Mission: ICCHE is a comprehensive organization of continuing higher education representing all regions of the state of Illinois. Founded in 1975, ICCHE is the only organization in Illinois whose membership includes two and four year colleges and universities, both public and private.

Purpose: ICCHE was organized to:

- provide leadership for statewide planning and support for continuing higher education,
- provide a vehicle for effective communication of state policies related to continuing higher education,
- develop guidelines that encourage and facilitate effective working relationships and cooperation among all higher educational institutions,
- identify and conduct collaborative projects,
- arrange for information gathering and research related to continuing higher education,
- facilitate effective relationships among representatives of public and private continuing higher education programs throughout Illinois, and
- adhere to the Statement of Ethical Practices adopted by the Council.

www.icche.org

ILLINOIS COUNCIL ON CONTINUING HIGHER EDUCATION
(ICCHE)

STATEMENT ON ETHICAL PRACTICES

The Illinois Council on Continuing Higher Education (ICCHE) is an institutional-based membership organization representing continuing education at post-secondary education institutions in Illinois. The council is comprised of individuals representing a diverse group of education professionals from a wide cross section of the higher education community who are concerned with quality and integrity in decision making. With utmost regard for their profession, these members acknowledge their responsibilities to the Illinois educational community in particular, and to society in general, and accept this Statement on Ethical Practices as a set of principles to guide them.

The council believes that through individual action, members may effect a positive change not only on individual institutions, but on the entire Illinois educational system. Through these actions, a stronger educational system may be developed. In accordance with this philosophy, members shall:

- Integrate concepts of continuing education into the curriculum, programs, and support services of individual institutions;
- Provide improved access to educational experiences while remaining within the framework of each individual institution's mission;
- Promote the concept of life-long learning for all individuals regardless of race, color, religion, sex, age, sexual orientation, marital status, national origin or disability;
- Provide fair and equal services to all;
- Provide program delivery systems that maintain and support the academic standards of each institution;
- Participate in professional development and research activities, and promote professional development of staff members;
- Provide guidance to match student needs with educational programs that deliver effective learning experiences;
- Foster a creative, positive learning environment responsive to the population served;
- Provide a clear representation of programs and services, including "truth in advertising" on promotional materials, and encourage this practice in others;
- Monitor the ethical practices of all continuing education activities of each individual's institution.

ILLINOIS COUNCIL ON CONTINUING HIGHER EDUCATION PAST PRESIDENTS

2008	Richard Carter	Western Illinois University
2007	Carol Reiseck	Concordia University
2006	Mary Bates	Waubensee Community College
2005	Sandra Rhoads	Southern Illinois University Carbondale

2004	Janet Lange	Bradley University
2003	Barbara Rizzo	Oakton Community College
2002	Cheryl Marshall Brunsmann	Southern Illinois University Edwardsville
2001	Elaine Sipe	Concordia University
2000	Valerie Thaxton	Southwestern Illinois College
1999	Stephen Yarbrough	Southern Illinois University/Carbondale
1998	Richard L. Venneri	Saint Xavier University
1997	Sandra Boileau	Parkland College
1996	Charles Evans	University of Illinois/Champaign
1995	Joan Lund	Roosevelt University
1994	Sharon Bradwish-Miller	College of DuPage
1993	William Hine	Eastern Illinois University
1992	Glenn Scharfenorth	DePaul University
1991	Patricia Bauhs	Moraine Valley Community College
1990	Calvin Stockman	Illinois State University
1989	Calvin Stockman	Illinois State University
1988	Carol Dunn Brown	North Central College
1987	Evan Jackson	Illinois Central College
1986	Evan Jackson	Illinois Central College
1985	Robert Bender	University of Illinois/Champaign
1984	Robert Bender	University of Illinois/Champaign
1983	Phillip Nowlen	University of Chicago
1982	Phillip Nowlen	University of Chicago
1981	Otto Schwienberger	Black Hawk College
1980	Otto Schwienberger	Black Hawk College
1979	Clive C. Veri	Northern Illinois University
1978	Clive C. Veri	Northern Illinois University
1977	Alan B. Knox	University of Illinois/Champaign
1976	Alan B. Knox	University of Illinois/Champaign
1975	Alan B. Knox	University of Illinois/Champaign

WELCOME TO THE LISTSERV

Greetings ICCHE Members:

The Illinois Community College Board hosts a listserv for the benefit of ICCHE members. The ICCHE listserv provides the opportunity for members to interact, compare program notes, discuss organizational problems/concerns, share knowledge/experiences, and ideas with colleagues throughout the state. We encourage you to use the listserv to help solve pressing issues or answer perplexing questions. I do ask that you be careful with the messages that you either post to the listserv or that you

are responding to the listserv. Do not use the listserv address to send personal notes or respond to listserv information with personal comments. Please ensure that you are corresponding directly with the intended person for personal reasons or business reasons when there is no need for all of the subscribers of the listserv to read your message. Remember, do not post any information to the listserv that you would not want posted in a public place.

Here are some details to keep in mind for using the listserv. I suggest that you keep this information for future reference.

SUBSCRIBING

THIS IS A CLOSED SYSTEM! You have to be signed up by the ICCB to be a part of this listserv. Any person wishing to be added to the listserv must first go through the ICCHE membership chair. The membership chair will notify the ICCB of any additions. If you are leaving ICCHE, please notify Valerie Thaxton (see contact information below) to have your name removed from the listserv.

Even though this is a closed listserv, please be cautious about sending messages with sensitive or proprietary information. E-mail messages can be duplicated, "forged", or even "stolen" by those you may not intend or want to see your information.

LISTSERV

The listserv is a computer. THERE IS NOBODY PHYSICALLY AT THE LISTSERV ADDRESS!

Take some time to learn how to use and interact with the LISTSERV. To send a message to all the people subscribed to the list, address your e-mail to icche@iccb.state.il.us (not case sensitive). This is called "sending mail to the list", because you send mail to a single address and LISTSERV makes copies for all the people who have subscribed.

This address (icche@iccb.state.il.us) is also called the "list address". You must never try to send any commands to that address, as it would be distributed to all the people who have subscribed.

REPLIES

For replies intended for the listserv so that everyone can see your mail, address your e-mail to icche@iccb.state.il.us. For replies intended for only one person, please ensure that your e-mail is addressed specifically to that person.

If you have questions, contact Valerie Thaxton, Valerie.thaxton@swic.edu or 618-222-5476.

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THE ILLINOIS COUNCIL ON CONTINUING HIGHER EDUCATION CONSTITUTION AND BYLAWS

Article I. Name

The name of this organization shall be the Illinois Council on Continuing Higher Education.

Article II. Purpose

The purpose of this organization shall be:

- A. To provide leadership for statewide planning and support for continuing higher education;
- B. To provide a vehicle for effective communication with individuals and groups in the state concerned with policies and support related to continuing higher education;
- C. To be concerned with strengthening the entire range of continuing education and public service activities conducted by the institutions and consortia represented on the Council;
- D. To develop guidelines that encourage institutional and consortia cooperation and an effective total continuing higher education and public service effort in the state, and that minimize undesirable duplication and conflict;
- E. To identify and conduct collaborative projects that allow various institutions and consortia to achieve together desirable results that they are less likely to achieve separately;
- F. To arrange for information gathering and research related to continuing higher education and to disseminate such information;
- G. To facilitate effective working relationships and cooperation among representatives of public and private continuing higher education programs throughout Illinois;
- H. To adhere to the Statement on Ethical Practices adopted by the Council.

Article III. Membership

Section 1. Council membership shall be composed of one representative from the continuing education and public service function of the institutions or consortia of higher education in the state of Illinois. In addition, interested persons in continuing higher education in the state may hold a professional (non-voting) membership.

Section 2. For institutions or systems with multiple and semi-autonomous campuses, each campus will also be considered as an institution for purposes of Council membership.

Section 3. The institutional or consortia representative to the Council shall be named by the individual institution or consortium. The institutional or consortia representatives comprise the voting constituency of the Council. Institutional representatives may designate other faculty or staff from their institutions as professional members.

Article IV. Officers

Section 1. The elected officers of the Council shall be:

President
President-Elect/Vice President
Secretary

The Office of President shall rotate between the institutional representatives from the three membership groups: public community colleges, private institutions, and public universities.

- Section 2.** The duties of the **President** shall be to call meetings of both the Council and the Executive Committee and to be the presiding officer at those meetings. The President will assume responsibility for the program at the fall membership meeting.
- Section 3.** The duties of the **President-Elect/Vice President** shall be to aid the President in the execution of her/his duties; to substitute for the President in her/his absence; to work with other Executive Committee members on the coordination of the task force efforts; and to serve as Chairperson of the Program Committee for the annual conference.
- Section 4.** The duties of the **Secretary** shall be to keep the minutes of the Council and the Executive Committee and send notice of all meetings. The Secretary shall serve as the archivist for the organization, maintaining copies of past minutes and treasurer reports and passing this historical data on to the next Secretary.
- Section 5.** The position of **Treasurer** shall be a non-elected officer, appointed annually by the President, with a majority vote approval from the Executive Committee. The Treasurer shall collect all dues; keep in permanent record an account of all funds; pay all bills upon authorization of the President; and submit to the annual meeting an annual report of the financial transactions of the Council.
- Section 6.** **The President, President-Elect/Vice President and the Secretary** shall be elected to one-year terms. The President-Elect is expected to assume the role of President after serving one year as President-Elect. The immediate past President will become an Executive Committee member and Chair of the Nominating Committee. The term of the **Treasurer** should not exceed six years.

Article V. Executive Committee

- Section 1.** The Executive Committee shall consist of the President, President-Elect/Vice President, Past President, Secretary, Treasurer, six elected members, Chairs of the Standing Committees, and one non-voting member from the Illinois Community College Board (ICCB) and the Illinois Board of Higher Education (IBHE) as ex-officio members. The Executive Committee shall meet at least quarterly.
- Section 2.** Officers, with the exception of Treasurer, and the six elected members of the Executive Committee will be selected by the institutional and consortia representatives by written ballot. This election will be conducted by the nominating committee established by the chair. The six elected institutional or consortia members shall be selected from a slate of candidates proposed by the nominating committee to the Council President one month prior to the annual business meeting. The nominating committee will seek potential nominees from the general membership before the nominating committee's deadline.
- Section 3.** A simple majority vote, with runoffs, if needed, shall be required for approval. Should a runoff be required, ballots will again be sent to all institutional and consortia representatives. A simple majority will decide the outcome.

- Section 4.** The six elected institutional members of the Executive Committee shall be elected to two-year overlapping terms with three to be elected each year, and they may succeed themselves for a maximum of two terms. If a member fills a vacancy, that time period does not count as part of the two-term maximum.
- Section 5.** Of the six elected Executive Committee members, two shall be from a public community college, two shall be from a private institution, and two shall be from a public university. One elected Executive Committee member from each institutional category shall be an institutional representative; the others may be either an institutional representative or a professional member of the Council.
- Section 6.** The Executive Committee conducts all business on behalf of the membership, which approves its actions and recommends new actions at the annual business meeting. The Executive Committee shall also recommend issues for action by the membership. The Executive Committee may take positions on issues after following the guidelines established in Article VIII, Section 3.
- Section 7.** A quorum for an official Executive Committee meeting shall be a simple majority of members.
- Section 8.** Vacancies on the Executive Committee shall be filled by appointment by the President and a simple majority vote of the Executive Committee. The appointed members shall serve until the next regular election.

Article VI. Standing Committees

- Section 1.** Chairs of Standing Committees shall be appointed by the Council President with approval by the Executive Committee. Each Committee shall have at least one representative who is an institutional representative and each of the three institutional categories shall be represented on each committee.
- Section 2.** The term of office for Standing Committee Chairpersons shall not be more than two years, and they may succeed themselves for a maximum of two terms. If a member fills a Standing Committee vacancy, that time period does not count as part of the two-term maximum. The President, with approval from the Executive Committee, will determine or revise the terms of office of members of each committee.
- Section 3.** **Nominating Committee** - The Committee will consist of the past President, who acts as chairperson, and two additional members, who together represent the three constituency membership groups. The Committee will present a proposed slate of officers to the membership one month prior to the annual meeting. Additional nominations shall be accepted by petition. The Nominating Committee shall be responsible for conducting the election. The Committee shall also provide the President with a slate of candidates to fill open institutional membership positions.
- Section 4.** **Program Committee** - The President-Elect/Vice President shall serve as chairman of the program committee and appoint a program committee to plan the annual conference. Membership shall include representatives from each of the organization's constituent groups.
- Section 5.** **Membership Committee** - A committee, including its designated Chairperson, shall be

appointed by the Council President, and the Membership Chairperson shall be responsible for soliciting dues, maintaining the membership list, and maintaining the non-member list for publicizing ICCHE events.

- Section 6. Awards Committee** – An awards committee, including its designated Chairperson, shall be appointed by the Council President to recognize outstanding programs at the annual conference. Each of the institutional membership categories shall be represented on the committee.
- Section 7. Downstate Regional Committee** – The Executive Committee shall appoint a Downstate Regional Committee, including its Chair, for the purpose of coordinating regional events.
- Section 8. Upstate Regional Committee** – The Executive Committee shall appoint an Upstate Regional Committee, including its Chair, for the purpose of coordinating regional events.
- Section 9. Research and Scholarship Committee** – An awards committee, including its designated Chairperson, shall be appointed by the Council President to recognize outstanding research and scholarship at the annual conference through the Charles V. Evans Research and Scholarship Award.
- Section 10. Past Presidents Committee** – This committee, including its designated Chairperson, shall support the efforts of the organization through activities which may vary from year to year. Membership shall be open to all past presidents, with no designated term of office.
- Section 11. Communications Committee** – This committee, including its designated Chairperson, shall organize efforts to retain current members and to recruit new members. Activities include newsletter development, website maintenance, press releases and formal communications with external constituencies. The Editor of the ICCHE newsletter, appointed by the Council President, shall be a member or may serve as the chairperson of this committee.
- Article VII. Task Forces**
- Section 1.** Creation and termination of Council task forces shall be proposed by the President or Executive Committee and ratified by a simple majority of the elected Executive Committee members present at an official meeting of the Executive Committee.
- Section 2.** Included in the proposal to create a task force shall be the specific purpose of the task force, the probable task force duration, and name of the task force chairperson. Task Forces are intended to be short-term and should continue for a maximum of six years. After six years, the Task Force should become a Standing Committee or be disbanded.
- Section 3.** Members of the task force shall be appointed by the Task Force Chair with approval by the Executive Committee. Each task force shall have at least one representative who is an institutional representative.

Section 4. The term of office for Task Force Chairpersons shall not be more than two years, and they may succeed themselves for a maximum of two terms. If a member fills a task force vacancy, that time period does not count as part of the two-term maximum.

Article VIII. Meetings

Section 1. The Council shall meet no less than once a year. The annual business meeting date will be set by the Executive Committee of the Council. The Council year shall begin at the annual conference business meeting and end at the next year' annual business meeting.

Section 2. A quorum for any official Council meeting shall be two-thirds of the majority of the members present.

Section 3. A simple majority vote of the Council members who are institutional or consortia representatives voting at an official meeting or by ballot shall be required to approve all organizational business, except for decisions to take public positions, at which time two-thirds majority of the entire membership shall be required for approval.

Article IX. Dues

Section 1. Dues shall be on the basis of institutional or consortia memberships. Annual dues shall enable the institutional or consortia representative to name up to ten additional members from his/her organization, who shall be designated professional members. Additional professional members may be added for an annual fee. Such fees will be set annually by the Executive Committee.

Section 2. For multi-campus institutions, each campus for which a representative to the Council is named shall be subject to institutional membership dues.

Section 3. The institutional dues shall be determined annually by the Executive Committee.

Article X. Parliamentary Authority

Section 1. The rules for the orderly transaction of Council business shall be developed by the Executive Committee and ratified by a two-thirds majority of the Council membership.

Section 2. All rules of procedure shall be consistent with Roberts Rules of Order.

Article XI. Methods of Amending the Constitution and By-Laws

Section 1. Amendment of the Constitution and By-Laws shall be proposed by the Executive Committee and ratified by a two-thirds majority of the Council membership present at the annual business meeting.

Section 2. A proposal to amend the Constitution and By-Laws must be announced to the Council membership one month prior to Council consideration of the proposal.