

Illinois Council of Community College Administrators

BY-LAWS

PREAMBLE AND MISSION STATEMENT

The Illinois Council of Community College Administrators is dedicated to serving the interests of its members and to advancing the common needs of community colleges. Membership in ICCCA is open to all administrators in our state's community college system.

PURPOSE

- To provide a resource network, a forum for information exchange, and a vehicle for professional development.
- To represent the concerns and needs of community college administrators by participating on state committees, task forces, and advisory groups.
- To build effective alliances which will act on behalf of the common interests of community colleges.
- To collaborate with political and educational organizations throughout the state to advance the legislative and fiscal needs of community colleges.

HISTORY OF ICCCA

When the formation of today's community colleges began in the 1960's, there was in existence the Illinois Association of Junior and Community Colleges (IAJCCs). It had served as a statewide organization for the handful of junior colleges operated by high school districts, and as new community colleges were formed, they joined the IAJCC. At that time, four divisions were created: administrators, students, faculty, and trustees. Each college had four votes, one at each campus for the representatives of different divisions. In May of 1970, during an annual meeting in Peoria, Illinois, trustees in attendance unanimously agreed that a new organization of trustees was needed. The IAJCC's new year was to begin on July 1, but boards throughout the state withheld dues, and the fundless IAJCC went out of business. In 1973, administrators officially chartered a not-for-profit organization that became known as the Illinois Council of Community College Administrators (ICCCA).

ICCCA STRUCTURE

Officers

President

Immediate
Past-President

Vice President

Secretary

Treasurer

Executive Committee

Commission
Chairs

Ex-Officio Positions

Conference
Coordinator

Web Master

Council of
Presidents
Liaison

ICCB Liaison

Active Commissions

Arts, Sciences,
Transfer,
Developmental
Education
Administrators
(ASTDEA)

Human
Resources
(HR)

Illinois
Association of
Institutional
Research
(I-AIR)

Illinois Community
College
Admissions and
Records Officers
Organization
(ICCAROO)

Illinois Community
College
Advancement of
Curricular
Excellence
(ICCACE)

Illinois Community
College Career and
Technical Deans
(ICCTED)

Illinois
Community
College Career
Services
Professionals
(IC3SP)

Illinois
Community
College Chief
Academic Officers
(ICCAO)

Illinois
Community
College Chief
Student Services
Officers
(ICCCSSO)

Illinois Community
College Diversity
Commission
(ICCDC)

Illinois Community
College Student
Activities
Administrators
(ICCSAA)

Illinois Community
College Training
and Resources
Information
Network
(weTRaIN)

Illinois
Community
College Disability
Services
Professionals
(ICCDSP)

Illinois
Community
Colleges Online
(ILCCO)

Illinois Council
for Continuing
Education
and Training
(ICCET)

Information
Technology
(ICCCA-TC)

Network of Illinois
Learning
Resources
In Community
Colleges
(NILRC)

Inactive Commissions

Adult Education (Inactive)	Counselors and Academic Advisors (Inactive)	Facilities & Grounds (ICCFOA) (Inactive)	Financial Aid Officers (ILASFAA) (Inactive)	Marketing and Public Relations (Inactive)	Resource Development (Inactive)
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DESCRIPTIONS OF STRUCTURE AND RESPONSIBILITIES

Officers: The ICCCA officers consist of President, Past-President, Vice President, Secretary, and Treasurer. Officers are elected at the annual business meeting and serve a one-year term, with the exception of the Treasurer who serves a two-year term.

Executive Committee: The Executive Committee consists of the ICCCA Officers and the Chair/Designee of each ICCCA Commission. Members of the Executive Committee are assigned the task of voting on the regular business of the ICCCA and can make changes to the Constitution, Bylaws, or Informational Handbook of the organization as necessary.

Commissions: ICCCA Commissions represent broad-based areas of common interest. Commissions hold workshops, seminars and meetings throughout the year to share ideas and discuss educational and professional issues. Commissions may make recommendations to the Executive Committee. Members join any commission appropriate to their area of administrative responsibility. ICCCA encourages the commissions to hold a fall meeting in conjunction with the annual fall ICCCA conference.

Ex-Officio Positions: The ICCCA Ex-Officio positions serve in an advisory capacity and consist of Conference Coordinator, Web Master, Council of Presidents Liaison, and ICCB Liaison. The Conference Coordinator and Web Master are appointed/hired by the ICCCA officers as needed to assist with ICCCA responsibilities.

President

Serve in leadership capacity as spokesperson for the ICCCA; serve as liaison with the Council of Presidents and the Illinois Community College Board; prepare agenda and preside over meetings of the Officers, Executive Committee, and the annual ICCCA Business Meeting; establish committees as needed; book the conference site for the annual fall conference to be held the following year; identify slate of officer candidates for the annual business meeting; assist with the annual fall conference; submit website updates to Web Master as needed.

Immediate Past-President

Serve in a leadership capacity in organizing the Aspiring Leaders program for the annual fall conference; mentor and assist other officers as needed.

Vice President

Serve as President in the absence of the same; serve in leadership capacity in organizing the annual fall conference; work directly with Conference Planner if contracted; submit website updates to Web Master as needed.

Secretary

Responsible for recording the business of ICCCA meetings and preparing appropriate minutes; maintain current contact list of Commission designees; send meeting invites and appropriate materials; assist as directed with the fall annual conference.

Treasurer (two-year term)

Maintain accurate financial records for the association; coordinate annual audit; send invoices and pay bills; maintain the organization's non-profit status with the Secretary of State's office and pay \$10 annual filing fee; assist as directed with the fall annual conference.

Conference Coordinator

Plan and coordinate the ICCCA annual conference under the direction of the ICCCA Officers and as outlined in the contract.

Web Master

Manage and provide updates to the ICCCA website as directed by the ICCCA Officers.

Council of Community College Presidents Liaison

Attend quarterly and annual meetings of the ICCCA Executive Committee keeping them informed of the Council of Community College Presidents' activities that may affect community colleges.

ICCB Liaison

Attend quarterly and annual meetings of the ICCCA Executive Committee keeping them informed of ICCB activities that may affect community colleges.

Commission Chair

Commission Chair is the duly elected or appointed representative between the respective Commission and the ICCCA. The Commission Chair shall be responsible for: attending Executive Committee meetings of the ICCCA and keeping them informed of the Commission's activities; voting on matters as required by the ICCCA at meetings; providing a copy of the Commissions' Bylaws to ICCCA; providing a bi-annual update of the Commission's officers and members to the ICCCA that shall include name, college, and email address; organize and supply program sessions as requested for the annual conference; contact the ICCCA Vice President to request meeting space for the annual conference by June 1.

ACTIVE ICCCA COMMISSIONSArts, Sciences, Transfer, Developmental Education Administrators (ASTDEA)

Provides a venue for deans in the Arts, Sciences, Developmental Education, and Transfer programs to share information and request input on a range of topics. Organizes presentations to attendees and shares resources.

Members: Deans of Arts, Sciences, Transfer, Developmental Education

Fee: None

Human Resources

Members:

Fee: None

Illinois Association of Institutional Research (I-AIR)

Promotes Institutional Research in post-secondary education as a professional activity; disseminates information about the methods and content of Institutional Research; provides a forum in which Institutional Researchers can discuss and seek assistance in their common problems and share research findings; and promotes professional development of I-AIR members.

Members: Individuals who are engaged in research leading to the improved understanding, planning, and operation of postsecondary education and to individuals who are interested in the methodology and results of institutional research.

Fee: \$30

<https://www.i-air.org/>

Illinois Community College Admissions and Records Officers Organization (ICCAROO)

Provide a vehicle for the better communication among Illinois community college admissions and records officers. Provide a forum for discussing common issues uniquely related to the functions performed by Illinois community college admissions and records officers. Foster the professional development of admissions and records personnel in Illinois community colleges.

Members: Professionals employed by an Illinois public community college who have the responsibility for some functional aspect of admissions and/or records and are interested in the organization's activities.

Fee: \$45

<https://www.2iccb.org/iccaroo/>

Illinois Community College Advancement of Curricular Excellence (ICCACE)

Aims to discuss curricular topics, both strategic and operational. Topics will vary from catalog software, micro-credentialing, dual credit, new program forecasting, competency-based education, non-credit to credit, 8-week course model, integrating AI, Hispanic serving institutions, accelerating developmental education, and more.

Members: Individuals in curricular positions.

Fee: None

Illinois Community College Career and Technical Deans (ICCTED)

To foster a dynamic community for CTE administrators holding academic positions such as Dean, Associate Dean, or similar roles with faculty and credit oversight. To provide networking, support and professional growth opportunities while advancing the quality and impact of CTE programs. Promote and support the development and implementation of innovative, high-quality CTE programs. Facilitate collaboration and the exchange of best practices among CTE leaders. Advocate for policies, funding, and resources that enhance CTE programs and initiatives. Offer targeted professional development opportunities to strengthen leadership within CTE. Address key issues related to workforce development, industry partnerships, and student success to ensure CTE programs meet evolving industry needs.

Members: CTE Deans or Associate Deans (Prospective new members are required to submit an initial application for review by the Executive Committee, ensuring that their roles align with the commission's eligibility criteria.)

Fee: None

Illinois Community College Career Services Professionals (IC3SP)

Meets once each semester to provide professional development opportunities for its members. Maintains a listserv for information sharing and networking.

Members: Career Services Professionals

Fee: None

Illinois Community College Chief Academic Officers (ICCCAO)

To share information on academic policies and practices; to analyze academic policy issues and influence their development and impact on community colleges in Illinois; to serve as an advisory body to the Presidents' Council and the ICCB; and to interact with other state entities, as appropriate, regarding priorities which focus on academic issues important to community colleges.

Members: Chief Academic Officer at each Illinois Community College

Fee: \$100

Illinois Community College Chief Student Services Officers (ICCCSSO)

Connects student service, student affairs, and student success professionals from all 48 community colleges in Illinois, promoting collaboration, sharing best practices, and advancing student-centered initiatives. Participation offers valuable opportunities for professional development, statewide discussions, peer support, and strategic partnerships that collectively enhance student success across the state.

Members: Chief Student Services Officer at each of the Illinois Community Colleges. There is one membership per college.

Fee: \$100

Illinois Community College Diversity Commission (ICCDC)

To advocate for Illinois community college diversity, equity, and inclusion practitioners in their effort to create strategic objectives to advance their campus diversity effort and address issues that impact community college stakeholders from diverse populations. Vision: to establish a statewide collaborative effort to achieving Inclusive Excellence throughout the Illinois community college system.

Members: Open to all Illinois community college faculty and staff.

Fee: Individual-\$50; Institution-\$200

<https://www2iccb.org/diversity>

Illinois Community College Student Activities Administrators (ICCSAA)

Sponsors two conferences per year, the Fall Student Leadership Conference and a summer retreat.

Members:

Fee:

Illinois Community College Training and Resources Information Network (weTRaIN)

To act as a catalyst to strengthen community college economic/workforce development activities and to provide a strong network for the exchange of information on business centers and other economic/workforce development concerns.

Members: Administrators who are involved in economic/workforce development.

Fee: \$50

Illinois Community Colleges Disability Services Professionals (ICCDSP)

To share information on disability services policies and best practices; to analyze policy issues and influence their development and impact on community colleges in Illinois; to share

information on current accessibility issues and trends; to be proactive in justice, diversity, equity and inclusion efforts across Illinois community college campuses; to address barriers that include but are not limited to attitudinal, physical, or curricular barriers in order to reduce and eliminate ablest practices and attitudes. To serve as an advisory body to the Presidents' Council and the Illinois Community College Board (ICCB) Office; and to interact with other state entities, as appropriate, regarding priorities which focus on academic issues important to community colleges.

Members: Disability services professionals.

Fee: None

Illinois Community Colleges Online (ILCCO)

To promote quality online teaching and learning in Illinois community colleges.

Members: Colleges appoint a Steering Committee member and an alternate.

Fee: \$500

www.ilcco.net

Illinois Council for Continuing Education and Training (ICCET)

Supports continuing education and workforce training at Illinois community colleges through the exchange of information and best practices as well as providing networking/professional development opportunities to all members.

Members: Staff who are involved with continuing professional education, community service programs, and personal enrichment courses.

Fee: Individual-\$30; Institution-\$100

Information Technology (ICCCA-TC)

Work together and share information on policy, legislation, governance, process, and technical issues

Members: Senior technology leaders.

Fee: None

Network of Illinois Learning Resources in Community Colleges (NILRC)

Connects, advances, and advocates for libraries and learning resources in community college.

Members: Associate Members in Illinois and other states contiguous to Illinois

Fee: Associate-\$578; Full-\$1,246

<https://www.nilrc.org/>

MEMBERSHIP

In addition to the Officers and Executive Committee members, ICCCA membership shall be open to administrators of public community and junior colleges of the State of Illinois, except for those who are eligible for membership in the Council of Community College Presidents. Administrators shall be defined by each public community college.

Commission Member

A commission membership will be available to any member of an active ICCCA Commission. A Commission Member will be entitled to hold office or be appointed to committees or advisory groups of the ICCCA. Commission Members are eligible to receive ICCCA's member information, participate in

membership activities, and serve as a voting member at business meetings. (Commission membership shall be defined by each commission.)

Affiliate Member

An affiliate membership will be available to any employee of an Illinois Community College who is defined as an administrator by that college. Affiliate Members are not eligible to serve as an ICCCA Officer but may be appointed to committees or advisory groups of the ICCCA. Affiliate Members hold no voting privileges. Affiliate Members are encouraged to attend ICCCA professional development offerings, such as the annual conference.

MEETINGS

Officer Meetings

Officer meetings of the ICCCA occur quarterly; generally held one week prior to an Executive Committee Meeting. Additional meetings may be scheduled as needed. These meetings may occur in person or virtually depending on need.

Executive Committee Meetings

A minimum of four Executive Committee meetings are held per year; typically, in January, May, September, and November. Additional meetings may be scheduled as needed. These meetings may occur in person or virtually depending on need, with the exception of the November meeting which is held in person prior to the start of the annual conference.

Membership Meeting

An annual ICCCA membership meeting is held at the ICCCA conference. The ICCCA Officers are elected at this meeting.

Amended 07/06/17

Amended 03/01/25

Amended 11/21/25