



BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE
OAK FOREST CAMPUS
16333 S. KILBOURN AVENUE
OAK FOREST, ILLINOIS
FINANCE COMMITTEE MEETING AGENDA
DEFILIPPO, CHAIR; DALY AND ROGERS
THURSDAY, JULY 14, 2016
7:50 PM

- I. Recommendation to approve the tentative budget for fiscal year 2017
- II. Recommendation to accept the bids of Able Paper, \$9,474.00; Central Poly, \$756.00; Chemcraft Industries, \$1,644.00; Expert Chemical, \$2,980.00; Unipack, \$3,990.00; and Valdes, \$9,500.00 for the purchase of custodial paper products and supplies
- III. Recommendation to accept the bids Precise Printing, \$40,373.00; and Proforma, \$18,450.00 for the printing of College publications



BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE
OAK FOREST CAMPUS, 16333 S. KILBOURN AVENUE, OAK FOREST, ILLINOIS
REGULAR BOARD MEETING AGENDA
THURSDAY, JULY 14, 2016
8:00 PM

- I. CALL TO ORDER/ROLL CALL**
- II. PLEDGE OF ALLEGIANCE**
- III. PUBLIC PARTICIPATION**

- IV. PRESENTATIONS/REPORTS**
 - A. Manufacturing Lab & Maker Lab Presentation (A. Helwig)
- V. APPROVAL OF MINUTES OF PREVIOUS MEETINGS**
 - A. Finance Committee Meeting held June 9, 2016
 - B. Regular Board of Trustees Meeting held June 9, 2016
- VI. NEW BUSINESS**
 - A. Monthly Financial Report (T. Pollert)
 - B. Approval of the payment of bills for July, 2016 (T. Pollert)
 - C. Approval of the tentative budget for fiscal year 2017 (A. DeFilippo)
 - D. Approval to accept the bids of Able Paper, \$9,474.00; Central Poly, \$756.00; Chemcraft Industries, \$1,644.00; Expert Chemical, \$2,980.00; Unipack, \$3,990.00; and Valdes, \$9,500.00 for the purchase of custodial paper products and supplies (A. DeFilippo)
 - E. Approval to accept the bids of Precise Printing, \$40,373.00; and Proforma, \$18,450.00 for the printing of College publications (A. DeFilippo)
 - F. Approval to release closed session minutes and dispose of closed session audio tapes in accordance with the Illinois Open Meeting Act. The written minutes of September 10, 2015 and January 14, 2016 are authorized to be released. The audio recording of August 14, 2014 is authorized to be destroyed (M. Lareau)
- VII. PERSONNEL RECOMMENDATIONS**
 - A. Retirements/Resignations/Terminations
 - B. Appointments
 - C. Approval of the Memorandum of Understanding
- VIII. CLOSED SESSION**

The Board to consider meeting in Closed Session for the discussion of the hiring, discipline, performance, and compensation of certain personnel, matters of collective bargaining, acquisition of real property, and matters of pending, probable, or imminent litigation.
- IX. MISCELLANEOUS**
- X. ADJOURNMENT**

BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE

15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS

MINUTES OF THE FINANCE COMMITTEE

THURSDAY, JUNE 9, 2016

The meeting was called to order by Anthony DeFilippo at 8:07 p.m.

Committee members present: Trustees John Daly and Anthony DeFilippo. Janet Rogers arrived at 8:14 p.m.

Committee members absent: None

Other Board members in attendance: Trustees Terry Wells and Joseph Whittington. Student Trustee Ronnell Tatum and Frank M. Zuccarelli arrived at 8:08 p.m.

Other Board members absent: Trustee Jacqueline Martin.

Administration present: Donald Manning, President; Lynette Stokes, Vice President of Academic Services, Songie Adebisi, Vice President of Student Development; Martin Lareau, Vice President of Administration and Secretary to the Board; and College Attorney Stanley T. Kusper.

Agenda:

I. Recommendation to adopt the Resolution for Prevailing Wage Rates compiled by the Illinois Department of Labor.

Trustee Anthony DeFilippo recommended the Board adopt the Resolution for Prevailing Wage Rates compiled by the Illinois Department of Labor at the Regular Board of Trustees meeting.

II. Recommendation to approve the RAMP Proposal (Resource Allocation Management Plan).

Trustee DeFilippo recommended the Board approve the RAMP Proposal (Resource Allocation Management Plan) at the regular Board of Trustees meeting.

III. Recommendation to accept the bids of BSN Sports, \$17,651.11; Lansing Sports, \$46,934.18; Riddell, \$580.20; and Sportsfields, Inc., \$510.00 for the purchase of athletic uniforms and supplies.

Trustee DeFilippo recommended the Board accept the bids of BSN Sports, \$17,651.11; Lansing Sports, \$46,934.18; Riddell, \$580.20; and Sportsfields, Inc., \$510.00 for the purchase of athletic uniforms and supplies at the regular Board of Trustees meeting.

The Meeting adjourned at 8:14 p.m.

'BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE

15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS

REGULAR BOARD MEETING MINUTES

THURSDAY, JUNE 9, 2016

I. CALL TO ORDER & ROLL CALL:

At 8:16 p.m. the Regular Meeting of the Board of Trustees of South Suburban College, Illinois Community College District No. 510 was called to order by Chairman Frank M. Zuccarelli. The meeting was held in the Board Room of the College, Room 2248.

Present: Chairman Frank M. Zuccarelli, Vice Chairman John Daly, Trustees Anthony DeFilippo, Janet Rogers, Terry Wells, Joseph Whittington, and Student Trustee Ronnell Tatum.

Absent: Trustee Jacqueline Martin.

Also present: Donald Manning, President; Lynette Stokes-Wilson, Vice President of Academic Services; Songie Adebisi, Vice President of Student Development; Martin Lareau, Vice President of Administration and Secretary to the Board; and College Attorney Stanley T. Kusper.

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chairman Frank M. Zuccarelli.

III. PUBLIC PARTICIPATION:

There was none.

IV. REPORTS/PRESENTATIONS

A. Phi Theta Kappa Presentation

A presentation on the Phi Theta Kappa Program was delivered before the Board of Trustees by Mrs. Joan Rosen, Faculty Coordinator.

V. PREVIOUS MEETING MINUTES

A. Regular Board of Trustees meeting held May 12, 2016

Trustee Daly moved and Trustee DeFilippo seconded to approve the minutes of the Regular Board of Trustees meeting held on May 14, 2015. On roll call John Daly, Anthony DeFilippo, Janet Rogers, Terry Wells, and Joseph Whittington voted aye. Nays: None. Trustee Frank M. Zuccarelli passed. Student Trustee Ronnell Tatum voted aye. Motion carried.

VI. NEW BUSINESS

A. Monthly Financial Report

Trustee Rogers moved and Trustee Wells seconded to accept the Monthly Financial Report as presented by Vice President of Administration, Martin Lareau. On roll call John Daly, Anthony DeFilippo, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

B. Bills Payable for June, 2016

Trustee Whittington moved and Trustee DeFilippo seconded to authorize the Treasurer to pay the list of bills payable for June, 2016, in the amount of \$3,603,449.78. On roll call John Daly, Anthony DeFilippo, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

C. Approval to adopt the Resolution for Prevailing Wage Rates compiled by the Illinois Department of Labor.

Trustee DeFilippo moved and Trustee Rogers seconded to adopt the Resolution for Prevailing Wage Rates compiled by the Illinois Department of Labor. On roll call John Daly, Anthony DeFilippo, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

D. Approval of the RAMP proposal (Resource Allocation Management Plan)

Trustee DeFilippo moved and Trustee Whittington seconded to approve the RAMP proposal (Resource Allocation Management Plan). On roll call John Daly, Anthony DeFilippo, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

E. Approval accept the bids of BSN Sports, \$17,651.11; Lansing Sports, \$46,934.18; Riddell, \$580.20; and Sportsfields, Inc., \$510.00 for the purchase of athletic uniforms and supplies.

Trustee DeFilippo moved and Trustee Whittington seconded to accept the bids of BSN Sports, \$17,651.11; Lansing Sports, \$46,934.18; Riddell, \$580.20; and Sportsfields, Inc., \$510.00 for the purchase of athletic uniforms and supplies. On roll call John Daly, Anthony DeFilippo, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

VII. PERSONNEL RECOMMENDATIONS

A. Resignations/Retirements/Terminations

Trustee Daly moved and Trustee Rogers seconded to approve the following Resignations:

1. Resignation of Lakisha Hillard, Adult Education Literacy Coordinator in the Adult Education Department, effective June 30, 2016, and grant permission to advertise to fill the vacated position.
2. Resignation of Susan Jordan, full-time Nursing Lab Supervisor in the Nursing Program, effective June 10, 2016, and grant permission to advertise to fill the vacated position.

On roll call John Daly, Anthony DeFilippo, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

B. Approval to Create and Advertise

Trustee Daly moved and Trustee Whittington seconded to create and advertise the grant-funded position of Highway Construction Careers Training Program Coordinator. On roll call John Daly, Anthony DeFilippo, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

C. Approval of the Memorandum of Understanding

Trustee Daly moved and Trustee Wells seconded to approve the Memorandum of Understanding between the South Suburban College Faculty Association and Community College District No. 510, and Marilyn Wells. On roll call John Daly, Anthony DeFilippo, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

VIII. Closed Session:

There was none.

ADJOURNMENT

At 8:42 p.m., Trustee Rogers moved and Trustee DeFilippo seconded that the Board Meeting be adjourned. On roll call John Daly, Anthony DeFilippo, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

Martin Lareau, Board Secretary

Frank M. Zuccarelli, Board Chairman



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST Agenda Item FY17-VI.A

For Board Information in July, 2016.

For Board Action in July, 2016.

Board Committee:

- Policy
- Finance
- Architectural
- Other

Funding:

- College Operating
- College Capital
- Protection, Health and Safety

- Grant Funded
- Student Life
- Special Levies

PROPOSAL SUMMARY

[Empty box for Proposal Summary]

ESTIMATED COST OR BENEFIT

[Empty box for Estimated Cost or Benefit]

JUSTIFICATION OF ACTION

Please refer to the attached Investment Report and Financial Summary enclosed in your Board packet for the period ending May 31, 2016. This action supports Vision Statement Strategic Direction 2, SSC.2.17 to continue to provide an efficient, transparent, and financially secure institution.

MOTION

Move to accept the Financial Report as presented.

- *Are funds available in the budget? _____
- *Is this related to any previous Board action? _____
- *Specify above if matching funds are required.
- *Is this part of a large project requiring additional funds? (Explain) _____
- *Attach supplemental information as necessary

Approvals

Zim Robert 7/6/16
Controller/Treasurer

Marty Geseau 7/6/16
Vice President

Don Manning 7/6/16

President

SOUTH SUBURBAN COLLEGE
South Holland, Illinois

To: Board of Trustees
 From: Tim Pollert
 Date: June 21, 2016
 Subject: Financial Report For The Period Ending May 31, 2016

Following is a Financial Summary Sheet and a set of Investment Reports for the above mentioned period. The first page is a Consolidated Statement of Revenues, Expenditures and Fund Balances for all funds. In the Operating Funds, a combination of the Educational and the Operations and Maintenance Funds, the following occurred:

<u>Monthly Revenue</u>	<u>Year to Date Revenue</u>
\$4,348,261.06	\$25,407,087.83
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$3,195,490.14	\$30,438,713.95

Activity for the month and year to date totals in all funds are as follows:

<u>Monthly Revenue</u>	<u>Year to Date Revenue</u>
\$5,626,857.63	\$42,907,531.90
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$4,117,059.25	\$49,397,076.38
<u>Net Monthly Position</u>	<u>Year to Date Net Position</u>
\$1,509,798.38	(\$6,489,544.48)

On page eight of the Investment Report you will see our investments for the period:

<u>Total Investments</u>	<u>Average Rate of Return</u>	<u>Basis Point Change from Last Month</u>
\$15,613,457.27	1.47%	-7

SOUTH SUBURBAN COLLEGE
South Holland, Illinois

	Revenue Educational	Revenue O&M	Monthly Total
July	\$2,358,158.18	\$0.00	\$2,358,158.18
August	\$2,559,000.20	\$99,158.18	\$2,658,158.38
September	\$1,643,068.43	\$70,440.08	\$1,713,508.51
October	\$1,755,322.46	\$71,742.78	\$1,827,065.24
November	\$1,518,224.07	\$0.00	\$1,518,224.07
December	\$2,475,354.50	\$427,602.83	\$2,902,957.33
January	\$1,001,842.85	\$60,128.84	\$1,061,971.69
February	\$2,693,745.36	\$233,964.11	\$2,927,709.47
March	\$3,003,840.77	\$594,473.66	\$3,598,314.43
April	\$299,117.23	\$193,642.24	\$492,759.47
May	\$3,922,075.04	\$426,186.02	\$4,348,261.06
June			\$0.00
YTD	\$23,229,749.09	\$2,177,338.74	\$25,407,087.83

	Expenditures Educational	Expenditures O&M	Monthly Total
July	\$2,697,029.85	\$308,155.58	\$3,005,185.43
August	\$2,499,535.93	\$315,849.25	\$2,815,385.18
September	\$2,079,781.59	\$264,975.94	\$2,344,757.53
October	\$2,581,338.05	\$930,749.09	\$3,512,087.14
November	\$2,100,784.23	\$314,065.92	\$2,414,850.15
December	\$2,370,296.06	\$723,405.41	\$3,093,701.47
January	\$2,021,261.11	\$337,014.91	\$2,358,276.02
February	\$1,965,127.96	\$385,960.29	\$2,351,088.25
March	\$1,868,407.95	\$410,599.55	\$2,279,007.50
April	\$2,700,220.94	\$368,664.20	\$3,068,885.14
May	\$2,431,653.21	\$763,836.93	\$3,195,490.14
June			\$0.00
YTD	\$25,315,436.88	\$5,123,277.07	\$30,438,713.95

SOUTH SUBURBAN COLLEGE
South Holland, Illinois

	Revenues All Funds	Expenditures All Funds	Monthly Total
July	\$3,189,195.42	\$3,871,893.44	(\$682,698.02)
August	\$3,015,385.18	\$3,158,185.97	(\$142,800.79)
September	\$5,150,224.94	\$6,665,638.08	(\$1,515,413.14)
October	\$4,276,800.93	\$6,184,403.12	(\$1,907,602.19)
November	\$1,887,940.23	\$4,373,956.93	(\$2,486,016.70)
December	\$5,386,975.34	\$6,687,944.42	(\$1,300,969.08)
January	\$2,061,025.25	\$3,249,824.70	(\$1,188,799.45)
February	\$6,880,531.18	\$4,744,914.09	\$2,135,617.09
March	\$4,640,437.67	\$2,471,538.89	\$2,168,898.78
April	\$792,158.13	\$3,871,717.49	(\$3,079,559.36)
May	\$5,626,857.63	\$4,117,059.25	\$1,509,798.38
June			\$0.00
YTD	\$42,907,531.90	\$49,397,076.38	(\$6,489,544.48)

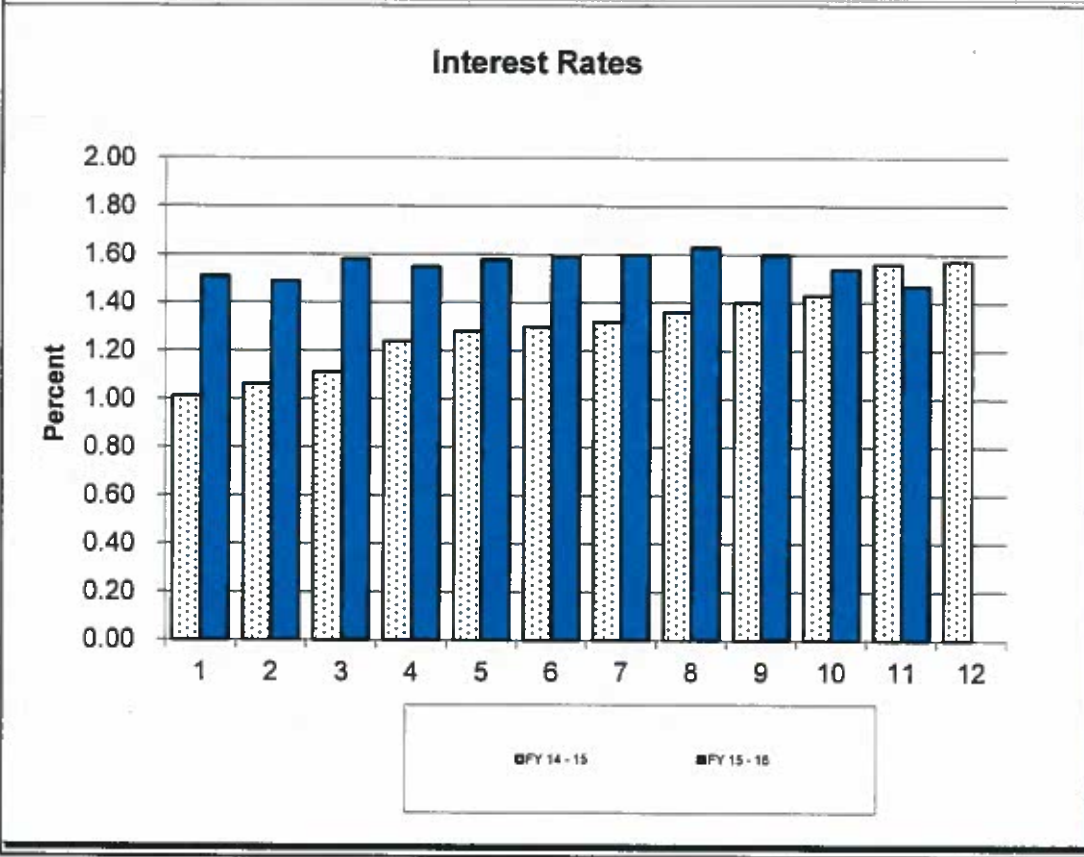
	Investment Total	Average Rate of Return	Basis Point Change from Last Month
July	\$17,832,655.73	1.51%	(6)
August	\$21,459,058.20	1.49%	(2)
September	\$18,954,395.22	1.58%	9
October	\$21,048,836.73	1.55%	(3)
November	\$16,820,149.29	1.58%	3
December	\$13,844,349.50	1.59%	1
January	\$11,923,718.22	1.60%	1
February	\$12,013,711.04	1.63%	3
March	\$18,046,570.59	1.60%	(3)
April	\$17,282,157.00	1.54%	(6)
May	\$15,613,457.27	1.47%	(7)
June			

SOUTH SUBURBAN COLLEGE

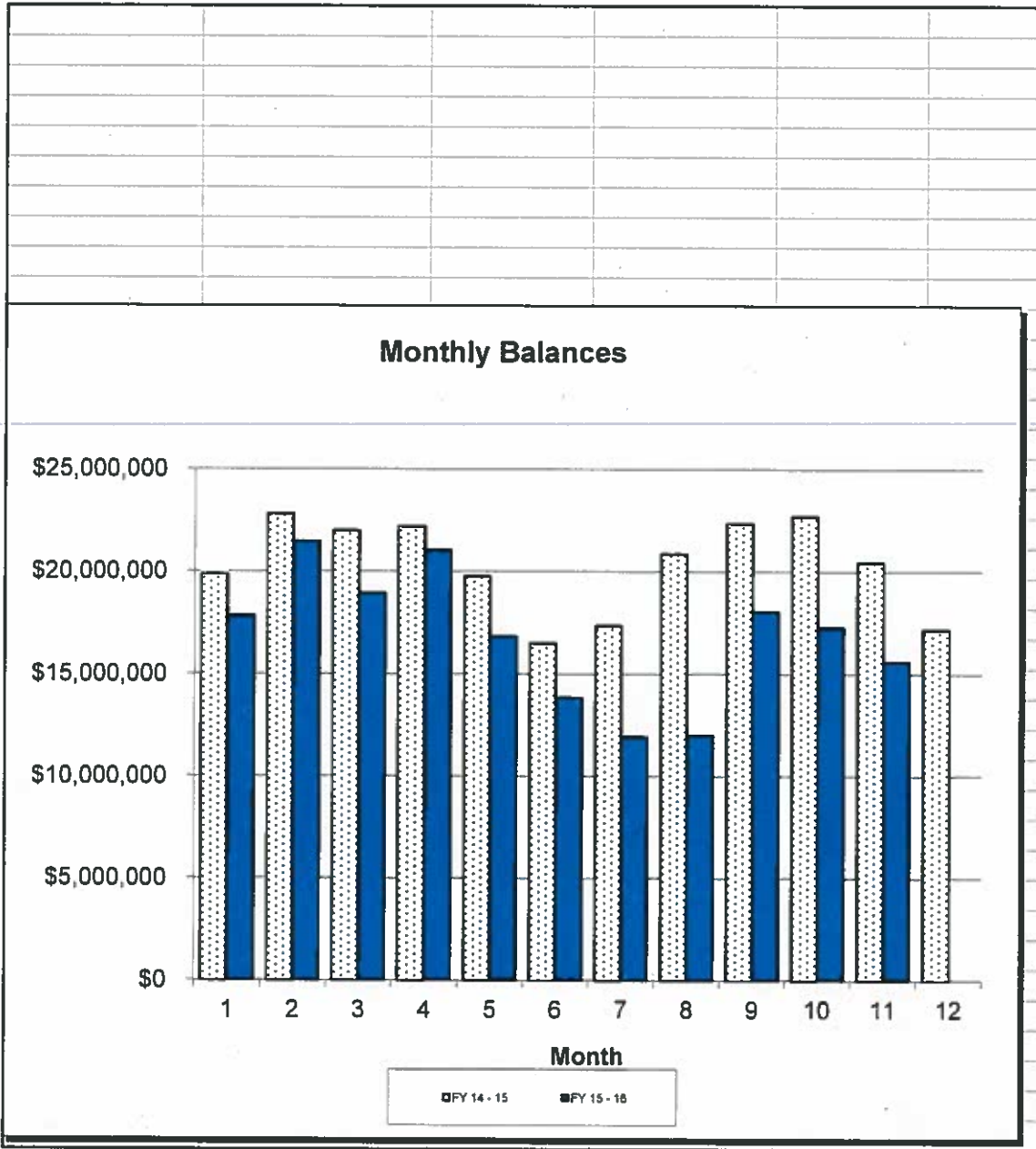
Investment		Page 4	Page 6	Total	Percent to Total
10	U. S. Government Securities	0.00	0.00	0.00	0%
20	Time Deposits	1,985,102.90	0.00	1,985,102.90	13%
30	Commercial Paper	0.00	0.00	0.00	0%
40	Mutual Funds	0.00	0.00	0.00	0%
50	Illinois Funds	3,907,602.34	0.00	3,907,602.34	25%
60	Repurchase Agreements	0.00	0.00	0.00	0%
90	Other	9,720,752.03	0.00	9,720,752.03	62%
	Total	15,613,457.27	0.00	15,613,457.27	100%
	Average %	1.47			

South Suburban College

Investment Summary				
F Y 2014 - 2015			F Y 2015 - 2016	
Month	Month End Balance	Percent Return	Month End Balance	Percent Return
July	\$19,870,281	1.01	\$17,832,656	1.51
August	22,814,724	1.06	21,459,058	1.49
September	21,988,188	1.11	18,954,395	1.58
October	22,205,322	1.24	21,048,837	1.55
November	19,770,485	1.28	16,820,149	1.58
December	16,509,247	1.30	13,844,350	1.59
January	17,345,367	1.32	11,923,718	1.60
February	20,858,698	1.36	12,013,711	1.63
March	22,368,287	1.40	18,046,571	1.60
April	22,711,104	1.43	17,282,157	1.54
May	20,443,085	1.56	15,613,457	1.47
June	17,185,459	1.57		



South Suburban College





SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

Agenda Item FY17-VI.B

For Board Information in July, 2016.

For Board Action in July, 2016.

BOARD COMMITTEE:

- Policy
- Finance
- Architectural
- Other

FUNDING:

- College Operating
- College Capital
- Protection, Health, and Safety
- Grant Funded
- Student Life
- Special Levies

PROPOSAL SUMMARY

[Empty box for Proposal Summary]

ESTIMATED COST OR BENEFIT

[Empty box for Estimated Cost or Benefit]

JUSTIFICATION OF ACTION

Paying the bills supports (Vision Statement Strategic Direction 2, SSC.2.17) to continue to provide an efficient, transparent, and financially secure institution.

MOTION

Hereby authorize the Treasurer to pay the following list of bills:

Education Fund	\$2,509,249.03
Operation & Maintenance Fund	553,995.59
Auxiliary Enterprise Fund	116,950.11
Restricted Funds	355,631.01
Special Levies Fund	15,703.90
Flex Plan Fund	<u>7,181.65</u>
Total	\$3,558,711.29

- * Are funds available in the budget? yes
- * Is this related to any previous Board action?
- * Specify above if matching funds are required.
- * Is this part of a large project requiring additional funds? (Explain) No
- * Attach supplemental information as necessary

APPROVALS

Jim Kallert 7/6/16

 Controller/Treasurer

Meredith Soreau 7/6/16

 Vice President

Don Manning 7/6/16

 President



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST Agenda Item **FY17-VI.C**

For Board Information in July, 2016

Board Action in July, 2016

BOARD COMMITTEE:

- Policy
- Finance
- Architectural
- Other

FUNDING:

- College Operating
- College Capital
- Protection, Health, and Safety
- Grant Funded
- Student Life
- Special Levies

PROPOSAL SUMMARY

At the Finance Committee meeting, the members had an opportunity to review the Fiscal Year 2016-2017 Tentative Budget. As a result of this review, we recommend the Board take action to approve the Tentative Budget for Fiscal Year 2016-2017.

ESTIMATED COST OR BENEFIT

The Tentative Operating budget is \$35,725,639
The Tentative Non-Operating budget is \$21,256,536

JUSTIFICATION OF ACTION

This action is necessary to comply with Illinois Community College Board and State requirements regarding the budget approval process. This action supports Vision Statement Strategic Direction 2, SSC.2.17 to continue to provide an efficient, transparent, and financially secure institution.

MOTION

Motion to approve the Tentative Operating and Non-Operating budgets for Fiscal Year 2016-2017; publish notification of the Tentative budget, and to have the Tentative budget available for public inspection for thirty days.

- * Are funds available in the budget? _____
- * Is this related to any previous Board action? _____
- * Specify above if matching funds are required. _____
- * Is this part of a large project requiring additional funds? (Explain) _____
- Attach supplemental information as necessary

APPROVALS

[Signature] 7/6/16
Controller/Treasurer

[Signature] 7/6/16
Vice-President

[Signature] 7/6/16
President



0 SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY17-VI.D

Board Meeting Date: July 14, 2016

BOARD COMMITTEE

FUNDING

<input type="checkbox"/> Policy	<input checked="" type="checkbox"/> Operating	<input type="checkbox"/> Grant Funded
<input checked="" type="checkbox"/> Finance	<input type="checkbox"/> College Capital	<input type="checkbox"/> Student Life
<input type="checkbox"/> Architectural	<input type="checkbox"/> Protection, Health and	<input type="checkbox"/> Special Levies
<input type="checkbox"/> Other	<input type="checkbox"/> Safety	

PROPOSAL SUMMARY

To accept the bids of the lowest responsible vendors for the annual purchase of paper products and supplies for our custodial department.

ESTIMATED COST OR BENEFIT

\$28,344.00

JUSTIFICATION OF ACTION

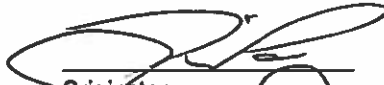

To provide our custodial staff with the necessary paper products and supplies. (Strategic Direction, 2 SSC2.21) This contract is necessary to continue to provide an attractive, safe, healthy, and welcoming learning environment for all students.

MOTION

To accept the bids of Able Paper, Merrillville, Indiana, \$9,474.00; Central Poly, Linden, New Jersey, \$756.00; Chemcraft Industries, Chicago, Illinois, \$1,644.00; Expert Chemical, Hazel Crest, Illinois, \$2,980.00; Unipack, Brooklyn, New Jersey, \$3,990.00; and Valdes, Northbrook, Illinois, \$9,500.00 for the purchase of custodial paper products and supplies.

Approvals:

- * Are funds available in the budget? Yes
- * Is this related to any previous Board action? No
- * Is this part of a large project requiring additional funds? (Explain)


 Originator

 Appropriate Dean/Vice President

 President

6/21/16
 Date
6/21/16
 Date
6/21/16
 Date



South Suburban College

"Our Mission is to Serve our Students and the Community through lifelong learning."

MEMORANDUM

To: Don Manning
From: Marty Lareau
Date: June 20, 2016

Subject: Custodial Supplies

On May 23, 2016 we mailed requests for bids for the purchase of custodial supplies to thirty-seven (37) vendors. Our legal requirement to advertise was satisfied through notices placed in *The Chicago Tribune* and *The South Suburban Standard*. We had seventeen (17) responses and a public bid opening was held on June 13, 2016 at 10:00 AM with the results being read aloud. A breakdown of the bids is attached.

The College has either done business with or checked the references of the successful vendors and found all experiences and references to be satisfactory. We therefore, recommend acceptance of the bids in the amount of \$28,344.00 for the purchase of custodial supplies.

Custodial Supplies
 Bid Opening
 May 14, 2015

Item	Able Paper	All American Poly	Central Poly "A"	Central Poly "B"	Chemcraft Industries	CPT Medical	Dyna PaK	Expert Chemical	HP Products
Poly-liner 40x46	\$ 4,010.00 S	\$ 2,514.00		\$ 3,180.00	\$ 3,906.00	\$ 4,402.00	\$ 3,158.00	\$ 3,794.00	
Poly-liner 33x39	\$ 2,162.50	\$ 1,752.50	\$ 2,225.00	\$ 2,475.00	\$ 2,250.00	\$ 2,260.00	\$ 1,822.50	\$ 2,830.00	
Poly-liner 24x32	\$ 5,040.00	\$ 4,190.00	\$ 1,820.00 S	\$ 2,240.00 S	\$ 2,155.00 S	\$ 3,006.00	\$ 2,500.00 S	\$ 2,980.00 L	
Poly-liner 42x46	\$ 1,884.00	\$ 1,056.40	\$ 756.00 L		\$ 1,030.00	\$ 1,855.60	\$ 1,360.00 S		
Toilet tissue	\$ 7,052.50		\$ 8,032.50		\$ 7,822.50			\$ 6,072.50	\$ 7,045.50
Roll towels 800'	\$ 4,675.00		\$ 5,250.00 S		\$ 3,650.00			\$ 3,625.00	\$ 4,122.50
Towel Dispenser	\$ 924.00 L		\$ 696.00 S		\$ 984.00			\$ 600.00 S	\$ 981.84
Enirox H2 Orange concentrate									\$ 2,213.25 S
Neo Clean floor cleaner					\$ 798.00 L				\$ 684.30 S
Proline Micro-Tech floor finish					\$ 1,941.00 S				\$ 1,322.19 S
Antibacterial hand soap					\$ 846.00 L			\$ 855.00	\$ 910.83 S
Urinal Screens	\$ 1,074.00 N				\$ 735.00 S				\$ 1,162.20 N
Ice Melt	\$ 8,550.00 L							\$ 9,510.00	
Vendor Total	\$ 9,474.00	\$ -	\$ 756.00	\$ -	\$ 1,644.00	\$ -	\$ -	\$ 2,980.00	\$ -

L = Low vendor meeting specifications
 S = Did not meet specifications
 N = No sample provided
 NP= Item not purchased

Custodial Supplies
 Bid Opening
 May 14, 2015

Item	Interboro Packing "A"	Interboro Packing "B"	Interboro Packing "C"	Interboro Packing "D"	Interboro Packing "E"	S&J Industrial Supply	Unipack	Valdes
Poly-liner 40x46	\$ 3,544.00 S	\$ 3,164.00 S	\$ 2,536.00 S	\$ 2,368.00 S	\$ 1,948.00 S	\$ 5,438.00	\$ 2,310.00 L	
Poly-liner 33x39	\$ 2,120.00 S	\$ 1,870.00 S	\$ 1,585.00 S	\$ 1,370.00 S	\$ 1,180.00 S	\$ 2,750.00	\$ 1,680.00 L	
Poly-liner 24x32	\$ 2,440.00 S	\$ 1,968.00 S	\$ 1,564.00 S	\$ 1,564.00 S	\$ 1,564.00 S	\$ 3,520.00		
Poly-liner 42x46	\$ 1,793.60	\$ 1,532.80	\$ 1,353.60	\$ 1,293.60	\$ 1,293.60			
Toilet tissue						\$ 6,216.00		\$ 5,950.00 L
Roll towels 800'						\$ 7,037.50		\$ 3,550.00 L
Towel Dispenser						\$ 985.20		
Enirox H2 Orange concentrate								
Neo Clean floor cleaner								
Proline Micro-Tech floor finish								
Antibacterial hand soap						\$ 1,209.00		
Urinal Screens						\$ 1,243.80 N		
Ice Melt								
Vendor Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,990.00	\$ 9,500.00
L = Low vendor meeting specifications S = Did not meet specifications N = No sample provided NP= Item not purchased								



OSOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY17-VI.E

Board Meeting Date: July 14, 2016

BOARD COMMITTEE

FUNDING

Policy
 Finance
 Architectural
 Other

Operating
 College Capital
 Protection, Health and Safety

Grant Funded
 Student Life
 Special Levies

PROPOSAL SUMMARY

To accept the bid of the lowest qualified vendor for the printing of College publications.

ESTIMATED COST OR BENEFIT

\$58,823.00

JUSTIFICATION OF ACTION

The biannual college Viewbook and Continuing Education Schedule are critical to the promotion of SSC's credit and non-credit opportunities to residents of the community. The College also uses these publications as a source of information for current students. This action supports our Vision Statement and Community Engagement within the Strategic Plan.

MOTION

To accept the bids of Precise Printing, Schaumburg, Illinois in the amount of \$40,373.00 and Proforma, Peoria, Illinois in the amount of \$18,450.00 for the printing of College publications.

- * Are funds available in the budget? Yes
- * Is this related to any previous Board action? No
- * Is this part of a large project requiring additional funds? (Explain)

Approvals:

[Signature] 7/6/16
Originator Date

[Signature] 7/6/16
Appropriate Dean/Vice President Date

[Signature] 7/6/16
President Date



South Suburban College

"Our Mission is to **S**erve our **S**tudents and the **C**ommunity through lifelong learning."

MEMORANDUM

To: Don Manning
From: Marty Lareau
Date: July 6, 2016

Subject: Printing of College Publications

On June 21, 2016 we mailed requests for bids for the printing of College publications to forty-three (43) vendors. Our legal requirement to advertise was satisfied through a notice placed in *The Chicago Tribune*. We had four (4) responses and a public bid opening was held on July 6, 2016 at 9:00 AM with the results being read aloud. A breakdown of the bids is attached.

The College has either done business with or checked the references of the successful vendors and found all experiences and references to be satisfactory. We therefore, recommend acceptance of the bids from Precise Printing, Schaumburg, Illinois in the amount of \$40,373.00 and Proforma, Peoria, Illinois in the amount of \$18,450.00 for the printing of College publications.

Printing of College Publications
 Bid Opening
 July 6, 2016

Vendor	Package A Fall View Book	Package B Fall Cont. Ed. 24 pages	Package B Fall Cont. Ed 20 Pages	Package C Spring View Book	Package D Spring Cont. Ed 24 pages	Package D Sprint Cont. Ed 20 Pages
Blue Island Newspaper Harvey, Illinois	\$ 20,100.00	\$ 10,670.00	\$ 10,450.00	\$ 20,100.00	\$ 10,670.00	\$ 10,450.00
Graphic Ppress Titusville, Florida	\$ 20,264.25	\$ 9,169.65 NS	\$ 8,886.75 NS	\$ 20,264.25 NS	\$ 9,169.65 NS	\$ 8,886.75 NS
Precise Printing Schaumburg, Illinois	\$ 19,375.00	\$ 10,499.00 L	\$ 9,999.00	\$ 19,375.00 L	\$ 10,499.00 L	\$ 9,999.00
Proforma Peoria, Illinois	\$ 18,450.00 L	N/B	N/B	N/B	N/B	N/B
L= low vendor meeting specifications NS= no samples provided						



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY17-VI.F

Board Meeting Date: July 14, 2016

BOARD COMMITTEE

- Policy
- Finance
- Architectural
- Other

FUNDING

- Operating
- College Capital
- Protection, Health and Safety
- Grant Funded
- Student Life
- Special Levies

PROPOSAL SUMMARY

Closed Session Minutes and audio tapes were reviewed, per the Illinois Open Meetings Act. The written minutes of September 10, 2015 and January 14, 2016 are authorized to be released. The audio recordings of August 14, 2014 are authorized to be destroyed.

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION

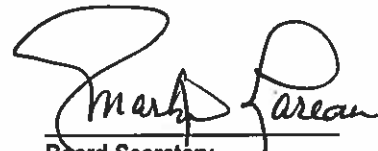
The Illinois Open Meetings Act requires closed session minutes be reviewed every six months and released to public review, if advised by legal counsel. The Act also authorizes the destruction of audio tapes of Closed Session Minutes 18 months prior. This action fosters transparency per the SSC Vision Statement.


MOTION

Closed Session Minutes and audio tapes were reviewed, per the Illinois Open Meetings Act. The written minutes of September 10, 2015 and January 14, 2016 are authorized to be released. The audio recordings of August 14, 2014 are authorized to be destroyed.

- * Are funds available in the budget? N/A
- * Is this related to any previous Board action? No
- * Is this part of a large project requiring additional funds? (Explain) No

Approvals:


 Board Secretary 7/6/16
 Date


 President 7/6/16
 Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: **FY17-VII.A.1**

Board Meeting Date: **July 14, 2016**

BOARD COMMITTEE

- Policy
- Finance
- Architectural
- Other

FUNDING

- Operating
- College Capital
- Protection, Health and Safety
- Grant Funded
- Student Life
- Special Levies

PROPOSAL SUMMARY

Request that the Board of Trustees accept the retirement of Ms. Rebecca Admave Eberhardt, Dean of Extension Services, effective December 31, 2016.

ESTIMATED COST OR BENEFIT

Not applicable.

JUSTIFICATION OF ACTION

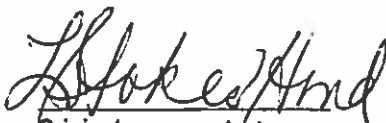
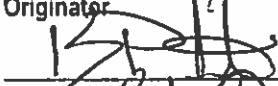
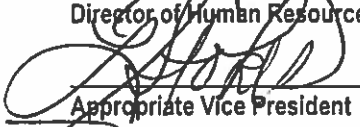
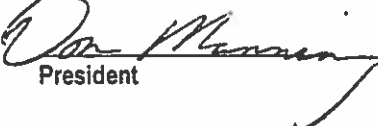
Please see the attached retirement letter from Ms. Admave.

MOTION

Move that the Board of Trustees accept the retirement of Ms. Rebecca Admave Eberhardt, Dean of Extension Services, effective December 31, 2016.

Approvals:

- * Are funds available in the budget? Yes
- * Is this related to any previous Board action? No
- * Is this part of a large project requiring No additional funds? (Explain)


 Originator 7/6/16
Date

 Director of Human Resources 7/7/16
Date

 Appropriate Vice President 7/6/16
Date

 President 7/6/16
Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

Agenda Item .

FY17-VII.A.2

For Board Information in

For Board Action in July 2016

BOARD COMMITTEE:

FUNDING:

- | | | |
|--|---|---|
| <input type="checkbox"/> Policy | <input checked="" type="checkbox"/> College Operating | <input type="checkbox"/> Grant Funded |
| <input type="checkbox"/> Finance | <input type="checkbox"/> College Capital | <input type="checkbox"/> Student Life |
| <input type="checkbox"/> Architectural | <input type="checkbox"/> Protection, Health, and Safety | <input type="checkbox"/> Special Levies |
| <input type="checkbox"/> Other | | |

PROPOSAL SUMMARY

Move that the Board of Trustees approve the retirement of Maryland Eggleston, Coordinator of Career Development and Job Placement effective September 30, 2016.

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION

This action supports South Suburban College's core values. Please see attached retirement letter.

MOTION

Move that the Board of Trustees approve the retirement of Maryland Eggleston, Coordinator of Career Development and Job Placement effective September 30, 2016.

- * Are funds available in the budget? Yes
- * Is this related to any previous Board action? Yes
- * Specify above if matching funds are required.

- * Is this part of a large project requiring additional funds? (Explain) No

- * Attach supplemental information as necessary

APPROVALS

 7/6/16
Dean

 7/6/16
Appropriate Vice President

 7/6/16
Director of Human Resources

 7/6/16
President



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY17-VII.A.3

Board Meeting Date: July 14, 2016

BOARD COMMITTEE

- Policy
- Finance
- Architectural
- Other

FUNDING

- Operating
- College Capital
- Protection, Health and Safety
- Grant Funded
- Student Life
- Special Levies

PROPOSAL SUMMARY

Move that the Board of Trustees approve the resignation of Mary Frey, Custodian in the Physical Plant Department, effective June 30, 2016.

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION

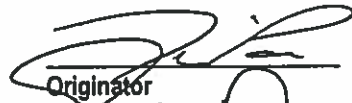


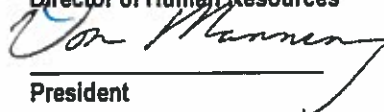
This action supports the SSC Core Values.

MOTION

Move that the Board of Trustees approve the resignation of Mary Frey, Custodian in the Physical Plant Department, effective June 30, 2016.

Approvals:

- * Are funds available in the budget? N/A
- * Is this related to any previous Board action? No
- * Is this part of a large project requiring additional funds? (Explain) No

	7/5/16
Originator	Date
	7/6/16
Appropriate Vice President	Date
	7/6/16
Director of Human Resources	Date
	7/6/16
President	Date

SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

Agenda Item FY17-VII.B.1

For Board Action in July 2016

Date: July 6, 2016

BOARD COMMITTEE:

- Policy
- Finance
- Architectural
- Other

FUNDING:

- College Operating
- College Capital
- Protection, Health, and Safety

- Grant Funded
- Student Life
- Special Levies

PROPOSAL SUMMARY

Request permission from the Board to fill the position of Highway Construction Careers Training Program (HCCTP) Training and Student Coordinator as approved at the June 2016 Board Meeting.

ESTIMATED COST OR BENEFIT

100% grant funded salary of \$32,000 per year; 40 hours per week; 52 weeks per year.

JUSTIFICATION OF ACTION

An additional staff person is needed to coordinate the training, supplies and other aspects of delivering the training for the HCCTP grant funded program. Strategic Direction #2 (Student Success and Completion) SSC 2.3, SSC 2.7 and Strategic Direction #4 (Partnership Development) PD 4.1, PD 4.2, PD 4.3, PD 4.5.

MOTION

Move that the Board of Trustees approve the appointment of Alex G. Smith as Highway Construction Careers Training Program (HCCTP) Training and Student Coordinator, Business & Career Institute effective July 18, 2016.

- * Are funds available in the budget? Yes
- * Is this related to any previous Board action? Yes
- * Specify above if matching funds are required.
- * Is this part of a large project requiring additional funds? (Explain) _____
- * Attach supplemental information as necessary

APPROVALS

Alex G. Smith 7/6/16
Originator

[Signature] 7/6/16
Director of Human Resources

[Signature] 7/6/16
Vice President

[Signature] 7/6/16
President



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY17-VII.C.1

Board Meeting Date: July 14, 2016

BOARD COMMITTEE

- Policy
- Finance
- Architectural
- Other

FUNDING

- Operating
- College Capital
- Protection, Health and Safety
- Grant Funded
- Student Life
- Special Levies

PROPOSAL SUMMARY

Move that the Board of Trustees accept the Memorandum of Understanding between South Suburban College Faculty Association (a chapter of Local 1600 AFT) and Community College District #510 for the fall 2016 semester.

ESTIMATED COST OR BENEFIT

Full-time faculty who elect to be part of this program will be paid according to the contractual agreement for overload pay.

JUSTIFICATION OF ACTION




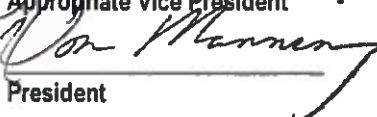
In this Memorandum of Understanding, the parties agree that full-time faculty in specific departments shall be allowed to teach an additional extra overload class for overload pay during the fall 2016 semester, in accordance with the rotation plans of their respective departments. Guidelines for this additional extra overload work are outlined in the attached Memorandum of Understanding. This action will assist SSC in providing credit courses and associate degree programs for an academically prepared student body. **(Strategic Direction # 2 - Student Success and Completion, Goal - SSC 2.1)**

MOTION

Move that the Board of Trustees accept the Memorandum of Understanding between South Suburban College Faculty Association (a chapter of Local 1600 AFT) and Community College District #510 for the fall 2016 semester.

Approvals:

- * Are funds available in the budget? Yes
- * Is this related to any previous Board action? No
- * Is this part of a large project requiring additional funds? (Explain) No

 Originator	<u>6/28/16</u> Date
 Director of Human Resources	<u>7/6/16</u> Date
 Appropriate Vice President	<u>6/28/16</u> Date
 President	<u>6/28/16</u> Date

5. **NO PRECEDENT** - This MOU shall establish no precedent between the COLLEGE and the SSCFA. All signatories to the MOU understand and agree that the terms stated herein shall apply only to specific Departments or courses selected for the Fall 2016 Semester in need of overload assignments, unless there is a written MOU executed between the Parties in the future. This MOU shall not be construed in any manner to create a binding practice upon the COLLEGE or the SSCFA.
6. **EFFECTIVE DATE** - This MOU shall be effective immediately upon execution and may not be revoked by either party unless mutually agreed in writing.
7. **ENTIRE AGREEMENT** - This MOU contains the entire agreement between the COLLEGE and the SSCFA with respect to the subject matter hereof and there are no understandings, representations, or warranties of any kind between the COLLEGE and the SSCFA except those expressly set forth herein.
8. **AMENDMENTS** - This MOU may not be modified except by writing approved by the COLLEGE and the SSCFA.

SOUTH SUBURBAN COLLEGE

SOUTH SUBURBAN COLLEGE
FACULTY ASSOCIATION

BY: _____

BY: _____

DATE: _____

DATE: _____