



BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE
15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS
BOARD ROOM (ROOM 2248)
REGULAR BOARD MEETING AGENDA
THURSDAY, SEPTEMBER 8, 2016
8:00 PM

- I. CALL TO ORDER/ROLL CALL**
- II. PLEDGE OF ALLEGIANCE**
- III. PUBLIC PARTICIPATION**
- IV. PRESENTATIONS/REPORTS**
 - A. High School Initiatives (R. Rihacek)
- V. APPROVAL OF MINUTES OF PREVIOUS MEETINGS**
 - A. Regular Board of Trustees meeting held August 11, 2016
- VI. NEW BUSINESS**
 - A. Monthly Financial Report (T. Pollert)
 - B. Approval of the payment of bills for September, 2016 (T. Pollert)
 - C. Approval to adopt the resolution approving the operating and non-operating budgets for fiscal year 2016/2017 for Community College District No. 510 (A. DeFilippo)
- VII. PERSONNEL RECOMMENDATIONS**
 - A. Retirement/Resignations/Terminations
 - B. Appointments
- 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
REGULAR BOARD MEETING MINUTES
THURSDAY, AUGUST 11, 2016

I. CALL TO ORDER & ROLL CALL:

At 8:15 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 Jacqueline Martin, Janet Rogers, and Student Trustee Ronnell Tatum.

Absent: Trustees Anthony DeFilippo, Terry Wells and Joseph Whittington

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

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. High School Equivalency for English Language Acquisition

A presentation on the High School Equivalency for English Language Acquisition program was delivered before the Board of Trustees by Ms. Maria Gutierrez.

V. PREVIOUS MEETING MINUTES

A. Finance Committee meeting held July 14, 2016

Trustee Rogers moved and Trustee Martin seconded to approve the minutes of the Finance Committee meeting held on July 14, 2016, as corrected. On roll call, John Daly, Jacqueline Martin, Janet Rogers and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

B. Regular Board of Trustees meeting held July 14, 2016

Trustee Martin moved and Trustee Rogers seconded to approve the minutes of the Regular Board of Trustees meeting held on July 14, 2016. On roll call, John Daly, Jacqueline Martin, Janet Rogers and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

VI. NEW BUSINESS

A. Monthly Financial Report

Trustee Martin moved and Trustee Rogers seconded to accept the Monthly Financial Report as presented by Treasurer, Tim Pollert. On roll call, John Daly, Jacqueline Martin, Janet Rogers and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

B. Bills Payable for August, 2016

Trustee Martin moved and Trustee Daly seconded to authorize the Treasurer to pay the list of bills payable for August, 2016, in the amount of \$4,050,974.85. On roll call, John Daly, Jacqueline Martin, Janet Rogers 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 retirement and resignation:

1. Retirement of Mary Ann Larsen, Full-time faculty in the Counseling Center, effective August 31, 2016, pursuant to the terms and provisions of the Memorandum of Understanding between Community College District #510, and the South Suburban College Faculty Association (a chapter of Local 1600 AFT).
2. Resignation of Brian Fenderson, Electronics Engineer I in the Communication Services department, effective August 8, 2016,

On roll call, John Daly, Jacqueline Martin, Janet Rogers 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 Rogers seconded to grant approval to create and advertise the following positions:

1. Approval to create and advertise the position of Associate Dean of Academic Services, pursuant to the realignment proposal for Academic Services.
2. Approval to create and advertise the grant-funded position of Director of Business & Career Institute, pursuant to the realignment proposal for Academic Services.
3. Approval to create and advertise the grant-funded position of Literacy Coach in the Adult Education Department.

On roll call, John Daly, Jacqueline Martin, Janet Rogers and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

VIII. Closed Session:

There was none.

ADJOURNMENT

At 8:36 p.m., Trustee Martin moved and Student Trustee Tatum seconded that the Board Meeting be adjourned. On roll call, John Daly, Jacqueline Martin, Janet Rogers 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 September, 2016.

For Board Action in September, 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 July 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 Pellit 9/1/16
 Controller/Treasurer

Mark Jareau 9/1/16
 Vice-President

Don Murray 9/1/16
 President

SOUTH SUBURBAN COLLEGE
South Holland, Illinois

To: Board of Trustees
 From: Tim Pollert
 Date: August 26, 2016
 Subject: Financial Report For The Period Ending July 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>
\$3,413,164.54	\$3,413,164.54
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$2,677,789.82	\$2,677,789.82

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>
\$3,680,322.44	\$3,680,322.44
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$4,980,438.60	\$4,980,438.60
<u>Net Monthly Position</u>	<u>Year to Date Net Position</u>
(\$1,300,116.16)	(\$1,300,116.16)

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>
\$12,857,744.83	1.60%	3

SOUTH SUBURBAN COLLEGE
South Holland, Illinois

	Revenue Educational	Revenue O&M	Monthly Total
July	\$3,363,572.17	\$49,592.37	\$3,413,164.54
August			\$0.00
September			\$0.00
October			\$0.00
November			\$0.00
December			\$0.00
January			\$0.00
February			\$0.00
March			\$0.00
April			\$0.00
May			\$0.00
June			\$0.00
YTD	\$3,363,572.17	\$49,592.37	\$3,413,164.54

	Expenditures Educational	Expenditures O&M	Monthly Total
July	\$2,428,682.14	\$249,107.68	\$2,677,789.82
August			\$0.00
September			\$0.00
October			\$0.00
November			\$0.00
December			\$0.00
January			\$0.00
February			\$0.00
March			\$0.00
April			\$0.00
May			\$0.00
June			\$0.00
YTD	\$2,428,682.14	\$249,107.68	\$2,677,789.82

SOUTH SUBURBAN COLLEGE
South Holland, Illinois

	Revenues All Funds	Expenditures All Funds	Monthly Total
July	\$3,680,322.44	\$4,980,438.60	(\$1,300,116.16)
August			
September			
October			
November			
December			
January			
February			
March			
April			
May			
June			
YTD	\$3,680,322.44	\$4,980,438.60	(\$1,300,116.16)

	Investment Total	Average Rate of Return	Basis Point Change from Last Month
July	\$12,857,744.83	1.60%	3
August			
September			
October			
November			
December			
January			
February			
March			
April			
May			
June			

SOUTH SUBURBAN COLLEGE

INVESTMENT WORKSHEET					
Description	Date	Fund 1 Educational	Fund 2 Opr. & Maint.	Fund 3 O&M Rst(300)	Fund 3 PH&S(379)
MB Financial CDs		0.00	0.00	0.00	0.00
MB Financial		4,754,494.64	0.00	0.00	0.00
PMA/ISDLAF+ = Daily Account		0.00	0.00	0.00	0.00
PMA/ISDLAF+ = ISDMAX		32.79	0.00	0.00	0.00
PMA/ISDLAF+ = Fixed Investment Accounts		0.00	0.00	0.00	0.00
Illinois Funds		1,649,523.02	0.00	0.00	0.00
MB Contributory Trust		395,667.63	0.00	0.00	0.00
IIIT Money Market		4,269,123.35	0.00	0.00	0.00
MB Financial Money Market		2,054,777.08	0.00	0.00	0.00
Totals	7/1	13,123,618.51	0.00	0.00	0.00
Transactions:					
Illinois Comptroller to Illinois Funds MM	7/3				
Transfer from MB MM to MB Cash	7/5	(1,000,000.00)			
Illinois Comptroller to Illinois Funds MM	7/9				
Illinois Comptroller to Illinois Funds MM	7/11				
Illinois Comptroller to Illinois Funds MM	7/20				
Illinois Comptroller to Illinois Funds MM	7/23	49,487.37	49,487.37		
Illinois Comptroller to Illinois Funds MM					
		12,173,105.88	49,487.37	0.00	0.00
Ending Balance:					
MB Financial CDs		0.00	0.00	0.00	0.00
MB Financial		4,754,494.64	0.00	0.00	0.00
PMA/ISDLAF+ = Daily Account		0.00	0.00	0.00	0.00
PMA/ISDLAF+ = ISDMAX		32.79	0.00	0.00	0.00
PMA/ISDLAF+ = Fixed Investment Accounts		0.00	0.00	0.00	0.00
Illinois Funds		699,010.39	49,487.37	0.00	0.00
MB Contributory Trust		395,667.63	0.00	0.00	0.00
IIIT Money Market		4,269,123.35	0.00	0.00	0.00
MB Financial Money Market		2,054,777.08	0.00	0.00	0.00
Totals	7/31	12,173,105.88	49,487.37	0.00	0.00

SOUTH SUBURBAN COLLEGE

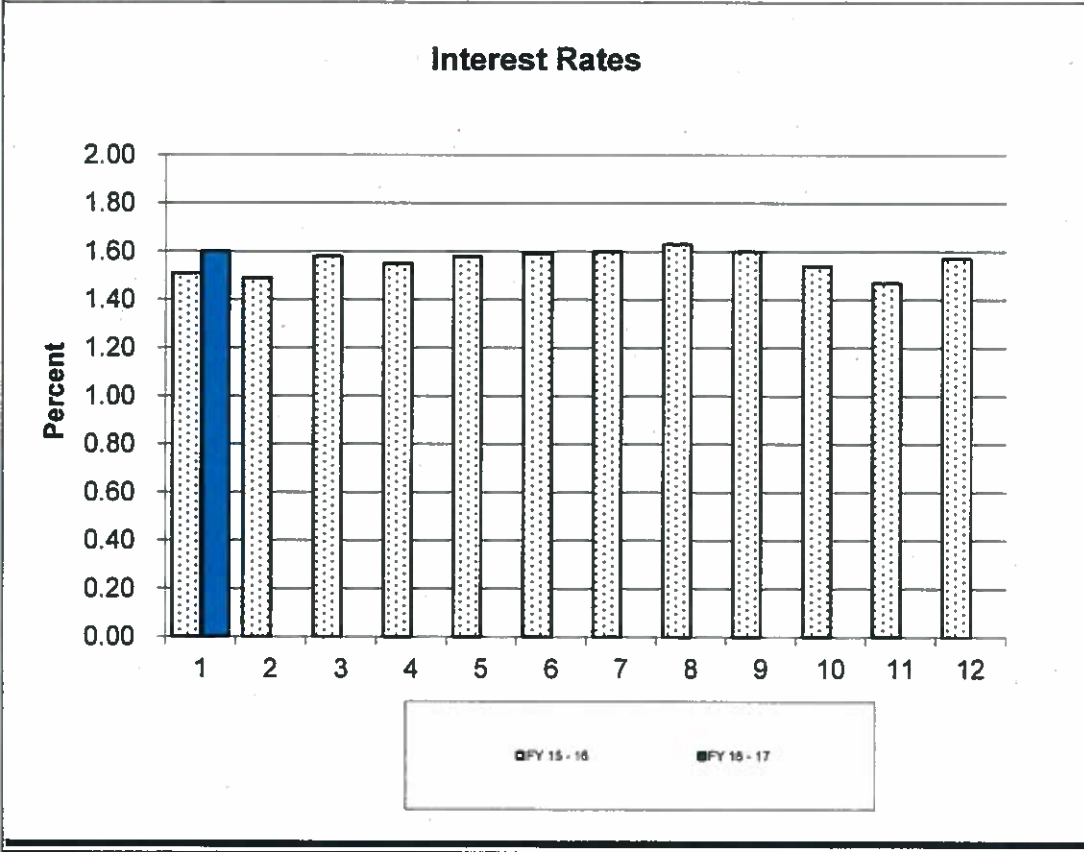
INVESTMENT WORKSHEET					
Description	Date	Fund 4 Bond & Int.	Fund 5 Auxiliary	Fund 6 Restricted	Fund 7 Working Cash
MB Financial CDs		0.00	0.00	0.00	0.00
MB Financial		0.00	0.00	0.00	0.00
PMA/ISDLAF+ = Daily Account		0.00	0.00	0.00	0.00
PMA/ISDLAF+ = ISDMAX		0.00	0.00	0.00	0.00
PMA/ISDLAF+ = Fixed Investment Accounts		0.00	0.00	0.00	0.00
Illinois Funds		0.00	0.00	0.00	0.00
MB Contributory Trust		0.00	0.00	0.00	0.00
IIIT Money Market		0.00	0.00	0.00	0.00
MB Financial Money Market		0.00	0.00	0.00	0.00
Totals	7/1	0.00	0.00	0.00	0.00
Transactions:					
Illinois Comptroller to Illinois Funds MM	7/3			243,374.92	
Transfer from MB MM to MB Cash	7/5				
Illinois Comptroller to Illinois Funds MM	7/9			35,061.64	
Illinois Comptroller to Illinois Funds MM	7/11			25,488.02	
Illinois Comptroller to Illinois Funds MM	7/20			331,227.00	
Illinois Comptroller to Illinois Funds MM	7/23				
Illinois Comptroller to Illinois Funds MM	0.00				
		0.00	0.00	635,151.58	0.00
MB Financial CDs		0.00	0.00	0.00	0.00
MB Financial		0.00	0.00	0.00	0.00
PMA/ISDLAF+ = Daily Account		0.00	0.00	0.00	0.00
PMA/ISDLAF+ = ISDMAX		0.00	0.00	0.00	0.00
PMA/ISDLAF+ = Fixed Investment Accounts		0.00	0.00	0.00	0.00
Illinois Funds		0.00	0.00	635,151.58	0.00
MB Contributory Trust		0.00	0.00	0.00	0.00
IIIT Money Market		0.00	0.00	0.00	0.00
MB Financial Money Market		0.00	0.00	0.00	0.00
Totals	7/31	0.00	0.00	635,151.58	0.00

SOUTH SUBURBAN COLLEGE

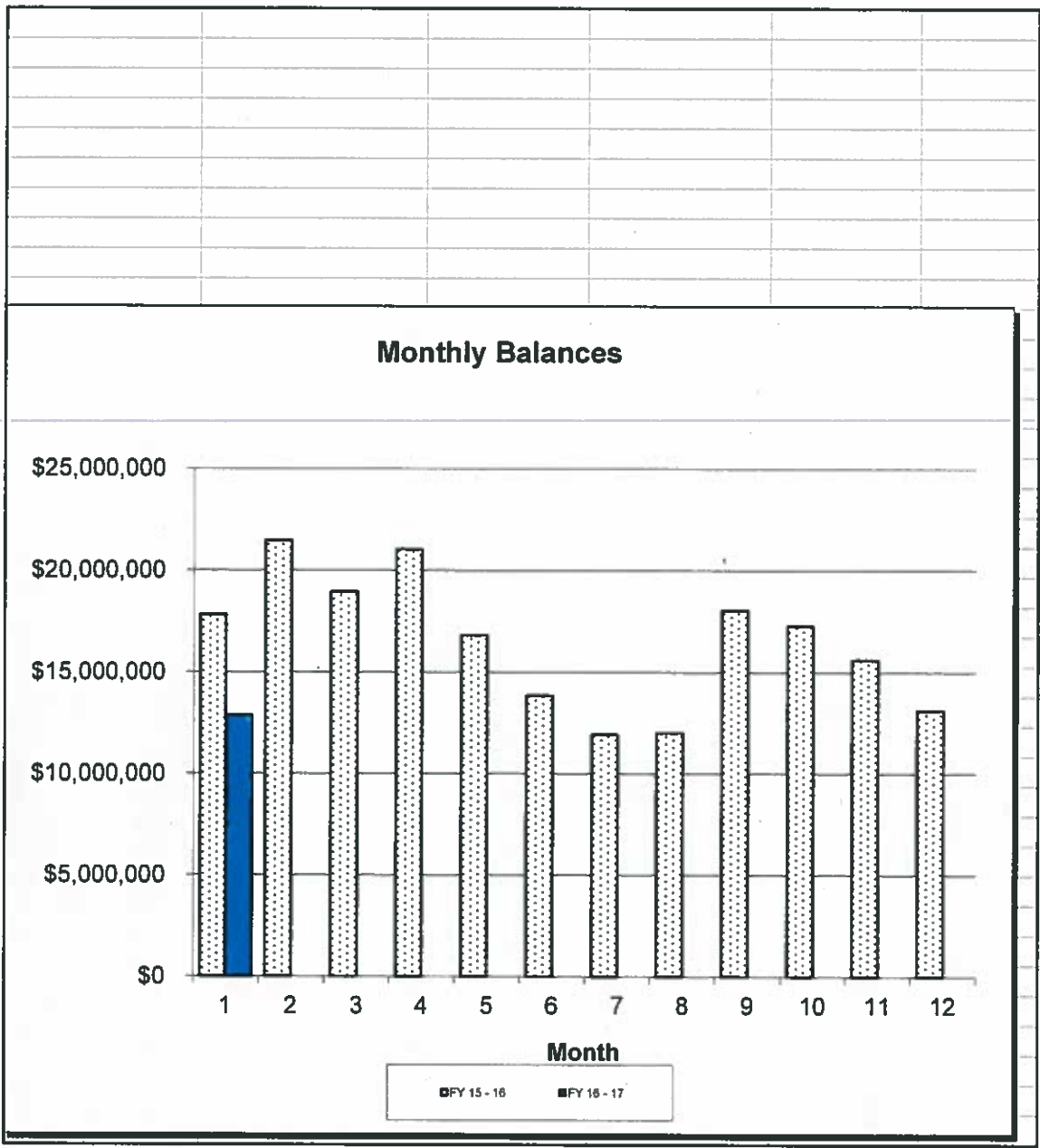
Investment		Page 4	Page 6	Total	Percent to Total
10	U. S. Government Securities	0.00	0.00	0.00	0%
20	Time Deposits	1,985,102.90	0.00	1,985,102.90	15%
30	Commercial Paper	0.00	0.00	0.00	0%
40	Mutual Funds	0.00	0.00	0.00	0%
50	Illinois Funds	3,667,669.79	0.00	3,667,669.79	29%
60	Repurchase Agreements	0.00	0.00	0.00	0%
90	Other	7,204,972.14	0.00	7,204,972.14	56%
	Total	12,857,744.83	0.00	12,857,744.83	100%
	Average %	1.60			

South Suburban College

Investment Summary				
	F Y 2015 - 2016		F Y 2016 - 2017	
Month	Month End Balance	Percent Return	Month End Balance	Percent Return
July	\$17,832,656	1.51	\$12,857,745	1.60
August	21,459,058	1.49		
September	18,954,395	1.58		
October	21,048,837	1.55		
November	16,820,149	1.58		
December	13,844,350	1.59		
January	11,923,718	1.60		
February	12,013,711	1.63		
March	18,046,571	1.60		
April	17,282,157	1.54		
May	15,613,457	1.47		
June	13,123,619	1.57		



South Suburban College





SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

Agenda Item FY17-VI.B

For Board Information in September, 2016.

For Board Action in September, 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	\$2,553,273.19
Operation & Maintenance Fund	360,741.92
Auxiliary Enterprise Fund	170,855.53
Restricted Funds	192,968.06
Audit Fund	32,000.00
Special Levies Fund	101,390.54
Flex Plan Fund	<u>7,929.45</u>
Total	\$3,419,158.69

- * 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 Robert 9/1/16
Controller/Treasurer

Mark Dureau 9/1/16
Vice-President

Bob Manning 9/1/16
President



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

Agenda Item **FY17-VI.C**

For Board Information in September, 2016

Board Action in September, 2016

BOARD COMMITTEE:

- Policy
- Finance
- Architectural
- Other

FUNDING:

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

PROPOSAL SUMMARY

Move to adopt the resolution approving the operating and non-operating budgets for fiscal year 2016/2017.

ESTIMATED COST OR BENEFIT

The Operating budget is \$32,725,639
 The Non-Operating budget is \$21,256,536

JUSTIFICATION OF ACTION

Annually, the Board of Trustees is required to adopt a budget for the College to comply with Illinois Community College Board. The tentative budget was approved by the Board at the July meeting. A legal notice was published in the appropriate news media, and the 30 day window for public inspection has been satisfied according to State statute. 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 attached resolution and Operating and Non-Operating budgets for Fiscal Year 2016/2017.

- * 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

Tom Pollett 9/1/16
 Controller/Treasurer

Mark Garcia 9/1/16
 Vice-President

Don Murray 9/1/16
 President

Office of the Treasurer



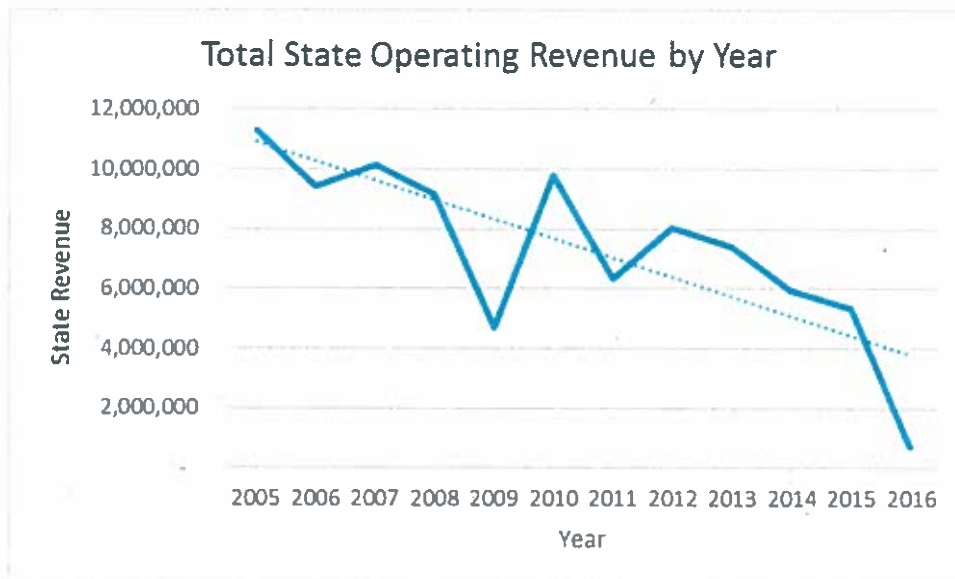
To: Board of Trustees
From: Tim Pollert
Date: August 31, 2016
Subject: Budget Packet – Fiscal Year 2016-17

Under separate cover is the College's budget packet for Fiscal Year 2016-2017. Included in this packet are the budgets for both the Operating and Non-Operating funds.

Both documents were approved, in a tentative format, at the July 14, 2016 regularly scheduled Board of Trustees meeting. A legal notice was published in the *Daily Southtown* on July 22, 2016, notifying the public of a hearing to be held on September 8, 2016 at 7:45 P.M. The tentative budget will have been on display for the required 30 days prior to adoption as required by state statute.

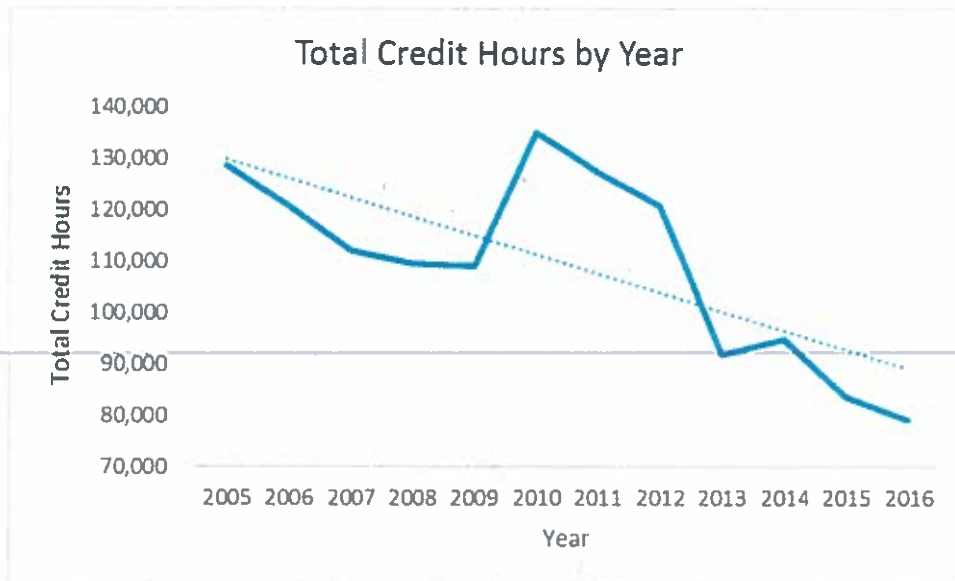
The College has continued to experience a downturn in two of our largest revenue sources.

Total State funding has steadily trended downward the past 12 years as the following graph indicates:



Just five years ago, back in 2012, the College received operating revenue of \$8,045,234. In 2016, operating revenue from the state decreased to only \$738,949.

The same negative trend holds true for total credit hours as the following graph illustrates:



Total credit hours have decreased by 42% since a high back in 2010 of 135,199 credit hours.

With that being said, the 2017 budget process has proven to be extra challenging.

Operating Fund expenditures have decreased by \$2,263,864 to \$32,725,639, or a reduction of 6.5% from 2016 budgeted expenditures of \$34,989,503.

Operating revenue is projected to be \$30,329,068 with the assumption of a continued decline in enrollment of 10% as demonstrated in our summer and fall enrollment.

Another point worth mentioning that affects revenue is that the State has only approved their budget for half of the fiscal year to December 31, 2016. So, this revenue projection is based on level funding in the second half as appropriated for the first half.

Non-Operating revenue and expenditures are the same as was passed during the tentative phase of the budget process and remain at \$21,560,626 and \$21,256,536 respectfully.

If you have questions regarding any items in these documents, please feel free to call me at (708) 210-5722.

RESOLUTION NO. _____

WHEREAS, the Board of Trustees of Community College District No. 510, South Suburban College of Cook County, County of Cook, State of Illinois, caused to be prepared in tentative form a budget, and the Treasurer's Office has made the same conveniently available to public inspection for at least thirty days prior to final action thereon;

and

WHEREAS, a public hearing was held as to such budget on the 8th day of September, 2016, notice of said hearing was given at least thirty days prior thereto as required by law, and all other legal requirements have been complied with;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of said district as follows:

Section 1. That the fiscal year of this District is hereby fixed and declared as beginning July 1, 2016 and ending June 30, 2017.

Section 2. That the following budget containing an estimate of amounts available in each fund, separately, and of expenditures from each, and an estimate of cash expected to be received during such fiscal year from all sources; and a statement of estimated cash expected to be on hand at the end of such year, be and is hereby adopted as the budget of this District for fiscal year 2016-17. A copy of this budget shall be included in the official minutes of this meeting.

Section 3. That the payment of all salaries of janitors, engineers or other custodial employees and all costs of fuel, lights, gas, water, telephone service, and custodial supplies and equipment or the cost of a professional survey of the conditions of school buildings, or any one or more of the proceeding items shall be paid from the tax levied for the operation and maintenance of facilities purposes.

Section 4. This Resolution shall be effective from and after its passage as provided by law.

Passed by the following roll call on the 8th day of September 2016.

Trustee _____ made the motion to adopt.

Trustee _____ seconded the motion.

Ayes:

Nays:

Absent:

Attest:

Secretary

Chairman



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY17-VII.A.1

Board Meeting Date: September 8, 2016

BOARD COMMITTEE

FUNDING

- Policy
- Finance
- Architectural
- Other

- Operating
- College Capital
- Protection, Health and Safety

- Grant Funded
- Student Life
- Special Levies

PROPOSAL SUMMARY

Move the Board of Trustees approve the termination of Snitphan Esariya-Umpia, Manager of Financial Aid, effective September 8, 2016, and grant permission to advertise to fill the vacated position.

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION

Replacement of this position is necessary to continue to provide accessible, affordable programs to a diverse community of learners, per the SSC Strategic Plan Core Values.

MOTION

Move the Board of Trustees approve the termination of Snitphan Esariya-Umpia, Manager of Financial Aid, effective September 8, 2016, and grant permission to advertise to fill the vacated position.

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

Marta Lewand 9/1/16
 Originator Date

Jim Quate 9/1/16
 Director of Human Resources Date

Marta Lewand 9/1/16
 Appropriate Vice President Date

Jim Munn 9/1/16
 President Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY17-VII.A.2

Board Meeting Date: September 8, 2016

BOARD COMMITTEE:

- Policy
- Finance
- Architectural
- Other

FUNDING:

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

PROPOSAL SUMMARY

Move that the Board of Trustees approve the termination of Mr. Michael Jennings, full-time Coordinator of the Health Professions Opportunity Grant (HPOG) Program – Step Up, effective September 8, 2016, and grant permission to advertise to fill the vacated grant position.

ESTIMATED COST OR BENEFIT

This is a grant-funded position with an annual salary of \$45,000. There is no guarantee of continued employment once the grant term ends. This position requires 40 hours per week, evenings, weekends and occasional travel.

JUSTIFICATION OF ACTION

Replacement of position is necessary to continue to provide an attractive, safe, healthy, and welcoming learning environment for all students in the HPOG Program (Strategic Direction 2, SSC 2.21).

MOTION

Move the Board of Trustees approve the termination of Mr. Michael Jennings, full-time Coordinator of the HPOG Program, effective September 8, 2016, and grant permission to advertise to fill the vacated grant position.

- * 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

APPROVALS

[Signature] 9/5/16
 Originator

[Signature] 9/1/16
 Director of Human Resources

[Signature] 8/30/16
 Appropriate Vice President

[Signature] 9/1/16
 President



FY17-VII.B.1

SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

For Board Information in September 2016

For Board Action in September 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 grant funded position of Literacy Coach in the Adult Education Department as approved at the August 2016 Board Meeting.

ESTIMATED COST OR BENEFIT

The annual salary is \$26,000, plus benefits.

JUSTIFICATION OF ACTION

Creation of this position is necessary to continue to increase success in adult education courses. (Strategic Direction 1, CR 1.4).

MOTION

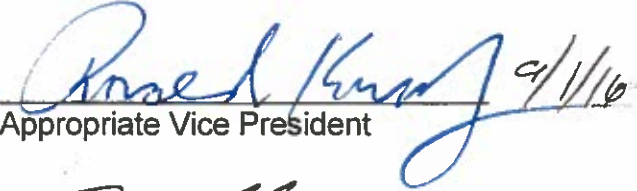
Move the Board of Trustees approve the appointment of Raylynn Stokes as Literacy Coach in the Adult Education Department, effective September 12, 2016.

- * Are funds available in the budget? Yes
- * Is this related to any previous Board action? Yes

APPROVALS

 9/1/16
Originator

 9/1/16
Director of Human Resources

 9/1/16
Appropriate Vice President

 9/1/16
President



FY17-VII.B.2

SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

For Board Information in September 2016

For Board Action in September 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 vacant grant funded position of ASE/HSE Bridge Instructor in the Adult Education Department.

ESTIMATED COST OR BENEFIT

The annual salary is \$20,700, plus benefits.

JUSTIFICATION OF ACTION

Filling of this position is necessary to continue to increase success in adult education courses. (Strategic Direction 1, CR 1.4).

MOTION

Move the Board of Trustees approve the appointment of Desmond Campbell as ASE/HSE Bridge Instructor in the Adult Education Department, effective September 12, 2016.

- * Are funds available in the budget? Yes
- * Is this related to any previous Board action? No

APPROVALS

[Signature] 9/1/16
Originator

[Signature] 8/31/16
Director of Human Resources

[Signature] 8/30/16
Appropriate Vice President

[Signature] 9/1/16
President



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

For Board Action on **September 8, 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 that the Board of Trustees grant permission to approve the hiring of **Ms. Rebecca Garcia**, Director of Business & Career Institute, effective September 12, 2016, pending successful completion of a background check, and grant permission to advertise to fill her vacated position.

ESTIMATED COST OR BENEFIT

This is a full-time position; 40 hours per week; 52 weeks per year. The annual salary is \$50,000, plus benefits.

JUSTIFICATION OF ACTION

The creation of this position is in direct alignment with Strategic Direction #2 – Student Success and Completion, Goal 1.2

MOTION

Move that the Board of Trustees grant permission to approve the hiring of **Ms. Rebecca Garcia**, Director of Business & Career Institute, effective September 12, 2016, pending successful completion of a background check, and grant permission to advertise to fill her vacated position.

- * Are funds available in the budget? Yes
- * Is this related to any previous Board action? No
- * Specify above if matching funds are required.

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

APPROVALS:

[Signature] 9/1/16
 Originator

[Signature] 9/1/16
 Director of Human Resources

[Signature] 9/1/16
 Appropriate Vice President

[Signature] 9/1/16
 President