



**BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE**  
**15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS**  
**BOARD ROOM (ROOM 2248)**  
**POLICY COMMITTEE MEETING AGENDA**  
**ROGERS, CHAIR; MARTIN AND WELLS**  
**THURSDAY, FEBRUARY 9, 2017**  
**7:50 PM**

---

- I. Approval to accept the first reading of Board Policy 111.01, Reimbursement of Travel, Meal, and Lodging Expenses for the Board of Trustees
- II. Approval to accept the first reading of Board Policy 405.03, Reimbursement of Travel, Meal, and Lodging Expenses for South Suburban College employees
- III. Approval to accept the first reading of revised Board Policy 101.02, Equal Educational and Employment Opportunity
- IV. Approval to accept the second reading of and adopt Board Policy 311.00, Business Enterprise Policy



**BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE**  
**15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS**  
**BOARD ROOM (ROOM 2248)**  
**REGULAR BOARD MEETING AGENDA**  
**THURSDAY, FEBRUARY 9, 2017**  
**8:00 PM**

---

**I. CALL TO ORDER/ROLL CALL**

**II. PLEDGE OF ALLEGIANCE**

**III. PUBLIC PARTICIPATION**

**IV. PRESENTATIONS/REPORTS**

- A. Latino Outreach Report (S. Fickau)
- 

**V. APPROVAL OF MINUTES OF PREVIOUS MEETINGS**

- A. Policy Committee Meeting held January 12, 2017  
B. Finance Committee Meeting held January 12, 2017  
C. Regular Board Meeting held January 12, 2017  
D. Closed Session Meeting held January 12, 2017

**VI. NEW BUSINESS**

- A. Monthly Financial Report (T. Pollert)  
B. Approval of the payment of bills for February, 2017 (T. Pollert)  
C. Approval to accept the first reading of Board Policy 111.01, Reimbursement of Travel, Meal, and Lodging Expenses for the Board of Trustees (J. Rogers)  
D. Approval to accept the first reading of Board Policy 405.03, Reimbursement of Travel, Meal, and Lodging Expenses for South Suburban College employees (J. Rogers)  
E. Approval to accept the first reading of revised Board Policy 101.02, Equal Educational and Employment Opportunity (J. Rogers)  
F. Approval to accept the second reading of and adopt Board Policy 311.00, Business Enterprise Policy (J. Rogers)

**VII. PERSONNEL RECOMMENDATIONS**

- A. Retirements/Resignations/Terminations  
B. Appointments  
C. Approval to Advertise  
D. College President's Contract  
E. Reappointment of Administrative staff for fiscal year 2018  
F. Reappointment of Technical Professional Exempt staff for fiscal year 2018  
G. Reappointment of Grant-funded staff for fiscal year 2018  
H. Approval of the South Suburban College Faculty Association Contract, 2017-2020

**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 POLICY COMMITTEE**  
**THURSDAY, JANUARY 12, 2017**

---

Trustee Janet M. Rogers called the Policy Committee meeting to order at 7:58 p.m.

Committee members present: Trustees Janet M. Rogers and Terry Wells

Committee members absent: Trustee Jacqueline Martin

---

Other Board members in attendance: Trustee John Daly and Student Trustee Ronnell Tatum. Trustee Joseph Whittington arrived at 8:03 p.m.

Other Board members absent: Trustees Anthony DeFilippo and Frank M. Zuccarelli

Administration present: Lynette Stokes-Wilson, 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 Kuser

Agenda:

1. Recommendation to accept the first reading of Board Policy 311.00, Business Enterprise Policy

Trustee Janet M. Rogers recommended the Board accept the first reading of Board Policy 311.00, Business Enterprise Policy, as presented at the regular Board of Trustees meeting.

The meeting was adjourned at 8:03 p.m.

**BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE**  
**15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS**  
**MINUTES OF THE FINANCE COMMITTEE**  
**THURSDAY, JANUARY 12, 2017**

---

Trustee John Daly called the meeting to order at 8:07 p.m.

Committee members present: Trustees John Daly and Janet M. Rogers

Committee members absent: Trustee Anthony DeFilippo

Other Board members in attendance: Trustees Terry Wells, Joseph Whittington, Frank M. Zuccarelli and Student Trustee Ronnell Tatum

---

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. Kuser.

Agenda:

1. Recommendation to a bond resolution providing for the issue of not to exceed \$10,000,000 of general obligation limited tax bonds for the purpose of paying claims against the District, providing for the levy of taxes to pay the bonds, and authorizing the sale of the bonds to George K. Baum and Company.

Trustee Daly recommended the Board approve the bond resolution providing for the issue of not to exceed \$10,000,000 of general obligation limited tax bonds for the purpose of paying claims against the District, providing for the levy of taxes to pay the bonds, and authorizing the sale of the bonds to George K. Baum and Company.

The Meeting adjourned at 8:11 p.m.

# BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE

15800 SOUTH STATE STREET, SOUTH HOLLAND, ILLINOIS

REGULAR BOARD MEETING MINUTES

THURSDAY, JANUARY 12, 2017

---

## I. CALL TO ORDER & ROLL CALL:

At 8:11 p.m., Chairman Frank M. Zuccarelli called the Regular Meeting of the Board of Trustees of South Suburban College, Illinois Community College District No. 510 to order. The meeting was held in the Board Room of the College, Room 2248.

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

*Absent:* Trustee Anthony DeFilippo and Jacqueline Martin.

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

## II. PLEDGE OF ALLEGIANCE

Chairman Frank M. Zuccarelli led the Pledge of Allegiance.

## III. PUBLIC PARTICIPATION:

There was none.

## IV. REPORTS/PRESENTATIONS

Ms. Rebecca Garcia delivered a presentation to the Board of Trustees on the Highway Construction Careers Training Program.

## V. PREVIOUS MEETING MINUTES

### **A. Special Board of Trustees meeting held December 8, 2016**

Trustee Daly moved and Trustee Rogers seconded to approve the minutes of the Special Board of Trustees meeting (BINA Hearing) held December 8, 2016. On roll call, John Daly, Janet Rogers, Terry Wells and Frank M. Zuccarelli voted aye. Nays: None. Trustee Joseph Whittington passed. Student Trustee Ronnell Tatum voted aye. Motion Carried.

### **B. Finance Committee Meeting held December 8, 2016**

Trustee Daly moved and Student Trustee Tatum seconded to approve the minutes of the Finance Committee meeting held December 8, 2016. On roll call, John Daly, Janet Rogers, and Frank M. Zuccarelli voted aye. Nays: None. Trustees Terry Wells and Joseph Whittington passed. Student Trustee Ronnell Tatum voted aye. Motion Carried.

### **C. Regular Board of Trustees Meeting held December 8, 2016**

Trustee Rogers moved and Trustee Daly seconded to approve the minutes of the Regular Board of Trustees meeting held on December 8, 2016. On roll call, John Daly, Janet Rogers, and Frank M. Zuccarelli voted aye. Nays: None. Trustees Terry Wells and Joseph Whittington passed. Student Trustee Ronnell Tatum voted aye. Motion Carried.

**VI. NEW BUSINESS**

**A. Monthly Financial Report**

Trustee Whittington moved and Student Trustee Tatum seconded to accept the Monthly Financial Report as presented by Treasurer Tim Pollert. On roll call John Daly, 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 January, 2017**

Trustee Wells moved and Trustee Rogers seconded to authorize the Treasurer to pay the list of bills payable for January, 2017 in the amount of \$3,080,885.85. On roll call John Daly, 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 accept the first reading of the Board Policy 311.00, Business Enterprise Policy**

Trustee Rogers moved and Trustee Daly seconded to accept the first reading of Board Policy 311.00, Business Enterprise Policy. On roll call John Daly, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion Carried.

**D. Approval to adopt a bond resolution providing for the issue of not to exceed \$10,000,000 of general obligation limited tax bond for the purpose of paying claims against the District, providing for the levy of taxes to pay the bonds, and authorizing the sale of the bonds to George K. Baum & Company**

Trustee Daly moved and Student Trustee Tatum seconded to adopt a bond resolution providing for the issue of not to exceed \$10,000,000 of general obligation limited tax bond for the purpose of paying claims against the District, providing for the levy of taxes to pay the bonds, and authorizing the sale of the bonds to George K. Baum & Company. On roll call John Daly, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion Carried.

**E. Approval to release closed session minutes and dispose of closed session audio tapes in accordance with the Open Meetings Act. The written minutes of September 8, 2016 are authorized to be released. There are no audio recordings eligible to be destroyed**

Trustee Daly moved and Trustee Whittington seconded to release closed session minutes and dispose of closed session audio tapes in accordance with the Open Meetings Act. The written minutes of September 8, 2016 are authorized to be released. There are no audio recordings eligible to be destroyed. On roll call John Daly, 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. Retirements/Resignations/Terminations**

There was none.

**B. Appointments**

Trustee Daly moved and Trustee Wells seconded to approve the following appointments:

1. Appointment of Dr. Ramona James as the full-time, grant-funded Health Professions Opportunity (HPOG) Step-up Project Coordinator in the Allied Health and Careers Program, effective January 17, 2017.
2. Appointment of Ms. Sonja Whitmore as the full-time, grant-funded Predominately Black Institutions (PBI) Blast II Grant Project Program Assistant, effective January 17, 2017.
3. Appointment of Ms. Margot Williams as the full-time, grant-funded Predominately Black Institutions (PBI) Blast II Grant Project Program Manager, effective January 17, 2017.

4. Appointment of Mr. Alex G. Smith as the full-time, grant-funded Program Manager for the Highway Construction Careers Training Program (HCCTP), effective January 17, 2017.

On roll call John Daly, 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 Create and Advertise**

Trustee Daly moved and Trustee Wells seconded to grant permission to create and advertise to fill two (2) grant-funded positions for full-time Academic Assistants in the Health Professional Opportunity Grant (HPOG) Step-up program in the Allied Health department. On roll call John Daly, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion Carried.

---

**D. Tenure**

Trustee Wells moved and Trustee Rogers seconded to grant tenure to the following faculty members at the completion of the spring, 2017 semester. On roll call John Daly, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion Carried.

**E. Approval of the Memorandum of Understanding between the South Suburban College Faculty Association and Community College District # 510 regarding the Nursing Department.**

Trustee Daly moved and Trustee Whittington seconded to approve the Memorandum of Understanding between the South Suburban College Faculty Association and Community College District #510 regarding the Nursing Department. On roll call John Daly, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion Carried.

**F. SSCFA Contract**

Trustee Daly moved and Trustee Wells seconded to table the motion to approve the three (3) year South Suburban College Faculty Association Contract, 2017-2020. On roll call John Daly, 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:**

At 8:50 p.m., on a motion made by Trustee Daly and seconded by Trustee Whittington, the Board entered into Closed Session for the purposes of discussing 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. On roll call John Daly, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion Carried.

Open Session resumed at 9:23 p.m. on a motion made by Trustee Rogers and seconded by Trustee Whittington. On roll call John Daly, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Terry Harris voted aye. Motion Carried.



Board Meeting  
January 12, 2017  
Page 4

**ADJOURNMENT**

At 9:23 p.m., Trustee Whittington moved and Trustee Wells seconded that the Board Meeting be adjourned. On roll call John Daly, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion Carried.

---

**Martin Lareau, Secretary to the Board of Trustees**

---

---

**Frank M. Zuccarelli, Chairman of the Board of Trustees**



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

For Board Information in February, 2017.

For Board Action in February, 2017.

**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 December 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**

*Tim Follett*  
\_\_\_\_\_  
Controller/Treasurer

*Mark DePree*  
\_\_\_\_\_  
Vice-President

*Don Murray 1/31/17*  
\_\_\_\_\_

President

**SOUTH SUBURBAN COLLEGE**  
South Holland, Illinois

To: Board of Trustees  
 From: Tim Pollert  
 Date: January 24, 2017  
 Subject: Financial Report For The Period Ending December 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>      |
| \$2,708,274.94              | \$15,118,462.70                  |
| <u>Monthly Expenditures</u> | <u>Year to Date Expenditures</u> |
| \$2,397,525.34              | \$15,148,811.98                  |

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>      |
| \$6,854,080.60              | \$27,647,821.79                  |
| <u>Monthly Expenditures</u> | <u>Year to Date Expenditures</u> |
| \$5,971,430.07              | \$28,001,789.15                  |
| <u>Net Monthly Position</u> | <u>Year to Date Net Position</u> |
| \$882,650.53                | (\$353,967.36)                   |

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> |
| \$20,017,795.27          | 2.36%                         | 5   |

**SOUTH SUBURBAN COLLEGE**  
South Holland, Illinois

|           | <b>Revenue<br/>Educational</b> | <b>Revenue<br/>O&amp;M</b> | <b>Monthly<br/>Total</b> |
|-----------|--------------------------------|----------------------------|--------------------------|
| July      | \$3,363,572.17                 | \$49,592.37                | \$3,413,164.54           |
| August    | \$3,171,862.34                 | \$6,529.95                 | \$3,178,392.29           |
| September | \$1,600,083.07                 | \$571,387.00               | \$2,171,470.07           |
| October   | \$1,128,150.22                 | \$45,291.33                | \$1,173,441.55           |
| November  | \$2,356,189.81                 | \$117,529.50               | \$2,473,719.31           |
| December  | \$1,576,428.06                 | \$1,131,846.88             | \$2,708,274.94           |
| January   |                                |                            | \$0.00                   |
| February  |                                |                            | \$0.00                   |
| March     |                                |                            | \$0.00                   |
| April     |                                |                            | \$0.00                   |
| May       |                                |                            | \$0.00                   |
| June      |                                |                            | \$0.00                   |
| YTD       | \$13,196,285.67                | \$1,922,177.03             | \$15,118,462.70          |

|           | <b>Expenditures<br/>Educational</b> | <b>Expenditures<br/>O&amp;M</b> | <b>Monthly<br/>Total</b> |
|-----------|-------------------------------------|---------------------------------|--------------------------|
| July      | \$2,428,682.14                      | \$249,107.68                    | \$2,677,789.82           |
| August    | \$2,524,782.05                      | \$350,774.26                    | \$2,875,556.31           |
| September | \$2,672,688.14                      | \$440,482.15                    | \$3,113,170.29           |
| October   | \$1,517,192.76                      | \$297,017.02                    | \$1,814,209.78           |
| November  | \$1,920,285.77                      | \$350,274.67                    | \$2,270,560.44           |
| December  | \$2,071,724.67                      | \$325,800.67                    | \$2,397,525.34           |
| January   |                                     |                                 | \$0.00                   |
| February  |                                     |                                 | \$0.00                   |
| March     |                                     |                                 | \$0.00                   |
| April     |                                     |                                 | \$0.00                   |
| May       |                                     |                                 | \$0.00                   |
| June      |                                     |                                 | \$0.00                   |
| YTD       | \$13,135,355.53                     | \$2,013,456.45                  | \$15,148,811.98          |

# SOUTH SUBURBAN COLLEGE

South Holland, Illinois

|           | <b>Revenues<br/>All Funds</b> | <b>Expenditures<br/>All Funds</b> | <b>Monthly<br/>Total</b> |
|-----------|-------------------------------|-----------------------------------|--------------------------|
| July      | \$3,680,322.44                | \$4,980,438.60                    | (\$1,300,116.16)         |
| August    | \$4,175,979.81                | \$3,111,586.48                    | \$1,064,393.33           |
| September | \$7,394,846.16                | \$7,478,781.34                    | (\$83,935.18)            |
| October   | \$1,613,238.09                | \$2,332,436.38                    | (\$719,198.29)           |
| November  | \$3,929,354.69                | \$4,127,116.28                    | (\$197,761.59)           |
| December  | \$6,854,080.60                | \$5,971,430.07                    | \$882,650.53             |
| January   |                               |                                   |                          |
| February  |                               |                                   |                          |
| March     |                               |                                   |                          |
| April     |                               |                                   |                          |
| May       |                               |                                   |                          |
| June      |                               |                                   |                          |
| YTD       | \$27,647,821.79               | \$28,001,789.15                   | (\$353,967.36)           |

|           | <b>Investment<br/>Total</b> | <b>Average Rate<br/>of Return</b> | <b>Basis Point Change<br/>from Last Month</b> |
|-----------|-----------------------------|-----------------------------------|---|
| July      | \$12,857,744.83             | 1.60%                             | 3   |
| August    | \$16,019,990.38             | 2.03%                             | 43  |
| September | \$18,366,748.79             | 2.05%                             | 2   |
| October   | \$17,018,829.57             | 2.07%                             | 2   |
| November  | \$13,780,693.67             | 2.31%                             | 24  |
| December  | \$20,017,795.27             | 2.36%                             | 5   |
| January   |                             |                                   |   |
| February  |                             |                                   |   |
| March     |                             |                                   |   |
| April     |                             |                                   |   |
| May       |                             |                                   |   |
| June      |                             |                                   |   |









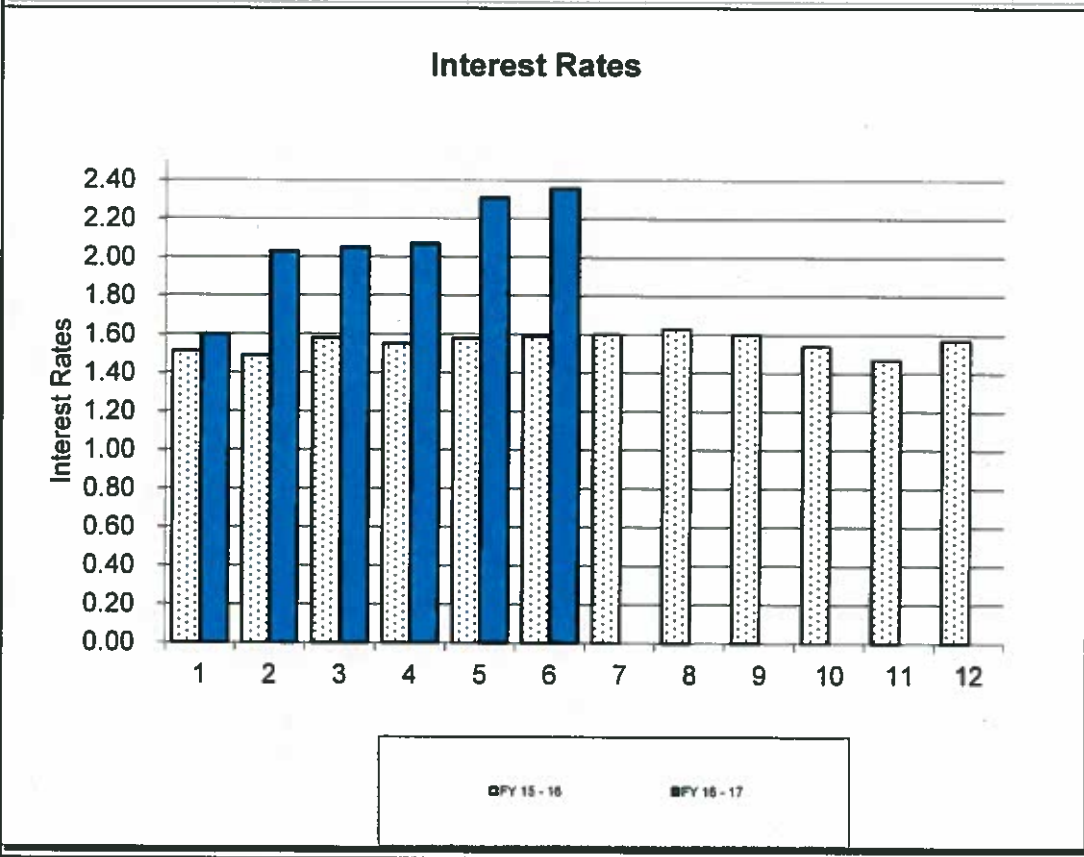


SOUTH SUBURBAN COLLEGE

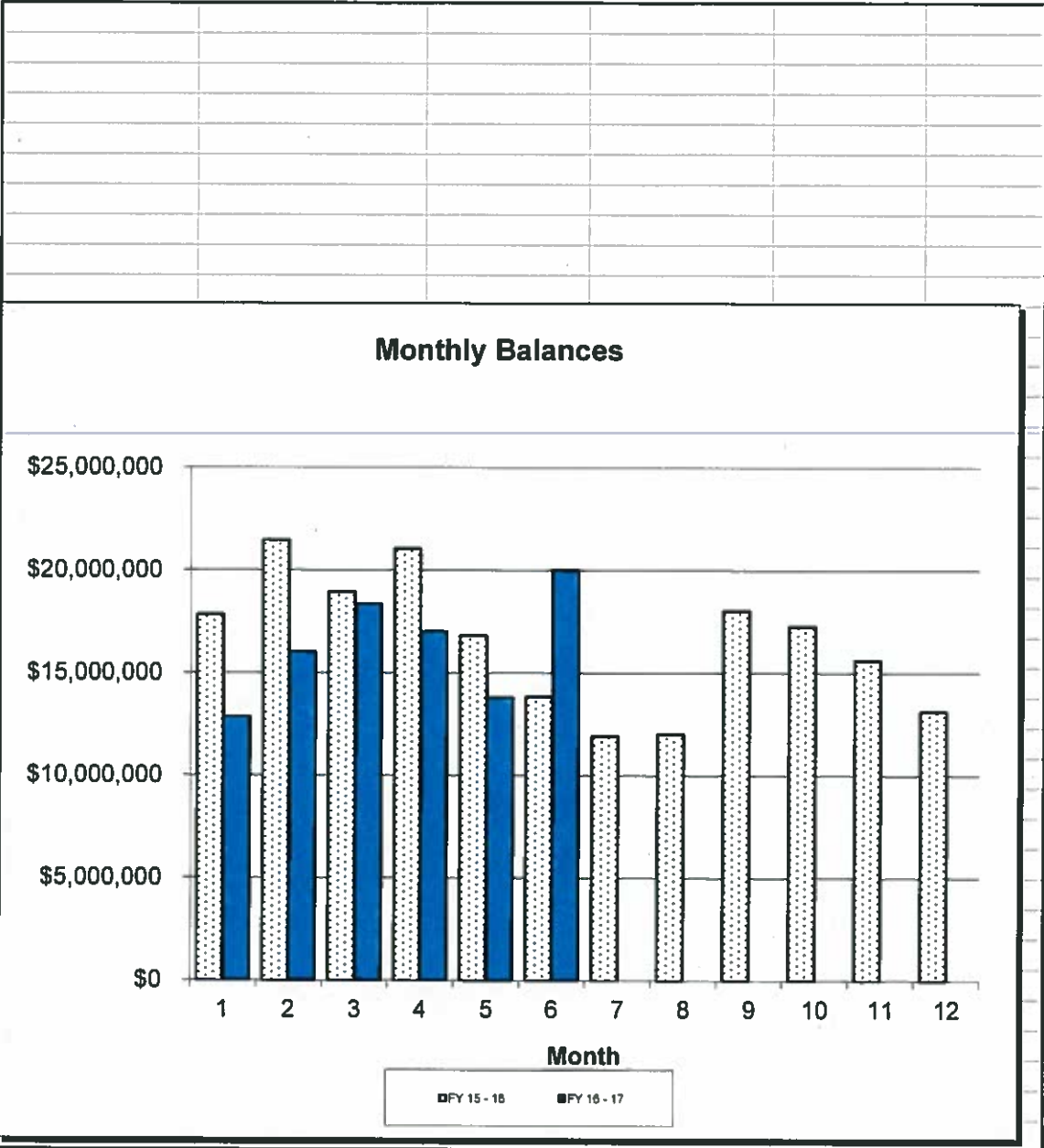
| Investment |                             | Page 4               | Page 6      | Total                | Percent to Total |
|------------|-----------------------------|----------------------|-------------|----------------------|------------------|
| 10         | U. S. Government Securities | 0.00                 | 0.00        | 0.00                 | 0%               |
| 20         | Time Deposits               | 1,985,102.90         | 0.00        | 1,985,102.90         | 10%              |
| 30         | Commercial Paper            | 0.00                 | 0.00        | 0.00                 | 0%               |
| 40         | Mutual Funds                | 0.00                 | 0.00        | 0.00                 | 0%               |
| 50         | Illinois Funds              | 2,438,790.87         | 0.00        | 2,438,790.87         | 12%              |
| 60         | Repurchase Agreements       | 0.00                 | 0.00        | 0.00                 | 0%               |
| 90         | Other                       | 15,593,901.50        | 0.00        | 15,593,901.50        | 78%              |
|            | <b>Total</b>                | <b>20,017,795.27</b> | <b>0.00</b> | <b>20,017,795.27</b> | <b>100%</b>      |
|            | <b>Average %</b>            | <b>2.36</b>          |             |                      |                  |

**South Suburban College**

| <b>Investment Summary</b> |                   |                |                   |                |
|---------------------------|-------------------|----------------|-------------------|----------------|
|                           | 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           | 16,019,990        | 2.03           |
| September                 | 18,954,395        | 1.58           | 18,366,749        | 2.05           |
| October                   | 21,048,837        | 1.55           | 17,018,830        | 2.07           |
| November                  | 16,820,149        | 1.58           | 13,780,694        | 2.31           |
| December                  | 13,844,350        | 1.59           | 20,017,795        | 2.36           |
| 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 February, 2017.

For Board Action in February, 2017.

**BOARD COMMITTEE:**

- Policy
- Finance
- Architectural
- Other

**FUNDING:**

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

**PROPOSAL SUMMARY**

**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               | \$2,449,972.93        |
| Operation & Maintenance Fund | 308,522.48            |
| Auxiliary Enterprise Fund    | 226,216.69            |
| Restricted Funds             | 318,579.97            |
| Special Levies Fund          | 60,248.35             |
| Flex Plan Fund               | <u>3,878.80</u>       |
| <b>Total</b>                 | <b>\$3,367,419.22</b> |

- \* 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**

  
 \_\_\_\_\_  
 Controller/Treasurer

  
 \_\_\_\_\_  
 Vice-President

  
 \_\_\_\_\_  
 President



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

**ITEM: FY17-VI.C.1**

**Board Meeting Date: February 9, 2017**

**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 first reading of Board Policy 111.01, Reimbursement of Travel, Meal and Lodging Expenses for the Board of Trustees.

**ESTIMATED COST OR BENEFIT**

N/A

**JUSTIFICATION OF ACTION**

This action fosters transparency per the SSC Vision Statement.

**MOTION**

Move that the Board of Trustees accept the first reading of Board Policy 111.01, Reimbursement of Travel, Meal and Lodging Expenses for the Board of Trustees.

- \* 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:**

*Mark Lora*  
Appropriate Vice President

2/2/17  
Date

*Don Manning*  
President

2/2/17  
Date

**South Suburban College  
South Holland, Illinois**

**Board of Trustees Policy and Procedure Manual**

---

**111.01 Reimbursement of Travel, Meal and Lodging Expenses**

The Illinois General Assembly recently enacted Public Act 99-604, known as the "Local Government Travel Expense Control Act". As required by the Act, it is the policy of South Suburban College to regulate the reimbursement of all College Board members travel expenses as set forth below:

1. **Definitions.**
  - a. "Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.
  - b. "Travel" means any expenditure directly incident to official South Suburban College business travel by Board members involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.
2. **Reimbursable Rates.** South Suburban College shall reimburse permitted travel expenses as set forth on Exhibit A to this Policy.
3. **Reimbursement Request Form.** South Suburban College shall only approve reimbursement of expenses if the Board member submits said expenses on the Reimbursement Request Form, which is attached to this Policy 111.01. All documents submitted to South Suburban College for reimbursement are public records subject to disclosure under the Freedom of Information Act, unless otherwise protected under that Act.
4. **Entertainment Expenses.** South Suburban College shall not reimburse any Board member for any entertainment expense unless such expense is ancillary to the purpose of the program or event and is consistent with the requirements of P.A. 99-604.
5. **Board Approval of Certain Reimbursable Expenses.** All expenses for Board members shall only be approved by a roll call vote at an open meeting of the Board of Trustees of the College.
6. **Compliance with Act.** The College shall comply with all other requirements of the Local Government Travel Expense Act. Any College policy, procedure or resolution that conflicts with the provisions of the Local Government Travel Expense Act is hereby repealed or superseded to the extent of such conflict.

**EXHIBIT A – PERMISSIBLE TRAVEL EXPENSES**

The maximum reimbursable rates for travel are set forth as follows:

| <b>Maximum Reimbursable Rates for Transportation</b> |   |
|--|---|
| Air Travel   | Lowest reasonable rate (coach)                              |
| Auto   | Current IRS Standard Mileage Rate                           |
| Rental Car   | Lowest reasonable rate (midsize)                            |
| Rail or Bus  | Lowest reasonable rate and cost shall not exceed Air Travel |
| Taxi, Shuttle, Rideshare, or Public Transportation   | Actual reasonable rate                                      |

|   |
|---|
| <p align="center"><b>Maximum Reimbursable Rates for Meals</b></p> <p align="center">Most current per diem reimbursement rates as established by the<br/>Illinois Department of Central Management<br/><a href="https://www.illinois.gov/cms/Employees/travel/Pages/TravelReimbursement.aspx">https://www.illinois.gov/cms/Employees/travel/Pages/TravelReimbursement.aspx</a></p> |
|---|

|  |
|--|
| <p align="center"><b>Maximum Reimbursable Rates for Lodging</b></p> <p align="center">Most current nightly reimbursement rates as established by the<br/>Illinois Department of Central Management<br/><a href="https://www.illinois.gov/cms/Employees/travel/Pages/TravelReimbursement.aspx">https://www.illinois.gov/cms/Employees/travel/Pages/TravelReimbursement.aspx</a></p> |
|--|



**EXHIBIT B - TRAVEL EXPENSE REIMBURSEMENT REQUEST FORM**

Before an expense for travel, meals, or lodging may be approved under College Policy No. 111.01, the following minimum documentation must first be submitted, in writing, to the Board of Trustees of the College:

- (1) The name of the individual who received or is requesting the travel, meal, or lodging expense and the individual's job title or office.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Job Title/Office

- (2) The date or dates and nature of the official College business for which the travel, meal, or lodging expense was or will be expended. Please attach supporting documentation describing the nature of the official College business event or program.

\_\_\_\_\_  
Name of Event or Program

\_\_\_\_\_  
Date(s) of Event or Program

\_\_\_\_\_  
Location of Event or Program

\_\_\_\_\_  
Purpose of Event or Program

\_\_\_\_\_  
Description of nature of event

- (3) An estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred. Please attach either (a) a document explaining the basis for your estimate if expenses have not yet been incurred or (b) detailed vendor receipts if the expenses have already been incurred.

You may also provide such other documentation as would assist the Board of Trustees in considering your request for reimbursement. In the discretion of the Board of Trustees, additional documentation relevant to the request for reimbursement may be required prior to action by the Board of Trustees with respect to the reimbursement request.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date



# SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY17-VI.D.1

Board Meeting Date: February 9, 2017

### 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 first reading of Board Policy 405.03, Reimbursement of Travel, Meal and Lodging Expenses for SSC Employees

### ESTIMATED COST OR BENEFIT

N/A

### JUSTIFICATION OF ACTION

This action fosters transparency per the SSC Vision Statement.

### MOTION

Move that the Board of Trustees accept the first reading of Board Policy 405.03, Reimbursement of Travel, Meal and Lodging Expenses for SSC Employees

- \* 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:

  
 Appropriate Vice President      2/2/17  
 Date

  
 President      2/2/17  
 Date

**South Suburban College  
South Holland, Illinois**

**Board of Trustees Policy and Procedure Manual**

---

**405.3 Reimbursement of Travel, Meal and Lodging Expenses**

**REIMBURSEMENT OF TRAVEL, MEAL AND LODGING EXPENSES**

The Illinois General Assembly recently enacted Public Act 99-604, known as the "Local Government Travel Expense Control Act". As required by the Act, it is the policy of South Suburban College to regulate the reimbursement of all South Suburban College administrator and employee travel expenses as set forth below:

1. **Definitions.**
  - a. "Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.
  - b. "Travel" means any expenditure directly incident to official South Suburban College business travel by administrators, officers or employees of South Suburban College involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.
2. **Reimbursable Rates.** South Suburban College shall reimburse permitted travel expenses as set forth on Exhibit A to this Policy.
3. **Reimbursement Request Form.** South Suburban College shall only approve reimbursement of expenses if the administrator, officer or employee submits said expenses on the College's Reimbursement Request Form, which is included in the South Suburban College "Travel Policies and Procedures". All documents submitted to South Suburban College for reimbursement are public records subject to disclosure under the Freedom of Information Act, unless otherwise protected under that Act.
4. **Entertainment Expenses.** South Suburban College shall not reimburse any administrator, officer, or employee for any entertainment expense unless such expense is ancillary to the purpose of the program or event and consistent with P.A. 99-604 and the "Travel Policies and Procedures".
5. **Board Approval of Certain Reimbursable Expenses.** The following expenses for travel, meals, and lodging may only be approved by a roll call vote at an open meeting of the Board of Trustees of the College:
  - a. Any reimbursable expenses of a College administrator, officer or employee that exceeds the maximum allowed under the regulations adopted under Section 2 of this Policy.

- b. Any other reimbursable expenses because of emergency or other extraordinary circumstances.
6. **Compliance with Act.** South Suburban College shall comply with all other requirements of the Local Government Travel Expense Act. Any College policy, procedure or resolution that conflicts with the provisions of the Local Government Travel Expense Act is hereby repealed or superseded to the extent of such conflict.

**EXHIBIT A – PERMISSIBLE TRAVEL EXPENSES**

The maximum reimbursable rates for travel are set forth as follows:

| <b>Maximum Reimbursable Rates for Transportation</b> |   |
|--|---|
| Air Travel   | Lowest reasonable rate (coach)                              |
| Auto   | Current IRS Standard Mileage Rate                           |
| Rental Car   | Lowest reasonable rate (midsize)                            |
| Rail or Bus  | Lowest reasonable rate and cost shall not exceed Air Travel |
| Taxi, Shuttle, Rideshare, or Public Transportation   | Actual reasonable rate                                      |

| <b>Maximum Reimbursable Rates for Meals</b>  |
|--|
| <p>Most current per diem reimbursement rates as established by the<br/>           Illinois Department of Central Management<br/> <a href="https://www.illinois.gov/cms/Employees/travel/Pages/TravelReimbursement.aspx">https://www.illinois.gov/cms/Employees/travel/Pages/TravelReimbursement.aspx</a></p> |

| <b>Maximum Reimbursable Rates for Lodging</b>   |
|---|
| <p>Most current nightly reimbursement rates as established by the<br/>           Illinois Department of Central Management<br/> <a href="https://www.illinois.gov/cms/Employees/travel/Pages/TravelReimbursement.aspx">https://www.illinois.gov/cms/Employees/travel/Pages/TravelReimbursement.aspx</a></p> |

All travel must also follow the South Suburban College "Travel Policies and Procedures" manual, except to the extent that any Travel Expense Reimbursement Procedure that is contrary to any provision of the Local Government Travel Expense Control Act, or the College's Board Policy for Reimbursement of Travel, Meal, and Lodging Expenses, it will be superseded by the Act or applicable Board policy.

Expenses that shall not be considered for reimbursement are set forth in the "Travel Policies and Procedures."

---

**TO BE INCLUDED IN TRAVEL POLICIES AND PROCEDURE MANUAL. NOT IN BOARD BOOK  
TRAVEL EXPENSE REIMBURSEMENT REQUEST FORM**

Before an expense for travel, meals, or lodging may be approved under College Policy 405.3 and the South Suburban College "Travel Policies and Procedures", the following minimum documentation must first be submitted, in writing, to appropriate supervisor:

- (1) The name of the individual requesting the travel, meal, or lodging expense and the individual's job title or office.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Job Title/Office

- (2) The date or dates and nature of the official College business for which the travel, meal, or lodging expense was or will be expended. Please attach supporting documentation describing the nature of the official College business event or program.

\_\_\_\_\_  
Name of Event or Program

\_\_\_\_\_  
Date(s) of Event or Program

\_\_\_\_\_  
Location of Event or Program

\_\_\_\_\_  
Purpose of Event or Program

\_\_\_\_\_  
Description of nature of event

- (3) An estimate of the cost of travel, meals, or lodging if expenses have not been incurred or all receipts documenting the cost of the travel, meals, or lodging if the expenses have already been incurred. Please attach either (a) a document explaining the basis for your estimate if expenses have not yet been incurred or (b) detailed vendor receipts if the expenses have already been incurred.

You may also provide such other documentation as appropriate in the consideration of your request for reimbursement. In the discretion of the Board of Trustees or your supervisor, additional documentation relevant to the request for reimbursement may be required prior to action on your reimbursement request.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

**ITEM: FY17-VI.E.1**

**Board Meeting Date: February 9, 2017**

**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 first reading of revised Board Policy 101.02, Equal Educational and Employment Opportunity.

**ESTIMATED COST OR BENEFIT**

N/A

**JUSTIFICATION OF ACTION**

This action fosters transparency per the SSC Vision Statement.

**MOTION**

Move that the Board of Trustees accept the first reading of revised Board Policy 101.02, Equal Educational and Employment Opportunity.

- \* 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:**

Appropriate Vice President

2/2/17  
Date

President

2/2/17  
Date

## **SSC BOARD POLICY #101.02**

### **Equal Educational and Employment Opportunity ~~Affirmative Action Policy~~**

South Suburban College embraces the concept of nondiscrimination in all areas of educational and employment relations. Equal opportunity in recruitment, employment, and advancement is guaranteed to students, potential students, applicants for employment, and all college personnel regardless of race, religion, national origin, age, sex, ~~veteran status~~, gender-identity, gender-expression, sexual orientation, pregnancy, childbirth, genetic information, disability, ancestry, marital status, military status, unfavorable discharge from military service, citizenship status or any other classification prohibited under federal, state or local law, rule or regulation.

---

South Suburban College will provide reasonable accommodations for students and employees needs based on federal and state statutes.

South Suburban will protect all individuals from retaliation arising from discrimination investigations, complaints or findings associated with a discrimination investigation or lawsuit.

~~The College is committed to act affirmatively and to increase its efforts to create opportunities, provide guidance, and encourage growth for all employees as expressed in the South Suburban College Affirmative Action Plan, which is incorporated herein by reference.~~

Questions in regard to the EEO shall be made to the Title IX Coordinator (for students) or the Affirmative Action Officer (for employees).

- Adopted: September 26, 1974
- Revised: April 8, 1999
- Reviewed: July 12, 2007
- Revised: XXX X, 2016





**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

**ITEM: FY17-VI.F.1**

**Board Meeting Date: February 9, 2017**

**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 second reading of Board Policy 311.00, Business Enterprise Policy.

**ESTIMATED COST OR BENEFIT**

N/A

**JUSTIFICATION OF ACTION**

This action fosters transparency per the SSC Vision Statement.

**MOTION**

Move that the Board of Trustees accept the second reading of and adopt Board Policy 311.00, Business Enterprise Policy.

- \* 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:**

*Mark Larea*  
Appropriate Vice President

2/2/17  
Date

*Don Manning*  
President

2/2/17  
Date

**South Suburban College  
South Holland, Illinois**

**Board of Trustee Policy and Procedure**

---

**311.0 Business Enterprise Program**

South Suburban College recognizes the importance of increasing the participation of businesses owned by minorities, females and persons with disabilities in public contracts. In support of the Business Enterprise for Minorities, Females and Persons with Disabilities Act ("Act"), 30 ILCS 575/0.01 *et seq.*, South Suburban College commits to promoting and encouraging participation of minority, female and persons with disability owned businesses in South Suburban College purchasing and construction to the greatest extent feasible within the bounds of financial and fiduciary prudence and to take necessary steps to remove any barriers to the full participation of such firms in the procurement and contractual opportunities afforded. South Suburban College will provide support for College administrative and staff members to attend and participate in trainings, workshops, conferences and seminars dealing with procurement through qualified minority, female and persons with disability owned businesses in compliance with the Act.

South Suburban College is committed to meeting the requirements of the Act, establishing the aspirational goals as cited by the Act, and engaging in good faith efforts to meet such goals. The President shall appoint a liaison in a manner consistent with current law to oversee all duties as set forth in the Act. Consistent with the Act, South Suburban College will develop policies, plans and procedures to achieve the goals to its best ability in compliance with the Act.



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM: FY17-VII.A.1

Board Meeting Date: February 9, 2017

**BOARD COMMITTEE**

**FUNDING**

|  |  |   |
|--|--|---|
| <input type="checkbox"/> Policy        | <input checked="" type="checkbox"/> 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 Jan E. Green, Executive Assistant to the Vice President of Student Development effective May 31, 2017, and grant permission to advertise to fill vacant position.

**ESTIMATED COST OR BENEFIT**

N/A

**JUSTIFICATION OF ACTION**

This action supports South Suburban College Core Values. Please see the attached retirement letter from Jan E. Green.

**MOTION**

Move that the Board of Trustees approve the retirement of Jan E. Green, Executive Assistant to the Vice President of Student Development effective May 31, 2017, and grant permission to advertise to fill vacant position.

**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

|  |          |
|--|----------|
|  | 01/19/17 |
| Originator   | Date     |
|  | 01/19/17 |
| Appropriate Vice President   | Date     |
|  | 2/1/17   |
| Director of Human Resources  | Date     |
|  | 1/31/17  |
| President  | Date     |



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM: FY17-VII.B.1

For Board Information in **February, 2017**

Board Meeting Date: **February 9, 2017**

**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 approve the hiring of **Erin Murphy** as an Administrative Assistant I in Allied Health / Career Programs, effective February 13, 2017, and request permission to advertise to fill the vacated position.

**ESTIMATED COST OR BENEFIT**

This is a Grade VII position on the support staff salary schedule. The position is 35 hours per week for 52 weeks.

**JUSTIFICATION OF ACTION**

To fill the vacancy created by the resignation of **Alexis Underwood**. Permission to advertise to fill this position was granted during a prior Board meeting. Replacement of this position will assist 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**

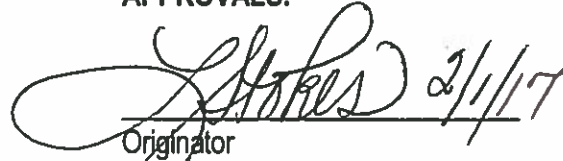
Move that the Board of Trustees approve the hiring of **Erin Murphy** as an Administrative Assistant I in Allied Health / Career Programs, effective February 13, 2017, and request permission to advertise to fill the vacated position.

- \* 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**

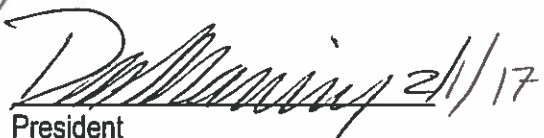
\* Attach supplemental information as necessary

**APPROVALS:**

 2/1/17  
Originator

 2/1/17  
Director of Human Resources

 2/1/17  
Appropriate Vice President

 2/1/17  
President



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM: FY17-VII.B.2

Board Meeting Date: February 9, 2017

**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 appoint \_\_\_\_\_ as a full-time Academic Assistant of the Health Professions Opportunity Grant (HPOG) Step-Up Program in the Allied Health/Career Programs, effective February 13, 2017. (The candidate's name will be presented at the Board meeting.)

**ESTIMATED COST OR BENEFIT**

This is a full time grant-funded position with an annual salary of \$30,000. This position requires 40 hours per week, 52 weeks per year, and occasional weekend hours and travel. Continued employment is contingent upon receipt of grant funds.

**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 appoint \_\_\_\_\_ as a full-time Academic Assistant of the Health Professions Opportunity Grant (HPOG) Step-Up Program in the Allied Health/Career Programs, effective February 13, 2017. (The candidate's name will be presented at the Board meeting.)

**Approvals:**

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

|                             |        |
|-----------------------------|--------|
|                             | 2/1/17 |
| Originator                  | Date   |
|                             | 2/1/17 |
| Director of Human Resources | Date   |
|                             | 2/1/17 |
| Appropriate Vice President  | Date   |
|                             | 2/1/17 |
| President                   | Date   |



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

**AGENDA ITEM:** \_\_\_\_\_

**Board Meeting Date:** February 9, 2017

**BOARD COMMITTEE**

- \_\_\_ Policy
- \_\_\_ Finance
- \_\_\_ Architectural
- \_\_\_ Other

**FUNDING**

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

**PROPOSAL SUMMARY**

Request that the Board of Trustees grant permission to advertise and hire for the grant-funded position of Highway Construction Careers Training Program (HCCTP) Program Assistant.

**ESTIMATED COST OR BENEFIT**

Grant funded salary of \$28,000 per year; 40 hours per week; 52 weeks per year.

**JUSTIFICATION OF ACTION**





The ICCB is administering a grant from the Illinois Department of Transportation to increase access to highway construction jobs for minorities, women and disadvantaged individuals. SSC has been participating in this project to provide intensive training in highway construction-related skills. With the promotion of Alex Smith to Program Manager, an additional staff person is needed to assist with training, supplies and other aspects of delivering the training. This 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 advertise and hire for the grant-funded position of Highway Construction Careers Training Program (HCCTP) Program Assistant..

- \* Are funds available in the budget? Yes
- \* Is this related to any previous Board action? Yes
- \* Is this part of a large project requiring additional funds? (Explain)

**Approvals:**

  
 Originator \_\_\_\_\_ Date 01/24/17  
  
 Director of Human Resources \_\_\_\_\_ Date 2/1/17  
  
 Appropriate Vice President \_\_\_\_\_ Date 01/24/17  
  
 President \_\_\_\_\_ Date 1/31/17



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

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

**Board Meeting Date: February 9, 2017**

**BOARD COMMITTEE**

- Policy
- Finance
- Architectural
- Other

**FUNDING**

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

**PROPOSAL SUMMARY**

The proposal is to amend the President's Contract for Don Manning.

**ESTIMATED COST OR BENEFIT**

No base salary or performance increase.

**JUSTIFICATION OF ACTION**

This action is needed to provide a President's Employment Contract.

**MOTION**

Move that the Board of Trustees approve the amendment to the President's Contract for Don Manning.

**Approvals:**

- \* Are funds available in the budget?
- \* Is this related to any previous Board action?
- \* Is this part of a large project requiring additional funds? (Explain)

*Thomas J. Jucarwick* 2/1/17  
 Chairman of the Board                      Date



**OFFICE OF THE PRESIDENT  
SOUTH SUBURBAN COLLEGE  
SOUTH HOLLAND, ILLINOIS**

---

TO: Frank Zucarelli, Chairman of the Board of Trustees

*DM*  
FROM: Don Manning, President

DATE: February 9, 2017

I respectfully request approval of the renewal/amendment to my contract. In light of our current situation, I will forgo my annual base salary and performance increase.

Thank you for your consideration.



**AMENDMENT TO EMPLOYMENT CONTRACT WITH DONALD J. MANNING, JR.**

THIS AMENDMENT TO THE EMPLOYMENT CONTRACT WITH DONALD J. MANNING JR. (the "Amendment") is entered into as of this 11<sup>th</sup> day of February, 2016 by and between the Board of Trustees of Community College District No. 510, 15800 S. State Street, South Holland, Illinois 60473 (the "Board") and DONALD J. MANNING, JR. ("Manning").

**WITNESSETH:**

**WHEREAS**, the Board and Manning entered into an Employment Contract dated May 9, 2014 (hereinafter referred to as the "Contract"), whereby the Board employed Manning as the President of Community College District 510, commonly known as South Suburban College;

**WHEREAS**, the Board desires to continue to retain Manning as President of South Suburban College and Manning desires to offer his services as President under the terms and conditions of the Contract except as those terms are amended herein.

**NOW THEREFORE**, in consideration of the mutual promises set forth herein, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. This Amendment is hereby attached and made part of the Contract and is specifically incorporated into the Contract. To the extent any terms and provisions of this Amendment are inconsistent with the terms and provisions of the Contract, or written amendments duly executed to said Contract, the terms and provisions of this Amendment shall prevail. Except as amended herein, the Contract and previously executed amendments shall remain in full force and effect in accordance with its terms through the entire term of the Contract, as amended herein.

2. Section 1 of the Contract is hereby amended to provide that Manning shall provide his services as President for a four (4) year term, from July 1, 2017 through and including June 30, 2021.

3. Section 7 of the Contract is hereby amended to provide the following compensation structure for the term of the Amendment:

For the term of July 1, 2017 through June 30, 2018, pay to Manning shall be annual base salary of ONE HUNDRED EIGHTY THREE THOUSAND SEVEN HUNDRED FIFTY AND 00/100 DOLLARS (\$183,750.00). For the second and third years of the Contract, July 1, 2018 through June 30, 2020, the College shall pay to Manning an annual base salary of ONE HUNDRED NINETY TWO THOUSAND NINE HUNDRED FIFTY AND 00/100 DOLLARS (\$192,950.00). For the fourth year of the Contract, July 1, 2020 through June 30, 2021, the College shall pay to Manning

an annual base salary of TWO HUNDRED TWO THOUSAND NINE HUNDRED FIFTY AND 00/100 DOLLARS (\$202,950.00).

4. Section 7(c) of the Contract is hereby amended by adding the following language:

For each year of contractual employment, Manning shall be awarded twenty (20) sick days beyond those which are provided as referenced above. Such sick days may be utilized in the event of the illness or injury of either Manning or of an immediate family member. All sick days not utilized during a contractual year shall be accumulated to the maximum permitted by SURS. All accumulated sick days in excess of the SURS maximum shall be considered waived.

5. The Contract is hereby amended in all other respects to give effect to the foregoing amendments.

6. This Amendment shall inure to the benefit of, and be binding upon the permitted successors and assigns of the parties hereto.

7. This Amendment may be executed in several counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument.

8. This Amendment shall be governed, construed, applied and enforced in accordance with the laws of the State of Illinois.

9. This Amendment and the Contract may be amended or supplemented only by an instrument in writing executed by the party against whom enforcement is sought.

IN WITNESS WHEREOF, the Board and Manning have caused this Amendment to be duly executed and delivered as of the date first written above.

**SOUTH SUBURBAN COLLEGE:**

**MANNING:**

**BOARD OF TRUSTEES  
SOUTH SUBURBAN COLLEGE  
DISTRICT NO. 510**

**DONALD J. MANNING, JR.**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

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

**Board Meeting Date: February 9, 2017**

**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 reappoint the Administrative Staff for Fiscal Year 2018.

**ESTIMATED COST OR BENEFIT**

1.5% base salary increase and \$350 flex dollar increase.

**JUSTIFICATION OF ACTION**

Each year, the Board of Trustees considers reappointments of Administrative Staff. The list of Administrative Staff for fiscal year 2018 is attached. This action supports Strategic Direction 2, SSC 2.1 and will assist in the effort to provide credit courses and associate degree programs for an academically prepared student body. In addition, this action supports our mission, vision and core values.

**MOTION**

Move that the Board of Trustees reappoint the attached list of Administrative Staff for fiscal year 2018, and approve the fiscal year 2018 compensation package for Administrators.

**Approvals:**

- \* Are funds available in the budget?
- \* Is this related to any previous Board action?
- \* Is this part of a large project requiring additional funds? (Explain)

*[Signature]*  
President

1/31/17  
Date



**OFFICE OF THE PRESIDENT  
SOUTH SUBURBAN COLLEGE  
SOUTH HOLLAND, ILLINOIS**

---

TO: Frank Zuccarelli, Chairman of the Board of Trustees

FROM: *Da* Don Manning, President

DATE: February 9, 2017

I respectfully request consideration of contract renewals and the compensation packages for Administrators, Technical Professional Exempt Staff, and Grant Staff. Per contract, the affected classifications are reviewed in February, in consideration of employees whose contracts may not be renewed. The renewed contracts of the affected employee groups will take effect July 1, 2017.

The recommendation for Administrators, Technical Professional Staff and Grant Staff is a 1.5% salary increase. I would also recommend a modest \$350 flex dollar increase for Administrators, Technical Professional Exempt employees and the Grant Funded employees.

Thank you for your consideration.



**ADMINISTRATOR AGREEMENT**  
**VICE-PRESIDENT/TREASURER**

**THIS AGREEMENT**, made this 1st day of July, 2017, by and between the BOARD OF SOUTH SUBURBAN COLLEGE DISTRICT NO. 510, COOK COUNTY, ILLINOIS (hereinafter the “BOARD” or the “COLLEGE”), and <<NAME>> (hereinafter “ADMINISTRATOR”), has been approved by an action taken at the meeting of the BOARD held on the 9th day of February, 2017.

---

**W I T N E S S E T H:**

**WHEREAS**, the BOARD desires to contract for retaining the services of ADMINISTRATOR in the position of «TITLE» or in any other position as the BOARD may so assign, and ADMINISTRATOR desires to offer such services to the BOARD;

**NOW, THEREFORE, IN CONSIDERATION OF THE PREMISES**, it is agreed by and between the BOARD and ADMINISTRATOR as follows:

- 1. TERM OF AGREEMENT** - The term of this Agreement is from July 1, 2017 to June 30, 2018, both dates inclusive, unless sooner terminated as provided herein in section 14. There is neither an assurance to nor a presumption by ADMINISTRATOR that there will be continued contractual employment or that this contract will be renewed from year to year after its expiration on June 30, 2018.

2. **QUALIFICATIONS** - ADMINISTRATOR has represented that ADMINISTRATOR is qualified to hold the position of Administrator, or any other similar position as may be assigned by the BOARD. It is understood between the parties that all representations, both explicit and implicit, regarding qualifications made by ADMINISTRATOR have been relied upon by the BOARD in the formation of this Agreement and are a material basis for the formation of this Agreement.

3. **PROBATIONARY PERIOD** – All new ADMINISTRATOR shall be considered probationary employees until they complete a probationary period of six (6) months.

4. **POWERS AND DUTIES** - ADMINISTRATOR shall be responsible for the following:

- a. Aiding the assigned supervisor, or any other supervisor as may be assigned;
- b. Performing all assigned job functions, as well as any additional or other functions necessary for the position of Administrator or as determined by the BOARD;
- c. Meeting regularly with teachers, department chairs and other administrators to develop program goals in order to meet program mandates and to evaluate program success;
- d. Attending meetings of the BOARD as needed; and,
- e. Completing other responsibilities as required or assigned by the BOARD.

5. **COMPENSATION** - ADMINISTRATOR'S annual salary is \$<<SALARY>> effective July 1, 2017. In consideration of the above said annual base salary, it is expected that ADMINISTRATOR will be on the premises of the COLLEGE during normal working hours and devote at least forty (40) hours per week of time, skill, labor and attention to the tasks assigned or those tasks that may become necessary in the course of ADMINISTRATOR'S duties during the term of this Agreement, in order to faithfully perform the duties of ADMINISTRATOR'S position, or any other

duties as may be assigned by the BOARD. Unless otherwise agreed by the BOARD and ADMINISTRATOR, said salary shall be paid in equal installments, less such amounts as provided for in this Agreement, and other amounts required by law. The BOARD and ADMINISTRATOR may enter into subsequent agreements or extensions of this Agreement for additional periods of time, if mutually agreed by both parties in writing. There are no presumptions or assurances by the BOARD or ADMINISTRATOR that this contract will be extended or renewed at the end of the contract term.

---

6. **EVALUATION** - Prior to January 15<sup>th</sup> of each year, ADMINISTRATOR'S assigned supervisor, or any other supervisor as may be assigned by the BOARD, will evaluate ADMINISTRATOR'S performance in writing and meet with ADMINISTRATOR to discuss the same.

7. **TERMINATION** - This employment contract may be terminated prior to its expiration by:

- a. Mutual agreement;
- b. Permanent disability;
- c. Death;
- d. Retirement; or,
- e. Cause.

The BOARD may terminate this contract for reasons of permanent disability or incapacity at any time after ADMINISTRATOR has exhausted the accumulated medical leave days or presents to the BOARD a physician's statement certifying that ADMINISTRATOR is permanently disabled or incapacitated. All obligations of the BOARD shall cease upon written notice of termination for permanent disability or incapacity. The BOARD reserves the right to require ADMINISTRATOR to submit to a medical examination, either physical or mental, whenever the BOARD has reasonable cause to believe that ADMINISTRATOR is disabled or unable to perform the essential functions of the position. A physician

licensed to practice medicine in Illinois and mutually agreed upon by the parties shall perform such examination.

Throughout the term of this Agreement, ADMINISTRATOR shall be subject to discharge for cause.

**8. VACATION/PERSONAL DAYS** - ADMINISTRATOR shall be entitled each year to a paid vacation of fifteen (15) days (0-4 YRS SERVICE)/twenty (20) days (5+ YRS SERVICE), exclusive of legal school holidays provided that ADMINISTRATOR'S current supervisor pre-approves all such vacation days in writing. Vacation days may be taken by ADMINISTRATOR only in half-day or full-day increments, and in no event may ADMINISTRATOR take less than a half-day of vacation. Vacation days earned and accumulated in excess of thirty (30) days that are not taken by January 15<sup>th</sup> are automatically converted to medical leave days at a rate of two vacation days to one medical leave day. In the event that ADMINISTRATOR anticipates retirement under SURS within the next five years, ADMINISTRATOR may only accrue fifty-six (56) days of vacation and must submit a letter of intent to the COLLEGE'S Office of Human Resources. ADMINISTRATOR shall also be entitled to three (3) personal days each year, provided that ADMINISTRATOR'S current supervisor pre-approves all such personal days in writing. Personal days may be taken by ADMINISTRATOR only in half-day or full-day increments, and in no event may ADMINISTRATOR take less than half a personal day. ADMINISTRATOR may accumulate up to seven (7) personal days. Upon accumulation of seven (7) personal days, all additional personal days earned will be converted to medical leave days at a rate of one personal day for one medical day. ADMINISTRATOR is entitled to all paid holidays recognized by the COLLEGE. These paid holidays are: Labor Day, Columbus Day, Veterans Day, Thanksgiving Holiday, Christmas/New Year's Holiday, Martin Luther King, Jr. Day, President's Day, Pulaski Day, Spring Day, Memorial Day, and July 4th.



9. **MEDICAL LEAVE** - ADMINISTRATOR shall also be entitled to receive twelve (12) days of medical leave for each year of employment with the COLLEGE. Medical leave days may be taken by ADMINISTRATOR only in half-day or full-day increments, and in no event may ADMINISTRATOR take less than a half-day of medical leave. After completion of one (1) year of employment, ADMINISTRATOR may accumulate medical leave up to the maximum allowed by the State Universities Retirement System ("SURS").

---

10. **FLEX DOLLARS BENEFITS** - ADMINISTRATOR is entitled to eleven thousand six hundred twenty-five dollars (\$11,625) per year for payment of medical, dental, vision, and life insurance premiums. Any amount in excess of \$11,625 shall be paid by ADMINISTRATOR. If ADMINISTRATOR does not use the entire \$11,625, the remaining balance will be paid to ADMINISTRATOR by direct payment no later than June 30 of the contract year.

11. **OTHER BENEFITS AND LEAVE** - ADMINISTRATOR shall be additionally entitled to the following benefits and/or leaves:

- a. Up to four (4) days bereavement leave for death of a spouse, which shall not be taken in less than half-day increments;
- b. Up to three (3) days bereavement leave for the death of any other family member, which includes parents, grandparents, grandchildren, mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law, spouse's grandparents, or any family member living in his/her household and shall not be taken in less than half-day increments;

c. In the event of the death of a child, ADMINISTRATOR shall be entitled to use a maximum of ten (10) calendar days for bereavement activities related to the death of a biological, adopted, foster or step child, a legal ward, or the child of a person standing *in loco parentis*. Such leave shall be for the purpose of attending a funeral or funeral alternative, make arrangements necessitated by the death of a child, or grieve the death of a child. Leave as set forth in this paragraph shall be taken within sixty (60) days of ADMINISTRATOR learning of the child's death and requires at least 48 hours notice to the College. Requests for verification or leave necessitated by the death of more than one child in a 12 month period shall be governed by The Child Bereavement Leave Act, P.A. 99-703. Up to four (4) days of bereavement leave shall be without loss of salary. The remaining six (6) days of bereavement leave shall be unpaid. ADMINISTRATOR may choose to utilize personal business days for the remaining six (6) days, but such use shall not extend the bereavement leave beyond a total of ten (10) calendar days.

---

d. Payment for all days absent as a result of jury duty service or being subpoenaed as a witness upon the presentation of proper documentation to the ADMINISTRATOR'S current supervisor;

e. Unpaid leave for up to one (1) year for educational improvement, personal hardship, or family medical responsibilities upon receipt of an approval from ADMINISTRATOR'S current supervisor and the BOARD.

**12. TUITION WAIVERS AND REIMBURSEMENT** - As a full time Administrator, ADMINISTRATOR is entitled to waivers of all tuition for classes offered at the COLLEGE. Waivers of tuition for COLLEGE classes are available only to ADMINISTRATOR, ADMINISTRATOR'S spouse, and ADMINISTRATOR'S unemancipated children up to the age of 26. Upon completion of one (1) year of employment with the COLLEGE, ADMINISTRATOR will be entitled to up to a Two Thousand Dollars (\$2,000.00) per year reimbursement for undergraduate and graduate classes completed with a grade of "C" or better that are job related and that have been pre-approved by ADMINISTRATOR'S current supervisor. Reimbursement will not be provided for courses that are repeated. If ADMINISTRATOR resigns from the COLLEGE within one (1) year of the reimbursement, ADMINISTRATOR must return all tuition reimbursements to the COLLEGE.

13. **STATE UNIVERSITIES RETIREMENT SYSTEM – ADMINISTRATOR** may be eligible for SURS retirement benefits, if **ADMINISTRATOR** meets the minimum requirements established by the State Universities Retirement System (SURS). **ADMINISTRATOR** shall be entitled to all retirement benefits as stated in Article XIII of the Agreement between the **BOARD** and the South Suburban College Faculty Association. The **BOARD** shall pay all required contributions to SURS for the **VICE PRESIDENTS** and **TREASURER** of the **COLLEGE**, limited however to the base salary.

14. **SEPARATION** - If, at any time, the **COLLEGE** does not intend to continue its employment of **ADMINISTRATOR**, **ADMINISTRATOR** shall receive at least five (5) months notice of that intent or shall remain employed by the **COLLEGE** until June 30, whichever time period is longer. Upon separation from the **COLLEGE**, all unused vacation days may be converted to medical leave days, at a rate of one vacation day to one medical leave day. These provisions do not apply should the **BOARD** discharge **ADMINISTRATOR** for cause.

15. **NOTICE** - Any notice or communication permitted or required under this Agreement shall be in writing and shall become effective on the day of mailing thereof by first-class mail, or certified mail, postage prepaid, addressed:

If to the **COLLEGE**, to:

**MR. DONALD MANNING, PRESIDENT**  
**SOUTH SUBURBAN COLLEGE DISTRICT #510**  
15800 South State Street  
South Holland, Illinois 60473

cc: **Mr. Stanley T. Kuser, Jr.**  
**KUSER & RAUCCI CHARTERED**  
30 North LaSalle, Suite 3400  
Chicago, Illinois 60602

If to ADMINISTRATOR, «FIRST NAME» «LAST NAME»

«ADDRESS»

«CITY», «STATE» «ZIP»

or to the last address of ADMINISTRATOR contained in official Business Office records.

---

16. **JURISDICTION** - This Agreement shall be interpreted, construed and governed by and under the laws of the State of Illinois, and ADMINISTRATOR unconditionally submits to the resolution of all disputes before the Circuit Court of Cook County.

17. **ENTIRE AGREEMENT** - This Agreement contains the entire agreement between the parties hereto with respect to the subject matter hereof, and there are no understandings, representations or warranties of any kind between the parties except those expressly set forth herein.

18. **AMENDMENTS** - This Agreement may not be modified except by writing approved by the BOARD and ADMINISTRATOR and duly signed by both parties.

**SOUTH SUBURBAN COLLEGE**

**DISTRICT #510**

BY: \_\_\_\_\_

BY: \_\_\_\_\_

---

**FRANK M. ZUCCARELLI**  
**CHAIRMAN**

Date: \_\_\_\_\_

Date: \_\_\_\_\_

WITNESS:

ATTEST:

\_\_\_\_\_

\_\_\_\_\_

**MARTIN LAREAU**  
**SECRETARY**

Date: \_\_\_\_\_

Date: \_\_\_\_\_



**ADMINISTRATOR AGREEMENT**  
**ACADEMIC DEANS/DIRECTORS**

**THIS AGREEMENT**, made this 1st day of July, 2017, by and between the BOARD OF SOUTH SUBURBAN COLLEGE DISTRICT NO. 510, COOK COUNTY, ILLINOIS (hereinafter the “BOARD” or the “COLLEGE”), and <<NAME>> (hereinafter “ADMINISTRATOR”), has been approved by an action taken at the meeting of the BOARD held on the 9th day of February, 2017.

**W I T N E S S E T H:**

**WHEREAS**, the BOARD desires to contract for retaining the services of ADMINISTRATOR, in the position of <<TITLE>>, or in any other position as the BOARD may so assign, and ADMINISTRATOR desires to offer such services to the BOARD;

**NOW, THEREFORE, IN CONSIDERATION OF THE PREMISES**, it is agreed by and between the BOARD and ADMINISTRATOR as follows:

**1. TERM OF AGREEMENT** - The term of this Agreement is from July 1, 2017 to June 30, 2018, both dates inclusive, unless sooner terminated as provided herein in section 13. There is neither an assurance to nor a presumption by ADMINISTRATOR that there will be continued contractual employment or that this contract will be renewed from year to year after its expiration on June 30, 2018.

**2. QUALIFICATIONS** - ADMINISTRATOR has represented that ADMINISTRATOR is qualified to hold the position of Administrator, or any other similar position as may be assigned by the BOARD. It is understood between the parties that all representations, both explicit and implicit, regarding qualifications made by ADMINISTRATOR have been relied upon by the BOARD in the formation of this Agreement and are a material basis for the formation of this Agreement.

---

**3. PROBATIONARY PERIOD** – All new ADMINISTRATOR shall be considered probationary employees until they complete a probationary period of six (6) months.

**4. POWERS AND DUTIES** - ADMINISTRATOR shall be responsible for the following:

- a. Aiding the assigned supervisor, or any other supervisor as may be assigned;
- b. Performing all assigned job functions, as well as any additional or other functions necessary for the position of Administrator or as determined by the BOARD;
- c. Meeting regularly with teachers, department chairs and other administrators to develop program goals in order to meet program mandates and to evaluate program success;
- d. Attending meetings of the BOARD as needed; and,
- e. Completing other responsibilities as required or assigned by the BOARD.

**5. COMPENSATION** - ADMINISTRATOR'S annual salary is <<SALARY>> effective

July 1, 2017. In consideration of the above said annual base salary, it is expected that ADMINISTRATOR will be on the premises of the COLLEGE during normal working hours and devote at least forty (40) hours per week of time, skill, labor and attention to the tasks assigned or those tasks that may become necessary in the course of ADMINISTRATOR'S duties during the term of this Agreement, in order to faithfully perform the duties of ADMINISTRATOR'S position, or any other duties as may be assigned by the BOARD.



Unless otherwise agreed by the BOARD and ADMINISTRATOR, said salary shall be paid in equal installments, less such amounts as provided for in this Agreement, and other amounts required by law. The BOARD and ADMINISTRATOR may enter into subsequent agreements or extensions of this Agreement for additional periods of time, if mutually agreed by both parties in writing. There are no presumptions or assurances by the BOARD or ADMINISTRATOR that this contract will be extended or renewed at the end of the contract term.

---

6. **EVALUATION** - Prior to January 15<sup>th</sup> of each year, ADMINISTRATOR'S assigned supervisor, or any other supervisor as may be assigned by the BOARD, will evaluate ADMINISTRATOR'S performance in writing and meet with ADMINISTRATOR to discuss the same.

7. **TERMINATION** - This employment contract may be terminated prior to its expiration by:

- a. Mutual agreement;
- b. Permanent disability;
- c. Death;
- d. Retirement; or,
- e. Cause.

The BOARD may terminate this contract for reasons of permanent disability or incapacity at any time after ADMINISTRATOR has exhausted the accumulated medical leave days or presents to the BOARD a physician's statement certifying that ADMINISTRATOR is permanently disabled or incapacitated. All obligations of the BOARD shall cease upon written notice of termination for permanent disability or incapacity. The BOARD reserves the right to require ADMINISTRATOR to submit to a medical examination, either physical or mental, whenever the BOARD has reasonable cause to believe that ADMINISTRATOR is disabled or unable to perform the essential functions of the position. A physician

licensed to practice medicine in Illinois and mutually agreed upon by the parties shall perform such examination. Throughout the term of this Agreement, ADMINISTRATOR shall be subject to discharge for cause.

**8. VACATION/PERSONAL DAYS** - ADMINISTRATOR shall be entitled each year to a paid vacation of fifteen (15) days (0-4 YRS SERVICE)/twenty (20) days (5+ YRS SERVICE), exclusive of legal school holidays provided that ADMINISTRATOR'S current supervisor pre-approves all such vacation days in writing. Vacation days may be taken by ADMINISTRATOR only in half-day or full-day increments, and in no event may ADMINISTRATOR take less than a half-day of vacation. Vacation days earned and accumulated in excess of thirty (30) days that are not taken by January 15<sup>th</sup> are automatically converted to medical leave days at a rate of two vacation days to one medical leave day. In the event that ADMINISTRATOR anticipates retirement under SURS within the next five years, ADMINISTRATOR may only accrue fifty-six (56) days of vacation and must submit a letter of intent to the COLLEGE'S Office of Human Resources. ADMINISTRATOR shall also be entitled to three (3) personal days each year, provided that ADMINISTRATOR'S current supervisor pre-approves all such personal days in writing. Personal days may be taken by ADMINISTRATOR only in half-day or full-day increments, and in no event may ADMINISTRATOR take less than half a personal day. ADMINISTRATOR may accumulate up to seven (7) personal days. Upon accumulation of seven (7) personal days, all additional personal days earned will be converted to medical leave days at a rate of one personal day for one medical day. ADMINISTRATOR is entitled to all paid holidays recognized by the COLLEGE. These paid holidays are: Labor Day, Columbus Day, Veterans Day, Thanksgiving Holiday, Christmas/New Year's Holiday, Martin Luther King, Jr. Day, President's Day, Pulaski Day, Spring Day, Memorial Day, and July 4th.

9. **MEDICAL LEAVE** - ADMINISTRATOR shall also be entitled to receive twelve (12) days of medical leave for each year of employment with the COLLEGE. Medical leave days may be taken by ADMINISTRATOR only in half-day or full-day increments, and in no event may ADMINISTRATOR take less than a half-day of medical leave. After completion of one (1) year of employment, ADMINISTRATOR may accumulate medical leave up to the maximum allowed by the State Universities Retirement System (“SURS”).

---

10. **FLEX DOLLARS BENEFITS** - ADMINISTRATOR is entitled to eleven thousand six hundred twenty-five dollars (\$11,625.00) per year for payment of medical, dental, vision, and life insurance premiums. Any amount in excess of \$11,625.00 shall be paid by ADMINISTRATOR. If ADMINISTRATOR does not use the entire \$11, 625.00, the remaining balance will be paid to ADMINISTRATOR by direct payment no later than June 30 of the contract year.

11. **OTHER BENEFITS AND LEAVE** - ADMINISTRATOR shall be additionally entitled to the following benefits and/or leaves:

a. Up to four (4) days bereavement leave for death of a spouse, which shall not be taken in less than half-day increments;

b. Up to three (3) days bereavement leave for the death of any other family member, which includes parents, grandparents, grandchildren, mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law, spouse’s grandparents, or any family member living in his/her household and shall not be taken in less than half-day increments;

\_\_\_\_\_c. In the event of the death of a child, ADMINISTRATOR shall be entitled to use a maximum

of ten (10) calendar days for bereavement activities related to the death of a biological, adopted, foster or step child, a legal ward, or the child of a person standing *in loco parentis*. Such leave shall be for the purpose of attending a funeral or funeral alternative, make arrangements necessitated by the death of a child, or grieve the death of a child. Leave as set forth in this paragraph shall be taken within sixty (60) days of ADMINISTRATOR learning of the child's death and requires at least 48 hours notice to the College. Requests for verification or leave necessitated by the death of more than one child in a 12 month period shall be governed by The Child Bereavement Leave Act, P.A. 99-703. Up to four (4) days of bereavement leave shall be without loss of salary. The remaining six (6) days of bereavement leave shall be unpaid. ADMINISTRATOR may choose to utilize personal business days for the remaining six (6) days, but such use shall not extend the bereavement leave beyond a total of ten (10) calendar days.

- d. Payment for all days absent as a result of jury duty service or being subpoenaed as a witness upon the presentation of proper documentation to the ADMINISTRATOR'S current supervisor;
- d. Unpaid leave for up to one (1) year for educational improvement, personal hardship, or family medical responsibilities upon receipt of an approval from ADMINISTRATOR'S current supervisor and the BOARD.

**12. TUITION WAIVERS AND REIMBURSEMENT** - As a full time Administrator, ADMINISTRATOR is entitled to waivers of all tuition for classes offered at the COLLEGE. Waivers of tuition for COLLEGE classes are available only to ADMINISTRATOR, ADMINISTRATOR'S spouse, and ADMINISTRATOR'S unemancipated children up to the age of 26. Upon completion of one (1) year of employment with the COLLEGE, ADMINISTRATOR will be entitled to up to a Two Thousand Dollars (\$2,000.00) per year reimbursement for undergraduate and graduate classes completed with a grade of C or

better that are job related and that have been pre-approved by ADMINISTRATOR'S current supervisor.

Reimbursement will not be provided for courses that are repeated. If ADMINISTRATOR resigns from the COLLEGE within one (1) year of the reimbursement, ADMINISTRATOR must return all tuition reimbursements to the COLLEGE.

**13. SEPARATION** - If, at any time, the COLLEGE does not intend to continue its employment of ADMINISTRATOR, ADMINISTRATOR shall receive at least five (5) months notice of that intent or shall remain employed by the COLLEGE until June 30, whichever time period is longer. Upon separation from the COLLEGE, all unused vacation days may be converted to medical leave days, at a rate of one vacation day to one medical leave day. These provisions do not apply should the BOARD discharge ADMINISTRATOR for cause.

**14. STATE UNIVERSITIES RETIREMENT SYSTEM** - ADMINISTRATOR may be eligible for SURS retirement benefits, if ADMINISTRATOR meets the minimum requirements established by the State Universities Retirement System (SURS). ADMINISTRATOR shall be entitled to all retirement benefits as stated in Article XIII of the Agreement between the BOARD and the South Suburban College Faculty Association.

**15. NOTICE** - Any notice or communication permitted or required under this Agreement shall be in writing and shall become effective on the day of mailing thereof by first-class mail, or certified mail, postage prepaid, addressed:

If to the COLLEGE, to:            Mr. Donald Manning, President

SOUTH SUBURBAN COLLEGE DISTRICT #510  
15800 South State Street  
South Holland, Illinois 60473

cc: Mr. Stanley T. Kusper, Jr.  
KUSPER & RAUCCI CHARTERED  
30 North LaSalle, Suite 3400  
Chicago, Illinois 60602

If to ADMINISTRATOR, <<NAME>>  
<<ADDRESS>>  
<<CITY>>, <<STATE>>, <<ZIP>>

---

or to the last address of ADMINISTRATOR contained in official Business Office records.

16. **JURISDICTION** - This Agreement shall be interpreted, construed and governed by and under the laws of the State of Illinois, and ADMINISTRATOR unconditionally submits to the resolution of all disputes before the Circuit Court of Cook County.

17. **ENTIRE AGREEMENT** - This Agreement contains the entire agreement between the parties hereto with respect to the subject matter hereof, and there are no understandings, representations or warranties of any kind between the parties except those expressly set forth herein.

---

18. **AMENDMENTS** - This Agreement may not be modified except by writing approved by the BOARD and ADMINISTRATOR and duly signed by both parties.

**SOUTH SUBURBAN COLLEGE**

**DISTRICT #510**

BY: \_\_\_\_\_

BY: \_\_\_\_\_

---

FRANK M. ZUCCARELLI  
CHAIRMAN

Date: \_\_\_\_\_

Date: \_\_\_\_\_

WITNESS:

ATTEST:

\_\_\_\_\_

\_\_\_\_\_

MARTIN LAREAU  
SECRETARY

Date: \_\_\_\_\_

Date: \_\_\_\_\_





**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

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

**Board Meeting Date: February 9, 2017**

**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 reappoint the Technical Profession Exempt staff for Fiscal Year 2018.

**ESTIMATED COST OR BENEFIT**

1.5% base salary increase and \$350 flex dollar increase.

**JUSTIFICATION OF ACTION**

Each year, the Board of Trustees considers reappointments of Technical Professional Exempt staff. The list of Technical Professional Exempt staff for fiscal year 2018 is attached. This action supports Strategic Direction 2, SSC 2.1 and will assist in the effort to provide credit courses and associate degree programs for an academically prepared student body. In addition, this action supports our mission, vision and core values.

**MOTION**

Move that the Board of Trustees reappoint the attached list of Technical Profession Exempt Staff for Fiscal Year 2018, and approve the fiscal year 2018 compensation package for Technical Professional Exempt staff.

**Approvals:**

- \* Are funds available in the budget?
- \* Is this related to any previous Board action?
- \* Is this part of a large project requiring additional funds? (Explain)

*[Signature]*  
President

*2/11/17*  
Date



**OFFICE OF THE PRESIDENT  
SOUTH SUBURBAN COLLEGE  
SOUTH HOLLAND, ILLINOIS**

---

TO: Frank Zuccarelli, Chairman of the Board of Trustees

FROM:  Don Manning, President

DATE: February 9, 2017

I respectfully request consideration of contract renewals and the compensation packages for Administrators, Technical Professional Exempt Staff, and Grant Staff. Per contract, the affected classifications are reviewed in February, in consideration of employees whose contracts may not be renewed. The renewed contracts of the affected employee groups will take effect July 1, 2017.

The recommendation for Administrators, Technical Professional Staff and Grant Staff is a 1.5% salary increase. I would also recommend a modest \$350 flex dollar increase for Administrators, Technical Professional Exempt employees and the Grant Funded employees.

Thank you for your consideration.



## **TECHNICAL/PROFESSIONAL/EXEMPT AGREEMENT**

**THIS AGREEMENT**, made this 1st day of July, 2017, by and between the BOARD OF SOUTH SUBURBAN COLLEGE DISTRICT NO. 510, COOK COUNTY, ILLINOIS (hereinafter the “BOARD” or the “COLLEGE”), and <<NAME>> (hereinafter “the TPE”), has been approved by an action taken at the meeting of the BOARD held on the 9<sup>th</sup> of February, 2017.

---

### **WITNESSETH:**

**WHEREAS**, the BOARD agrees to retain the services of the TPE, in the position of <TITLE>, or in any other position as the BOARD may so assign, and the TPE desires to offer such services to the BOARD;

**NOW, THEREFORE, IN CONSIDERATION OF THE PREMISES**, it is agreed by and between the BOARD and the TPE as follows:

1. **TERM OF AGREEMENT** - The term of this Agreement is from July 1, 2017 to June 30, 2018, both dates inclusive, unless sooner terminated as provided herein in section 17. There is neither an assurance to nor a presumption by TPE that there will be continued employment or that this agreement will be renewed from year to year after its expiration on June 30, 2018.
  
2. **QUALIFICATIONS** – The TPE has represented that TPE is qualified to hold the position of TPE, or any other similar position as may be assigned by the BOARD. It is understood between the parties that all representations, both explicit and implicit, regarding qualifications made by TPE have been relied upon by the

BOARD in the formation of this Agreement and are a material basis for the formation of this Agreement. In the event it is discovered that TPE has misrepresented the necessary qualifications, this Agreement shall immediately terminate.

3. **PROBATIONARY PERIOD** – All new TPE shall be considered probationary employees until they complete a probationary period of six (6) months.

---

4. **POWERS AND DUTIES** – The TPE shall be responsible for the following:

- a. Aiding the assigned supervisor, or any other supervisor as may be assigned;
- b. Performing all assigned job functions, as well as any additional or other functions necessary for the position of the TPE, or as determined by the BOARD;
- c. Meeting regularly with teachers, department chairs, other administrators or any other individuals with whom it is necessary to develop program goals in order to meet program mandates and to evaluate program success;
- d. Attending meetings of the BOARD as needed; and,
- e. Completing other responsibilities as required or assigned by the BOARD or the assigned supervisor.

5. **COMPENSATION** – The TPE’S annual salary is \$<<SALARY>>, effective July 1, 2017. In consideration of the above said annual base salary, it is expected that TPE will be on the premises of the COLLEGE during normal working hours and devote at least forty (40) hours per week of time, skill, labor and attention to the tasks assigned or those tasks that may become necessary in the course of TPE’S duties during the term of this Agreement, in order to faithfully perform the duties of TPE’S position, or any other duties as may be assigned by the BOARD. Unless otherwise agreed by the BOARD and TPE, said salary shall be paid in equal installments, less such amounts as provided for in this Agreement, and other amounts required by law.

The BOARD and TPE may enter into subsequent agreements or extensions of this Agreement for additional periods of time, if mutually agreed by both parties in writing. There are no presumptions or assurances by the BOARD or TPE that this agreement will be extended or renewed at the end of the agreement term.

6. **EVALUATION** – Prior to January 15<sup>th</sup> of each year, TPE’S assigned supervisor, or any other supervisor as may be assigned by the BOARD, will evaluate TPE’S performance in writing and meet with TPE to discuss the same.

---

7. **TERMINATION** - This employment agreement may be terminated prior to its expiration by:

- a. Mutual agreement;
- b. Permanent disability;
- c. Death;
- d. Retirement; or,
- e. Cause.

The BOARD may terminate this agreement for reasons of permanent disability or incapacity at any time after TPE has exhausted the accumulated medical leave days or presents to the BOARD a physician’s statement certifying that TPE is permanently disabled or incapacitated. All obligations of the BOARD shall cease upon written notice of termination for permanent disability or incapacity. The BOARD reserves the right to require TPE to submit to a medical examination, either physical or mental, whenever the BOARD has reasonable cause to believe that TPE is disabled or unable to perform the essential functions of the position. A physician licensed to practice medicine in Illinois and mutually agreed upon by the parties shall perform such examination.

Throughout the term of this Agreement, TPE shall be subject to discharge for cause.

8. **VACATION DAYS** - TPE shall be entitled each year to a paid vacation of fifteen (15) days (0-4 YRS SERVICE) and twenty (20) days (5+ YRS SERVICE), exclusive of legal school holidays, provided that TPE'S current supervisor pre-approves all such vacation days in writing. Vacation days may be taken by TPE only in half-day or full-day increments, and in no event may TPE take less than a half-day of vacation. Vacation days earned and accumulated in excess of thirty (30) days must be used within nine (9) months of the employee's anniversary date, or they will be automatically converted to medical days at a rate of two vacation days to one medical leave day. In the event that TPE anticipates retirement under SURS within the next five years, TPE may only accrue fifty-six (56) days of vacation and must submit a letter of intent to the COLLEGE'S Office of Human Resources.

9. **PERSONAL DAYS** – TPE shall be entitled to three (3) personal days each year, provided that TPE'S current supervisor pre-approves all such personal days in writing. Personal days may be taken by TPE only in half-day or full-day increments, and in no event may TPE take less than half a personal day. TPE may accumulate up to five (5) personal days. Upon accumulation of five (5) personal days, all additional personal days earned will be converted to medical leave days at a rate of one personal day for one medical day.

10. **HOLIDAYS** - TPE is entitled to all paid holidays recognized by the COLLEGE. These paid holidays are: Labor Day, Columbus Day, Veterans' Day, Thanksgiving Holiday, Christmas/New Year's Holiday, Martin Luther King, Jr. Day, Presidents' Day, Pulaski Day, Spring Day, Memorial Day, and July 4th.

11. **MEDICAL LEAVE** – TPE shall also be entitled to receive twelve (12) days of medical leave for each year of employment with the COLLEGE. Medical leave days may be taken by TPE only in half-day or full-day increments, and in no event may TPE take less than a half-day of medical leave. After completion of one (1) year of employment, TPE may accumulate medical leave up to the maximum allowed by the State

Universities Retirement System (SURS).<sup>[str]</sup>

12. **FLEX DOLLARS BENEFITS** - TPE is entitled to twelve thousand five hundred dollars (\$12,500.00) per year for payment of medical, dental, vision, and life insurance premiums. Any amount in excess of \$12,500.00 shall be paid by TPE. If TPE does not use the entire \$12,500.00, the remaining balance will be paid to TPE by direct payment no later than June 30 of the agreement year.<sup>[str]</sup>

---

13. **OTHER BENEFITS AND LEAVE** – TPE shall be additionally entitled to the following benefits and/or leaves:

- a. Up to five (5) days bereavement leave for death of a spouse, which shall not be taken in less than half-day increments;
- b. Up to three (3) days bereavement leave for the death of any other family member, which includes parents, grandparents, grandchildren, mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law, spouse's grandparents, or any family member living in his/her household and shall not be taken in less than half-day increments;
- c. In the event of the death of a child, TPE shall be entitled to use a maximum of ten (10) calendar days for bereavement activities related to the death of a biological, adopted, foster or step child, a legal ward, or the child of a person standing *in loco parentis*. Such leave shall be for the purpose of attending a funeral or funeral alternative, make arrangements necessitated by the death of a child, or grieve the death of a child. Leave as set forth in this paragraph shall be taken within sixty (60) days of TPE learning of the child's death and requires at least 48 hours notice to the College. Requests for verification or leave necessitated by the death of more than one child in a 12 month period shall be governed by The Child Bereavement Leave Act,

P.A. 99-703. Up to five (5) days of bereavement leave shall be without loss of salary. The remaining five (5) days of bereavement leave shall be unpaid. TPE may choose to utilize personal business days for the remaining five (5) days, but such use shall not extend the bereavement leave beyond a total of ten (10) calendar days.

d. Payment for all days absent as a result of jury duty service or being subpoenaed as a witness upon the presentation of proper documentation to the TPE'S current supervisor;

e. Unpaid leaves of absence for up to one (1) year may be granted for educational improvement, personal hardship, or family medical responsibilities upon receipt of an approval from TPE'S current supervisor and the BOARD.

14. **TUITION WAIVERS** - As a full time TPE, TPE is entitled to waivers of all tuition for classes offered at the COLLEGE. Waivers of tuition for COLLEGE classes are available only to TPE, TPE'S spouse, and TPE'S unemancipated children under the age of 26. All TPE staff shall receive a book waiver for required non-consumable textbook(s) for their classes at the COLLEGE. The waiver will be used for textbooks only and the text books shall be returned to the bookstore by the last day of the exam schedule. If the TPE does not return the text books, the full cost shall be deducted from the employee's paycheck.

15. **TUITION REIMBURSEMENT** - Upon completion of one (1) year of employment with the COLLEGE, TPE will be entitled to up to a One Thousand Five Hundred Dollars (\$1,500.00) per year reimbursement for undergraduate and graduate classes completed with a grade of C or better that are job related and that have been pre-approved by TPE'S current supervisor and the COLLEGE President. Reimbursement will not be provided for courses that are repeated. TPE shall submit a copy of the paid tuition bill and a transcript showing the final grade within ninety (90) days of the end of the course in order to receive



reimbursement. If TPE resigns from the COLLEGE within one (1) year of the reimbursement, the amount of tuition reimbursement will be deducted from the employee's last paycheck.

16. **STATE UNIVERSITIES RETIREMENT SYSTEM** – TPE may be eligible for SURS retirement benefits, if TPE meets the minimum requirements established by the State Universities Retirement System (SURS). TPE shall be entitled to all retirement benefits as stated in Article XXIII of the Agreement between the BOARD and the South Suburban College Support Staff Association.

17. **SEPARATION** - If, at any time, the COLLEGE does not intend to continue its employment of TPE, TPE shall receive at least five (5) months notice of that intent or shall remain employed by the COLLEGE until June 30, whichever time period is longer. Upon separation from the COLLEGE, all unused vacation days may be converted to medical leave days, at a rate of one vacation day to one medical leave day. These provisions do not apply should the BOARD discharge TPE for cause.

18. **NOTICE** - Any notice or communication permitted or required under this Agreement shall be in writing and shall become effective on the day of mailing thereof by first-class mail, or certified mail, postage prepaid, addressed:

If to the COLLEGE, to:      MR. DONALD MANNING, PRESIDENT  
   SOUTH SUBURBAN COLLEGE DISTRICT #510  
   15800 South State Street  
   South Holland, Illinois 60473

cc:      Mr. Stanley T. Kusper, Jr.  
                 KUSPER & RAUCCI CHARTERED  
                 33 North Dearborn, Suite 1530  
                 Chicago, Illinois 60602

If to TPE,

«NAME»  
«ADDRESS»  
«CITY», «STATE» «ZIP»

or to the last address of TPE contained in official Business Office records.

19. **JURISDICTION** - This Agreement shall be interpreted, construed and governed by and under the laws of the State of Illinois, and TPE unconditionally submits to the resolution of all disputes before the Circuit Court of Cook County.

---

20. **ENTIRE AGREEMENT** - This Agreement contains the entire agreement between the parties hereto with respect to the subject matter hereof, and there are no understandings, representations or warranties of any kind between the parties except those expressly set forth herein.

21. **AMENDMENTS** - This Agreement may not be modified except by writing approved by the BOARD and TPE and duly signed by both parties.

**SOUTH SUBURBAN COLLEGE**

**DISTRICT #510**

BY: \_\_\_\_\_

BY: \_\_\_\_\_

on behalf of SOUTH SUBURBAN COLLEGE

Date: \_\_\_\_\_

Date: \_\_\_\_\_

---



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

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

**Board Meeting Date: February 9, 2017**

**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 reappoint the Grant-funded staff for Fiscal Year 2018.

**ESTIMATED COST OR BENEFIT**

1.5% base salary increase and \$350 flex dollar increase.

**JUSTIFICATION OF ACTION**

Each year, the Board of Trustees considers reappointments of Grant-funded staff. The list of Grant-funded staff for fiscal year 2018 is attached. This action supports Strategic Direction 2, SSC 2.1 and will assist in the effort to provide credit courses and associate degree programs for an academically prepared student body. In addition, this action supports our mission, vision and core values.

**MOTION**

Move that the Board of Trustees reappoint the attached list of Grant-funded staff for Fiscal Year 2018, and approve the fiscal year 2018 compensation package for Technical Grant-funded staff.

**Approvals:**

- \* Are funds available in the budget?
- \* Is this related to any previous Board action?
- \* Is this part of a large project requiring additional funds? (Explain)

*[Signature]*  
President

1/31/17  
Date



**OFFICE OF THE PRESIDENT  
SOUTH SUBURBAN COLLEGE  
SOUTH HOLLAND, ILLINOIS**

---

TO: Frank Zucarelli, Chairman of the Board of Trustees

FROM:  Don Manning, President

DATE: February 9, 2017

I respectfully request consideration of contract renewals and the compensation packages for Administrators, Technical Professional Exempt Staff, and Grant Staff. Per contract, the affected classifications are reviewed in February, in consideration of employees whose contracts may not be renewed. The renewed contracts of the affected employee groups will take effect July 1, 2017.

The recommendation for Administrators, Technical Professional Staff and Grant Staff is a 1.5% salary increase. I would also recommend a modest \$350 flex dollar increase for Administrators, Technical Professional Exempt employees and the Grant Funded employees.

Thank you for your consideration.



## **GRANT-FUNDED EMPLOYEES AGREEMENT**

**THIS AGREEMENT**, made this 1<sup>st</sup> day of July, 2017, by and between the BOARD OF SOUTH SUBURBAN COLLEGE DISTRICT NO. 510, COOK COUNTY, ILLINOIS (hereinafter the “BOARD” or the “COLLEGE”), and <<NAME>> (hereinafter “GRANT-FUNDED EMPLOYEE”), has been approved by an action taken at the meeting of the BOARD held on the 9<sup>th</sup> day of February, 2017.

---

### **WITNESSETH:**

**WHEREAS**, the BOARD desires to contract for retaining the services of the GRANT-FUNDED EMPLOYEE, in the position of <<TITLE>>, and GRANT-FUNDED EMPLOYEE desires to offer such services to the BOARD;

**NOW, THEREFORE, IN CONSIDERATION OF THE PREMISES**, it is agreed by and between the BOARD and the GRANT-FUNDED EMPLOYEE as follows:

**1. TERM OF AGREEMENT** - Continued employment of GRANT-FUNDED EMPLOYEE is dependent upon continued receipt of grant funds. In the event that grant funds are fully expended or otherwise become unavailable during the term of this Agreement, GRANT FUNDED EMPLOYEE’S agreement shall immediately terminate. The term of this Agreement is from July 1, 2017 to June 30, 2018, both dates inclusive, unless sooner terminated as provided herein in section 17. There is neither an assurance to, nor a presumption by, GRANT-FUNDED EMPLOYEE that there will be continued employment or that this agreement will be renewed from year to year after its expiration on June 30, 2018.

**2. QUALIFICATIONS** – GRANT-FUNDED EMPLOYEE has represented that GRANT-FUNDED EMPLOYEE is qualified to hold the position of GRANT-FUNDED EMPLOYEE. It is understood between the parties that all representations, both explicit and implicit, regarding qualifications made by GRANT-FUNDED EMPLOYEE have been relied upon by the BOARD in the formation of this Agreement and are a material basis for the formation of this Agreement. In the event it is discovered that GRANT-FUNDED EMPLOYEE has misrepresented the necessary qualifications, this Agreement shall immediately terminate.

---

**3. PROBATIONARY PERIOD** – All new GRANT-FUNDED EMPLOYEE shall be considered probationary employees until they complete a probationary period of six (6) months.

**4. POWERS AND DUTIES** – The GRANT-FUNDED EMPLOYEE shall be responsible for the following:

- a. Aiding the assigned supervisor, or any other supervisor as may be assigned;
- b. Performing all assigned job functions, as well as any additional or other functions necessary for the position of the GRANT-FUNDED EMPLOYEE;
- c. Meeting regularly with teachers, department chairs and other administrators, or any other individuals with whom it is necessary to develop program goals in order to meet grant or program mandates and to evaluate grant or program success;
- d. Attending meetings of the BOARD as needed; and,
- e. Completing other responsibilities as required or assigned by the BOARD or the assigned supervisor.

**5. COMPENSATION** – The GRANT FUNDED EMPLOYEE’S annual salary is \$<<SALARY>> effective July 1, 2017. In consideration of the above said annual base salary, it is expected that full-time GRANT-FUNDED EMPLOYEE’S will be on the premises of the COLLEGE during normal working hours

and devote at least <<HOURS>> hours per week of time, skill, labor and attention to the tasks assigned or those tasks that may become necessary in the course of GRANT-FUNDED EMPLOYEE'S duties during the term of this Agreement, in order to faithfully perform the duties of the GRANT-FUNDED EMPLOYEE'S position. Unless otherwise agreed by the BOARD and GRANT-FUNDED EMPLOYEE, said salary shall be paid in equal installments, less such amounts as provided for in this Agreement, and other amounts required by law. The BOARD and GRANT-FUNDED EMPLOYEE may enter into subsequent agreements or extensions of this Agreement for additional periods of time, if mutually agreed by both parties in writing.

---

There are no presumptions or assurances by the BOARD or GRANT-FUNDED EMPLOYEE that this agreement will be extended or renewed at the end of the agreement term.

6. **EVALUATION** – Prior to January 15<sup>th</sup> of each year, GRANT-FUNDED EMPLOYEE'S assigned supervisor, or any other supervisor as may be assigned by the BOARD, will evaluate GRANT-FUNDED EMPLOYEE'S performance in writing and meet with GRANT-FUNDED EMPLOYEE to discuss the same.

7. **TERMINATION** - This employment agreement may be terminated prior to its expiration by:

- a. Mutual agreement;
- b. Permanent disability;
- c. Death;
- d. Retirement; or,
- e. Cause; or,
- f. Grant Funds are discontinued

The BOARD may terminate this agreement for reasons of permanent disability or incapacity at any time after the GRANT-FUNDED EMPLOYEE has exhausted the accumulated medical leave days or presents to the BOARD a physician's statement certifying that the GRANT-FUNDED EMPLOYEE is permanently disabled or incapacitated. All obligations of the BOARD shall cease upon written notice of termination for



permanent disability or incapacity. The BOARD reserves the right to require the GRANT-FUNDED EMPLOYEE to submit to a medical examination, either physical or mental, whenever the BOARD has reasonable cause to believe that the GRANT-FUNDED EMPLOYEE is disabled or unable to perform the essential functions of the position. A physician licensed to practice medicine in Illinois and mutually agreed upon by the parties shall perform such examination.

Throughout the term of this Agreement, GRANT-FUNDED EMPLOYEE shall be subject to discharge for cause.

---

**8. VACATION DAYS** – Full-time GRANT-FUNDED EMPLOYEE shall be entitled each year to a paid vacation of fifteen (15) days (0-4 YRS SERVICE) and twenty (20) days (5+ YRS SERVICE), exclusive of legal school holidays provided that the GRANT-FUNDED EMPLOYEE’S current supervisor pre-approves all such vacation days in writing. Vacation days may be taken by GRANT-FUNDED EMPLOYEE only in half-day or full-day increments, and in no event may GRANT-FUNDED EMPLOYEE take less than a half-day of vacation. Vacation days earned and accumulated in excess of thirty (30) days must be used within nine (9) months of the employee’s anniversary date, or they will be automatically converted to medical days at a rate of two vacation days to one medical leave day. In the event that GRANT-FUNDED EMPLOYEE anticipates retirement under SURS within the next five years, GRANT-FUNDED EMPLOYEE may only accrue fifty-six (56) days of vacation and must submit a letter of intent to the COLLEGE’S Office of Human Resources.

**9. PERSONAL DAYS** – All GRANT-FUNDED EMPLOYEE’S shall be entitled to three (3) personal days, provided that GRANT-FUNDED EMPLOYEE’S current supervisor pre-approves all such personal days in writing. Personal days may be taken by GRANT-FUNDED EMPLOYEE only in half-day or full-day increments, and in no event may GRANT-FUNDED EMPLOYEE take less than half a personal day. GRANT-FUNDED EMPLOYEE may accumulate up to five (5) personal days. Upon accumulation of five

(5) personal days, all additional personal days earned will be converted to medical leave days at a rate of one personal day for one medical day.

**10. HOLIDAYS - GRANT-FUNDED EMPLOYEE** is entitled to all paid holidays recognized by the COLLEGE. These paid holidays are: Labor Day, Columbus Day, Veterans' Day, Thanksgiving Holiday, Christmas/New Year's Holiday, Martin Luther King, Jr. Day, Presidents' Day, Pulaski Day, Spring Day, Memorial Day, and July 4th.

---

**11. MEDICAL LEAVE – GRANT-FUNDED EMPLOYEE** shall also be entitled to receive twelve (12) days of medical leave for each year of employment with the COLLEGE. Medical leave days may be taken by GRANT-FUNDED EMPLOYEE only in half-day or full-day increments, and in no event may GRANT-FUNDED EMPLOYEE take less than a half-day of medical leave. After completion of one (1) year of employment, GRANT-FUNDED EMPLOYEE may accumulate medical leave up to the maximum allowed by the State Universities Retirement System (SURS).

**12. FLEX DOLLARS BENEFITS - GRANT-FUNDED EMPLOYEE** is entitled to twelve thousand five hundred dollars (\$12,500.00) per year for payment of medical, dental, vision, and life insurance premiums. Any amount in excess of \$12,500.00 shall be paid by GRANT-FUNDED EMPLOYEE. If GRANT-FUNDED EMPLOYEE does not use the entire \$12,500.00, the remaining balance will be paid to GRANT-FUNDED EMPLOYEE by direct payment no later than June 30 of the agreement year.

**13. OTHER BENEFITS AND LEAVE – GRANT-FUNDED EMPLOYEE** shall be additionally entitled to the following benefits and/or leaves:

- a. Up to five (5) days bereavement leave for death of a spouse, which shall not be taken in less than half-day increments;

- b. Up to three (3) days bereavement leave for the death of any other family member, which includes parents, grandparents, grandchildren, mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law, spouse's grandparents, or any family member living in his/her household and shall not be taken in less than half-day increments;
- c. In the event of the death of a child, GRANT FUNDED EMPLOYEE shall be entitled to use a maximum of ten (10) calendar days for bereavement activities related to the death of a biological, adopted, foster or step child, a legal ward, or the child of a person standing *in loco parentis*. Such leave shall be for the purpose of attending a funeral or funeral alternative, make arrangements necessitated by the death of a child, or grieve the death of a child. Leave as set forth in this paragraph shall be taken within sixty (60) days of the GRANT FUNDED EMPLOYEE learning of the child's death and requires at least 48 hours notice to the College. Requests for verification or leave necessitated by the death of more than one child in a 12 month period shall be governed by The Child Bereavement Leave Act, P.A. 99-703. Up to five (5) days of bereavement leave shall be without loss of salary. The remaining five (5) days of bereavement leave shall be unpaid. GRANT FUNDED EMPLOYEE may choose to utilize personal business days for the remaining five (5) days, but such use shall not extend the bereavement leave beyond a total of ten (10) calendar days.
- d. Payment for all days absent as a result of jury duty service or being subpoenaed as a witness, upon the presentation of proper documentation to the GRANT-FUNDED EMPLOYEE'S current supervisor;
- e. Unpaid leaves of absence for up to one (1) year may be granted for educational improvement, personal hardship, or family medical responsibilities, upon receipt of an approval from the GRANT-FUNDED EMPLOYEE'S current supervisor and the BOARD.

**14. TUITION WAIVERS –GRANT-FUNDED EMPLOYEE is eligible for waivers of all tuition for only**

classes offered at the COLLEGE. Waivers of tuition for COLLEGE classes are available only to GRANT-FUNDED EMPLOYEE, GRANT-FUNDED EMPLOYEE's spouse, and the GRANT-FUNDED EMPLOYEE'S unemancipated children under the age of 26.

**15. TUITION REIMBURSEMENT** - Upon completion of one (1) year of employment with the COLLEGE, GRANT-FUNDED EMPLOYEE will be entitled to up to a One Thousand Five Hundred Dollars (\$1,500.00) per year reimbursement for undergraduate and graduate classes, to the extent allowed and funded by the grant funding source. In order to be eligible for reimbursement, these courses must be job related and have been approved by the GRANT-FUNDED EMPLOYEE'S immediate supervisor and the COLLEGE President. Reimbursement will be limited to classes where a grade of C or better is earned. Reimbursement will not be provided for courses that are repeated. GRANT FUNDED EMPLOYEE shall submit a copy of the paid tuition bill and a transcript showing the final grade within ninety (90) days of the end of the course in order to receive reimbursement. If GRANT-FUNDED EMPLOYEE resigns from the COLLEGE within one (1) year of the reimbursement, the amount of tuition reimbursement will be deducted from the employee's last paycheck.

**16. STATE UNIVERSITIES RETIREMENT SYSTEM** – GRANT-FUNDED EMPLOYEE may be eligible for SURS retirement benefits, if GRANT-FUNDED EMPLOYEE meets the minimum requirements established by the State Universities Retirement System (SURS).

**17. SEPARATION** – Continued employment of GRANT-FUNDED EMPLOYEE is dependent upon continued receipt of grant funds. Upon separation from the COLLEGE, all unused vacation days shall be converted to medical leave days, at a rate of one vacation day to one medical leave day. These provisions do not apply should the BOARD discharge GRANT-FUNDED EMPLOYEE for cause.

**18. NOTICE** - Any notice or communication permitted or required under this Agreement shall be in writing and shall become effective on the day of mailing thereof by first-class mail, or certified mail, postage prepaid, addressed:

If to the COLLEGE, to:

Mr. Donald Manning, President  
SOUTH SUBURBAN COLLEGE DISTRICT #510  
15800 South State Street  
South Holland, Illinois 60473

cc: Mr. Stanley T. Kusper, Jr.  
KUSPER & RAUCCI CHARTERED  
30 North LaSalle, Suite 3400  
Chicago, Illinois 60602

---

If to GRANT-FUNDED EMPLOYEE,

<<NAME>>

<<ADDRESS>>

<<CITY>>, <<STATE>> <<ZIP>>

or to the last address of GRANT-FUNDED EMPLOYEE contained in official Business Office records.

**19. JURISDICTION** - This Agreement shall be interpreted, construed and governed by and under the laws of the State of Illinois, and GRANT-FUNDED EMPLOYEE unconditionally submits to the resolution of all disputes before the Circuit Court of Cook County.

**20. ENTIRE AGREEMENT** - This Agreement contains the entire agreement between the parties hereto with respect to the subject matter hereof, and there are no understandings, representations or warranties of any kind between the parties except those expressly set forth herein.

**21. AMENDMENTS** - This Agreement may not be modified except by writing approved by the BOARD and GRANT-FUNDED EMPLOYEE and duly signed by both parties.

---

**SOUTH SUBURBAN COLLEGE**

**DISTRICT #510**

BY: \_\_\_\_\_

BY: \_\_\_\_\_

on behalf of SOUTH SUBURBAN COLLEGE

Date: \_\_\_\_\_

Date: \_\_\_\_\_



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

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

**Board Meeting Date: February 9, 2017**

**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 approve the three (3) year South Suburban Faculty Association Contract, FY2017-FY2020. *Additional information will be sent under separate cover.*

**ESTIMATED COST OR BENEFIT**

[Empty box for estimated cost or benefit]

**JUSTIFICATION OF ACTION**

[Empty box for justification of action]

**MOTION**

Request that the Board of Trustees approve the three (3) year South Suburban Faculty Association Contract, FY2017-FY2020.

**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

*[Signature]*  
President

1/31/17  
Date