



BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE
16333 S. KILBOURN AVENUE, OAK FOREST, ILLINOIS
FINANCE COMMITTEE MEETING AGENDA
DEFILIPPO, CHAIR; DALY AND ROGERS
THURSDAY, JULY 12, 2018
7:50 PM

- I. Recommendation to accept the bids of Expert Chemical, \$290.00; HP Products, \$1,881.00; Industrial Soap, \$456.83; Interboro Packaging, \$4,176.00; Supply Works a Home Depot Company, \$4,500.00; Unipack, \$1,640.00; and Valdes, \$12,840.00 for the purchase of custodial paper products and supplies at the regular Board meeting.



BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE
OAK FOREST CAMPUS, 16333 S. KILBOURN AVENUE, OAK FOREST, ILLINOIS
REGULAR BOARD MEETING AGENDA
THURSDAY, JULY 12, 2018
8:00 PM

- I. **CALL TO ORDER/ROLL CALL**
- II. **PLEDGE OF ALLEGIANCE**
- III. **PUBLIC PARTICIPATION**
- IV. **PRESENTATIONS/REPORTS**
- V. **APPROVAL OF MINUTES OF PREVIOUS MEETINGS**
 - A. Finance Committee meeting held June 14, 2018
 - B. Regular Board of Trustees meeting held June 14, 2018
- VI. **NEW BUSINESS**
 - A. Monthly Financial Report (T. Pollert)
 - B. Approval of the payment of bills for July, 2018 (T. Pollert)
 - C. Approval to accept the bids of Expert Chemical, \$290.00; HP Products, \$1,881.00; Industrial Soap, \$456.83; Interboro Packaging, \$4,176.00; Supply Works a Home Depot Company, \$4,500.00; Unipack, \$1,640.00; and Valdes, \$12,840.00 for the purchase of custodial paper products and supplies (A. DeFilippo)
 - D. Approval to release closed session minutes and dispose of closed session audio tapes in accordance with the Illinois Open Meeting Act. The written minutes of April 12, 2018 and December 14, 2017 are authorized to be released. The audio recordings of January 12, 2017 and September 8, 2016 are authorized to be destroyed (M. Lareau)
- VII. **PERSONNEL RECOMMENDATIONS**
 - A. Retirements/Resignations/Terminations
 - B. Appointments
 - C. Memorandum of Understanding (additional extra overload)
 - D. Institutional Reorganization Plan
- VIII. **CLOSED SESSION**

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

BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE
15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS
MINUTES OF THE FINANCE COMMITTEE
THURSDAY, JUNE 14, 2018

Trustee John Daly called the Finance Committee meeting to order at 8:15 p.m.

Committee members present: Trustees John Daly and Janet Rogers

Committee members absent: Trustee Anthony DeFilippo

Other Board members in attendance: Trustees Vivian Payne and Joseph Whittington

Other Board members absent: Trustees Terry Wells, Frank M. Zuccarelli, and Student Trustee Ronnell Tatum

Administration present: Donald Manning, President; Songie Adebisi, Vice President of Student Development; Martin Lareau, Vice President of Administration and Secretary to the Board

Agenda:

I. Recommendation to accept the bids of BSN Sports, \$20,091.11; Eastbay, \$1,711.93; Lansing Sports, \$40,538.38; and Riddell, \$845.44, for the purchase of athletic uniforms and supplies

Trustee Daly recommended the Board accept the bids of BSN Sports, \$20,091.11; Eastbay, \$1,711.93; Lansing Sports, \$40,538.38; and Riddell, \$845.44, for the purchase of athletic uniforms and supplies at the regular Board of Trustees meeting.

II. Recommendation to accept the bid of DCG Roofing Solutions in the base bid amount of \$391,706.00 for the Roof Coating and Related Work Phase I project, utilizing bond funds

Trustee Daly recommended the Board accept the bid of DCG Roofing Solutions in the base bid amount of \$391,706.00 for the Roof Coating and Related Work Phase I project, utilizing bond funds at the regular Board of Trustees meeting.

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

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

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

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

The meeting adjourned at 8:22 p.m.

BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE
15800 SOUTH STATE STREET, SOUTH HOLLAND, ILLINOIS
REGULAR BOARD MEETING MINUTES
THURSDAY, JUNE 14, 2018

I. CALL TO ORDER & ROLL CALL:

At 8:30 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, Vivian Payne, Janet Rogers, Joseph Whittington, Frank M. Zuccarelli, and Student Trustee Ronnell Tatum

Absent: Trustees Anthony DeFilippo and Terry Wells

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

II. PLEDGE OF ALLEGIANCE

Chairman Frank M. Zuccarelli led the Pledge of Allegiance.

III. PUBLIC PARTICIPATION:

There was none.

IV. REPORTS/PRESENTATIONS

A. Recognition of Jose Gonzalez for induction into the Men's Soccer NJCAA Regional Hall of Fame
The Board of Trustees formally recognized Jose Gonzalez for his induction into the Men's Soccer NJCAA Regional Hall of Fame.

V. PREVIOUS MEETING MINUTES

A. Regular Board meeting held May 10, 2018

Trustee Whittington moved and Trustee Daly seconded to approve the minutes of the regular Board of Trustees meeting held May 10, 2018. On roll call, John Daly, Vivian Payne, Janet Rogers, and Joseph Whittington voted aye. Nays: None. Frank M. Zuccarelli passed. Motion carried.

VI. NEW BUSINESS

A. Monthly Financial Report

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

B. Bills Payable for June, 2018

Trustee Rogers moved and Trustee Whittington seconded to authorize the Treasurer to pay the list of bills payable for June, 2018 in the amount of \$3,340,246.67. On roll call, John Daly, Vivian Payne, Janet Rogers, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

Board Meeting

C. Approval to accept the bids of BSN Sports, \$20,091.11; Eastbay, \$1,711.93; Lansing Sports, \$40,538.38; and Riddell, \$845.44, for the purchase of athletic uniforms and supplies

Trustee Daly moved and Trustee Rogers seconded to accept the bids of BSN Sports, \$20,091.11; Eastbay, \$1,711.93; Lansing Sports, \$40,538.38; and Riddell, \$845.44, for the purchase of athletic uniforms and supplies. On roll call, John Daly, Vivian Payne, Janet Rogers, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

D. Approval to accept the bid of DCG Roofing Solutions in the base bid amount of \$391,706.00 for the Roof Coating and Related Work Phase I project, utilizing bond funds

Trustee Daly moved and Trustee Payne seconded to accept the bid of DCG Roofing Solutions in the base bid amount of \$391,706.00 for the Roof Coating and Related Work Phase I project, utilizing bond funds. On roll call, John Daly, Vivian Payne, Janet Rogers, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

E. Approval of the RAMP Proposal (Resource Allocation Management Plan)

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

F. Approval to adopt the resolution setting forth the prevailing wage rates compiled by the Illinois Department of Labor

Trustee Daly moved and Trustee Payne seconded to approve the resolution setting forth the prevailing wage rates compiled by the Illinois Department of Labor. On roll call, John Daly, Vivian Payne, Janet Rogers, 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

Trustee Daly moved and Trustee Whittington seconded to approve the resignation of GERALYN RAIMBAULT, Administrative Assistant II in the Allied Health and Career Programs department, effective June 28, 2018, and grant permission to advertise to fill the vacated position as needed. On roll call, John Daly, Vivian Payne, Janet Rogers, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

Trustee Rogers moved and Student Trustee Tatum seconded to remove the recommendation to terminate the employment of Solara Nicholson from the table, and to refer the recommendation back to the Administration for further action. On roll call, John Daly, Vivian Payne, Janet Rogers, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

B. Appointments

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

1. Amy Babinec as a full-time Art & Design Instructor, effective August 16, 2018.
2. Anissa Jones as Dean of Student Development, effective June 18, 2018, pending successful completion of a criminal background check.
3. Clarenica McCormack as a grant-funded Highway Construction Careers Training Program (HCCTP) Assistant, effective June 18, 2018.
4. Devon Powell as Dean of Student Services, effective June 25, 2018, pending successful completion of a criminal background check.

5. Anthony Smith as a Microcomputer Analyst in the Academic Computing and Telecommunications department, effective June 18, 2018, and grant permission to advertise to fill the vacated position, as needed. On roll call, John Daly, Vivian Payne, Janet Rogers, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

C. Grant permission to create and advertise

Trustee Daly moved and Trustee Whittington seconded to grant permission to create and advertise the grant-funded position of Client Solutions Support Specialist. On roll call, John Daly, Vivian Payne, Janet Rogers, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

D. Grant permission to change job titles

Trustee Daly moved and Trustee Whittington seconded to change the following job titles:

1. Change the title of grant-funded Client Solutions Specialist to grant-funded Client Solutions Employer Liaison Coordinator, effective June 18, 2018.
2. Change the title of Director of Enrollment Services to Executive Director of Enrollment and Retention Services, effective June 18, 2018.
3. Change the title of Manager of Admissions and Recruitment to Director of Recruitment and Retention Services, effective June 18, 2018.
4. Change the title of Manager of Registration and Records to Director of Registration and Records, effective June 18, 2018.

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

VIII. Closed Session:

There was none.

ADJOURNMENT

The regular Board of Trustees meeting adjourned at 8:59 p.m. on a motion made by Trustee Rogers and seconded by Trustee Payne. On roll call, John Daly, Vivian Payne, Janet Rogers, 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 FY19-VI.A

For Board Information in July, 2018.

For Board Action in July, 2018.

Board Committee:

- Policy
- Finance
- Architectural
- Other

Funding:

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

- Grant Funded
- Student Life
- Special Levies

PROPOSAL SUMMARY

[Empty box for Proposal Summary]

ESTIMATED COST OR BENEFIT

[Empty box for Estimated Cost or Benefit]

JUSTIFICATION OF ACTION

Please refer to the attached Investment Report and Financial Summary enclosed in your Board packet for the period ending May 31, 2018. 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 Kelleck 7/3/18
Controller/Treasurer

Mary Soreau 7/3/18
Vice-President

[Signature] 7/9/18
President

SOUTH SUBURBAN COLLEGE
South Holland, Illinois

To: Board of Trustees
 From: Tim Pollert
 Date: June 20, 2018
 Subject: Financial Report For The Period Ending May 31, 2018

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>
\$2,729,454.67	\$27,560,184.33
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$3,103,048.82	\$28,955,196.00

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

<u>Monthly Revenue</u>	<u>Year to Date Revenue</u>
\$3,976,274.59	\$45,357,142.55
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$4,095,462.61	\$46,732,268.40
<u>Net Monthly Position</u>	<u>Year to Date Net Position</u>
(\$119,188.02)	(\$1,375,125.85)

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

<u>Total Investments</u>	<u>Average Rate of Return</u>	<u>Basis Point Change from Last Month</u>
\$12,037,190.99	2.13%	-4

SOUTH SUBURBAN COLLEGE
South Holland, Illinois

	Revenue Educational	Revenue O&M	Monthly Total
July	\$3,160,162.14	\$55,123.01	\$3,215,285.15
August	\$2,315,853.48	\$45,859.15	\$2,361,712.63
September	\$2,638,531.62	\$899,522.81	\$3,538,054.43
October	\$1,632,158.52	\$360,582.15	\$1,992,740.67
November	\$1,936,852.48	\$62,786.96	\$1,999,639.44
December	\$1,501,620.28	\$401,582.50	\$1,903,202.78
January	\$2,352,872.25	\$351,552.85	\$2,704,425.10
February	\$2,873,658.67	\$270,245.93	\$3,143,904.60
March	\$2,134,534.64	\$91,238.31	\$2,225,772.95
April	\$1,356,067.86	\$389,924.05	\$1,745,991.91
May	\$2,523,969.42	\$205,485.25	\$2,729,454.67
June			\$0.00
YTD	\$24,426,281.36	\$3,133,902.97	\$27,560,184.33

	Expenditures Educational	Expenditures O&M	Monthly Total
July	\$2,729,720.02	\$286,831.50	\$3,016,551.52
August	\$2,211,546.62	\$313,050.44	\$2,524,597.06
September	\$3,106,952.27	\$450,541.43	\$3,557,493.70
October	\$1,763,955.65	\$309,693.45	\$2,073,649.10
November	\$1,683,893.90	\$320,330.48	\$2,004,224.38
December	\$1,765,156.24	\$312,723.52	\$2,077,879.76
January	\$2,581,320.08	\$326,650.65	\$2,907,970.73
February	\$2,357,354.98	\$319,943.78	\$2,677,298.76
March	\$2,533,969.17	\$442,066.75	\$2,976,035.92
April	\$1,746,230.76	\$290,215.49	\$2,036,446.25
May	\$2,725,783.84	\$377,264.98	\$3,103,048.82
June			\$0.00
YTD	\$25,205,883.53	\$3,749,312.47	\$28,955,196.00

SOUTH SUBURBAN COLLEGE
South Holland, Illinois

	Revenues All Funds	Expenditures All Funds	Monthly Total
July	\$3,652,185.57	\$3,762,696.81	(\$110,511.24)
August	\$6,799,812.50	\$6,765,747.72	\$34,064.78
September	\$4,575,258.04	\$4,768,838.24	(\$193,580.20)
October	\$2,948,129.37	\$2,663,977.15	\$284,152.22
November	\$3,193,159.56	\$4,055,083.37	(\$861,923.81)
December	\$3,887,183.85	\$3,292,182.56	\$595,001.29
January	\$3,901,855.89	\$4,628,300.77	(\$726,444.88)
February	\$4,910,200.57	\$4,046,107.00	\$864,093.57
March	\$4,359,661.23	\$5,360,150.12	(\$1,000,488.89)
April	\$3,153,421.38	\$3,293,722.05	(\$140,300.67)
May	\$3,976,274.59	\$4,095,462.61	(\$119,188.02)
June			\$0.00
YTD	\$45,357,142.55	\$46,732,268.40	(\$1,375,125.85)

	Investment Total	Average Rate of Return	Basis Point Change from Last Month
July	\$13,317,248.51	2.10%	(15)
August	\$16,227,947.39	2.09%	(1)
September	\$14,124,023.56	2.01%	(8)
October	\$14,347,403.77	2.26%	25
November	\$9,895,292.95	2.21%	(5)
December	\$11,923,377.40	2.14%	(7)
January	\$9,444,725.59	2.24%	10
February	\$9,703,649.77	2.23%	(1)
March	\$16,507,052.64	2.25%	2
April	\$13,815,534.47	2.17%	(8)
May	\$12,037,190.99	2.13%	(4)
June			

SOUTH SUBURBAN COLLEGE

Description	Date	Fund 1 Educational	Fund 2 Opr. & Maint.	Fund 3 O&M Rst(300)	Fund 3 PH&S(379)
MB Financial		0.00	0.00	0.00	0.00
MB Financial		4,711,306.86	0.00	0.00	0.00
MB Financial Bond Interest		9,005.04	0.00	0.00	0.00
PMA/I S D L A F + = ISDMAX		32.79	0.00	0.00	0.00
PMA/I S D L A F + = Fixed Investment Accounts		0.00	0.00	0.00	0.00
Illinois Funds		2,332,357.69	38,923.76	0.00	0.00
MB Contributory Trust		91.88	0.00	0.00	0.00
IIIT Money Market		4,299,594.12	0.00	0.00	0.00
MB Financial Money Market		2,424,222.33	0.00	0.00	0.00
Totals	5/1	13,776,610.71	38,923.76	0.00	0.00
Transactions:					
Illinois Funds MM Deposit from Comptroller	5/4	77,847.51			
Illinois Funds MM Deposit from Comptroller	5/4	80,041.67			
Illinois Funds MM Deposit from Comptroller	5/7	109,284.84			
Illinois Funds MM Deposit from Comptroller	5/7	82,894.17			
Illinois Funds MM Deposit from Comptroller	5/7	21,588.33			
Transfer from MB MM to MB Cash	5/23	(2,150,000.00)			
		11,998,267.23	38,923.76	0.00	0.00
Ending Balance:					
MB Financial		0.00	0.00	0.00	0.00
MB Financial		4,711,306.86	0.00	0.00	0.00
MB Financial Bond Interest		9,005.04	0.00	0.00	0.00
PMA/I S D L A F + = ISDMAX		32.79	0.00	0.00	0.00
PMA/I S D L A F + = Fixed Investment Accounts		0.00	0.00	0.00	0.00
Illinois Funds		2,704,014.21	38,923.76	0.00	0.00
MB Contributory Trust		91.88	0.00	0.00	0.00
IIIT Money Market		4,299,594.12	0.00	0.00	0.00
MB Financial Money Market		274,222.33	0.00	0.00	0.00
Totals	5/31	11,998,267.23	38,923.76	0.00	0.00

SOUTH SUBURBAN COLLEGE

INVESTMENT WORKSHEET					
Description	Date	Fund 4 Bond & Int.	Fund 5 Auxiliary	Fund 6 Restricted	Fund 7 Working Cash
MB Financial		0.00	0.00	0.00	0.00
MB Financial		0.00	0.00	0.00	0.00
MB Financial Bond Interest		0.00	0.00	0.00	0.00
PMA/I S D L A F + = ISDMAX		0.00	0.00	0.00	0.00
PMA/I S D L A F + = Fixed Investment Accounts		0.00	0.00	0.00	0.00
Illinois Funds		0.00	0.00	0.00	0.00
MB Contributory Trust		0.00	0.00	0.00	0.00
IIIT Money Market		0.00	0.00	0.00	0.00
MB Financial Money Market		0.00	0.00	0.00	0.00
Totals	5/1	0.00	0.00	0.00	0.00
Transactions:					
Illinois Funds MM Deposit from Comptroller					
Illinois Funds MM Deposit from Comptroller					
Illinois Funds MM Deposit from Comptroller					
Illinois Funds MM Deposit from Comptroller					
Illinois Funds MM Deposit from Comptroller					
Transfer from MB MM to MB Cash					
		0.00	0.00	0.00	0.00
MB Financial		0.00	0.00	0.00	0.00
MB Financial		0.00	0.00	0.00	0.00
MB Financial Bond Interest		0.00	0.00	0.00	0.00
PMA/I S D L A F + = ISDMAX		0.00	0.00	0.00	0.00
PMA/I S D L A F + = Fixed Investment Accounts		0.00	0.00	0.00	0.00
Illinois Funds		0.00	0.00	0.00	0.00
MB Contributory Trust		0.00	0.00	0.00	0.00
IIIT Money Market		0.00	0.00	0.00	0.00
MB Financial Money Market		0.00	0.00	0.00	0.00
Totals	5/31	0.00	0.00	0.00	0.00

SOUTH SUBURBAN COLLEGE

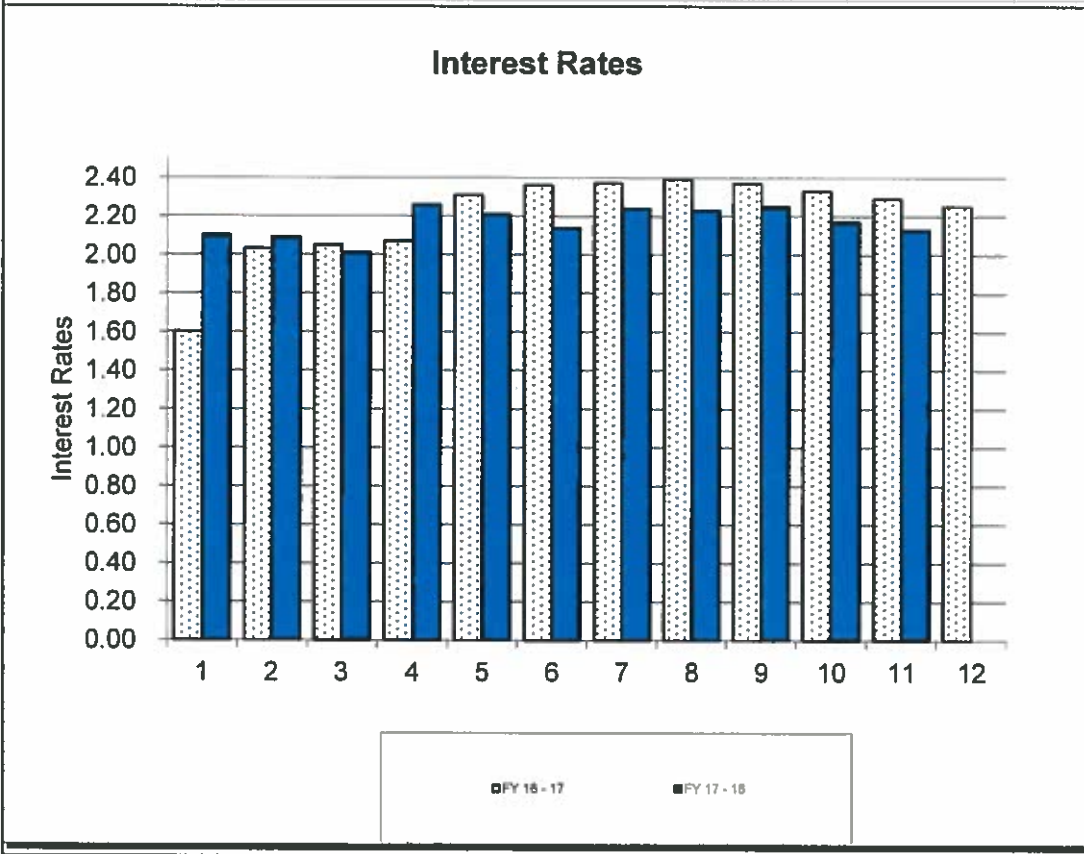
INVESTMENT WORKSHEET					
Description	Date	Fund 10 T & A	Fund 11 Audit	Fund 12 Special Levies	Total
MB Financial		0.00	0.00	0.00	0.00
MB Financial		0.00	0.00	0.00	4,711,306.86
MB Financial Bond Interest		0.00	0.00	0.00	9,005.04
PMA/I S D L A F + = ISDMAX		0.00	0.00	0.00	32.79
PMA/I S D L A F + = Fixed Investment Accounts		0.00	0.00	0.00	0.00
Illinois Funds		0.00	0.00	0.00	2,371,281.45
MB Contributory Trust		0.00	0.00	0.00	91.88
IIIT Money Market		0.00	0.00	0.00	4,299,594.12
MB Financial Money Market		0.00	0.00	0.00	2,424,222.33
Totals	5/1	0.00	0.00	0.00	13,815,534.47
Transactions:					
					0.00
					0.00
					0.00
					0.00
0.00	0.00				0.00
Illinois Funds MM Deposit from Comptroller	0.00				0.00
Illinois Funds MM Deposit from Comptroller	0.00				77,847.51
Illinois Funds MM Deposit from Comptroller	0.00				80,041.67
Illinois Funds MM Deposit from Comptroller	0.00				109,284.84
Illinois Funds MM Deposit from Comptroller	0.00				82,894.17
Transfer from MB MM to MB Cash	0.00				21,588.33
					(2,150,000.00)
					0.00
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					0.00
					0.00
		0.00	0.00	0.00	12,037,190.99
MB Financial		0.00	0.00	0.00	0.00
MB Financial		0.00	0.00	0.00	4,711,306.86
MB Financial Bond Interest		0.00	0.00	0.00	9,005.04
PMA/I S D L A F + = ISDMAX		0.00	0.00	0.00	32.79
PMA/I S D L A F + = Fixed Investment Accounts		0.00	0.00	0.00	0.00
Illinois Funds		0.00	0.00	0.00	2,742,937.97
MB Contributory Trust		0.00	0.00	0.00	91.88
IIIT Money Market		0.00	0.00	0.00	4,299,594.12
MB Financial Money Market		0.00	0.00	0.00	274,222.33
Totals	5/31	0.00	0.00	0.00	12,037,190.99
					0.00

SOUTH SUBURBAN COLLEGE

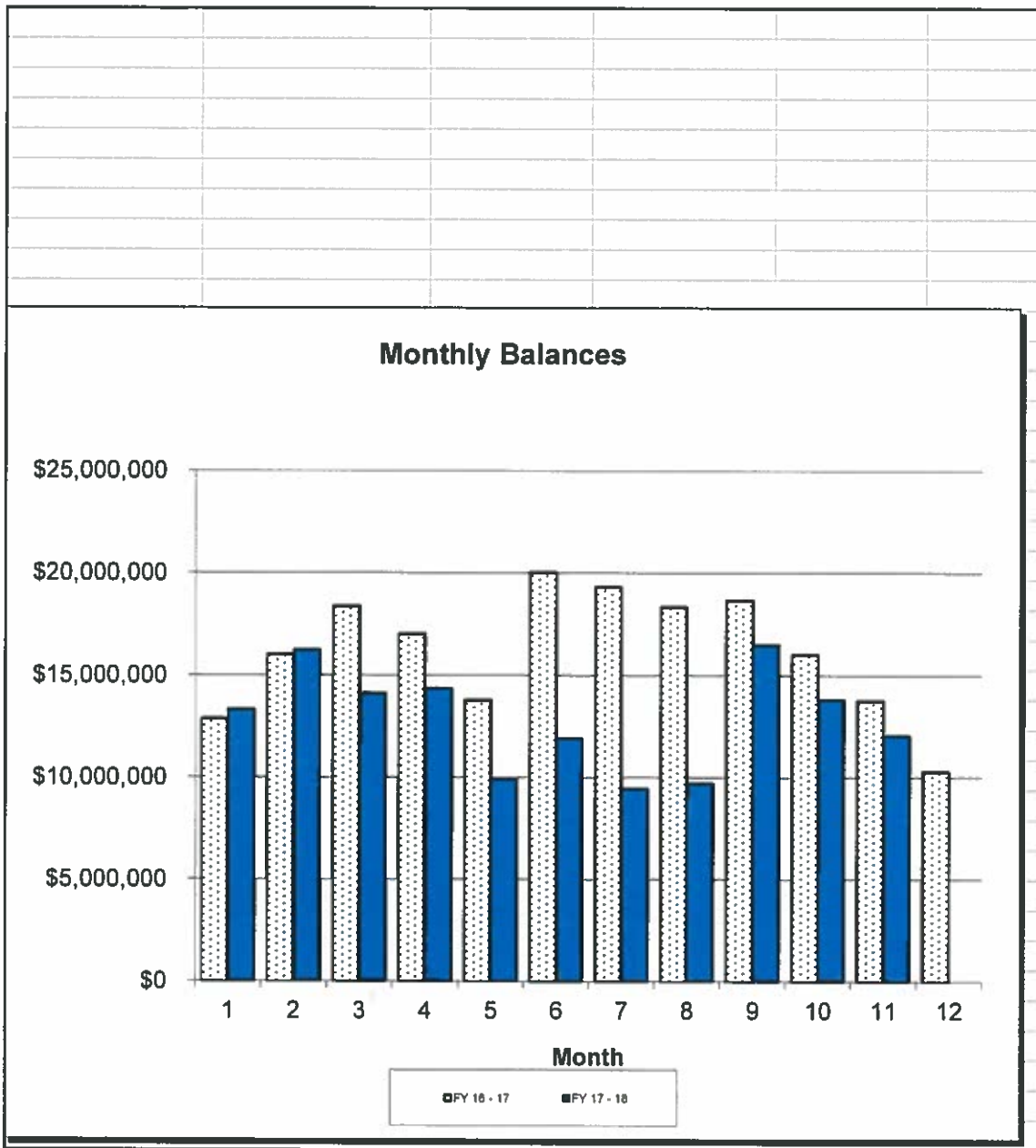
	Investment				
		Page 4	Page 6	Total	Percent to Total
10	U. S. Government Securities	0.00	0.00	0.00	0%
20	Time Deposits	1,985,102.90	0.00	1,985,102.90	16%
30	Commercial Paper	0.00	0.00	0.00	0%
40	Mutual Funds	0.00	0.00	0.00	0%
50	Illinois Funds	5,057,429.19	0.00	5,057,429.19	42%
60	Repurchase Agreements	0.00	0.00	0.00	0%
90	Other	4,994,658.90	0.00	4,994,658.90	41%
	Total	<u>12,037,190.99</u>	<u>0.00</u>	<u>12,037,190.99</u>	100%
	Average %	<u>2.13</u>			

South Suburban College

Investment Summary				
F Y 2016 - 2017			F Y 2017 - 2018	
Month	Month End Balance	Percent Return	Month End Balance	Percent Return
July	\$12,857,745	1.60	\$13,317,249	2.10
August	16,019,990	2.03	16,227,947	2.09
September	18,366,749	2.05	14,124,024	2.01
October	17,018,830	2.07	14,347,404	2.26
November	13,780,694	2.31	9,895,293	2.21
December	20,017,795	2.36	11,923,377	2.14
January	19,304,224	2.37	9,444,726	2.24
February	18,331,621	2.39	9,703,650	2.23
March	18,664,543	2.37	16,507,053	2.25
April	16,006,391	2.33	13,815,534	2.17
May	13,765,935	2.29	12,037,191	2.13
June	10,285,748	2.25		



South Suburban College





SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

Agenda Item FY19-VI.B

For Board Information in July, 2018.

For Board Action in July, 2018.

BOARD COMMITTEE:

- Policy
- Finance
- Architectural
- Other

FUNDING:

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

PROPOSAL SUMMARY

[Empty box for Proposal Summary]

ESTIMATED COST OR BENEFIT

[Empty box for Estimated Cost or Benefit]

JUSTIFICATION OF ACTION

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

MOTION

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

Education Fund	\$2,326,965.32
Operation & Maintenance Fund	482,181.25
Operation & Maintenance Restricted Fund	82,740.00
Auxiliary Enterprise Fund	209,822.65
Restricted Funds	683,603.19
Special Levies Fund	58,773.93
Flex Plan Fund	7,091.01
Total	\$3,851,177.35

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

APPROVALS

Jim Kolbert 7/3/18
Controller/Treasurer

Mark Bureau 7/3/18
Vice-President

[Signature] 7/9/18
President



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY19-VI.C

Board Meeting Date: July 12, 2018

BOARD COMMITTEE

- Policy
- Finance
- Architectural
- Other

FUNDING

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

PROPOSAL SUMMARY

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

ESTIMATED COST OR BENEFIT

\$25,783.83

JUSTIFICATION OF ACTION

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

MOTION

To accept the bids of Expert Chemical, Hazel Crest, Illinois, \$290.00; HP Products, Alsip, Illinois, \$1,881.00; Industrial Soap, St. Louis, Missouri, \$456.83; Interboro Packaging, Montgomery New York, \$4,176.00; Supply Works a Home Depot Company, Lombard, Illinois, \$4,500.00; Unipack, Brooklyn, New Jersey, \$1,640.00; and Valdes, Northbrook, Illinois, \$12,840.00 for the purchase of custodial paper products and supplies.

Approvals:

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

	6/25/18
Originator	Date
	6/27/18
Appropriate Dean/Vice President	Date
	7/9/18
President	Date



South Suburban College

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

MEMORANDUM

To: Don Manning
From: Marty Lareau
Date: June 25, 2018
Subject: Custodial Supplies

On May 31, 2018 we mailed requests for bids for the purchase of custodial supplies to forty-one (41) vendors. Our legal requirement to advertise was satisfied through a notice placed in *The Chicago Tribune*. We had twenty (20) responses and a public bid opening was held on June 20, 2018 at 10:00 AM with the results being read aloud. A breakdown of the bids is attached.

The College has either done business with or checked the references of the successful vendors and found all experiences and references to be satisfactory. We therefore, recommend acceptance of the bids in the amount of \$25,783.83 for the purchase of custodial supplies.

Custodial Supplies
 Bid Opening
 June 20, 2018

Item	Able Paper	All American Poly	Central Poly	Dura Wax	Dyna Pak	Expert Chemical	Garvey's Office Products	HP Products	Industrial Soap	Interboro Packing "A"
Poly-liner 40x46	\$ 4,660.00	\$ 2,640.00	\$ 3,160.00	\$ 5,312.00	\$3,900.00	\$ 3,650.00	\$ 4,080.00	\$ 3,996.00	\$ 4,134.00	\$ 3,736.00
Poly-liner 33x39	\$ 1,880.00	\$ 1,764.00	\$ 1,680.00	\$ 2,188.00	\$2,200.00	\$ 1,758.00	\$ 2,090.00	\$ 2,796.00	\$ 2,506.00	\$ 1,748.00
Poly-liner 24x32		\$ 3,952.50	\$ 2,370.00	\$ 1,865.00	\$2,400.00	\$ 1,575.00	\$ 1,657.50	\$ 2,697.00	\$ 2,120.25	\$ 1,758.00
Poly-liner 42x46		\$ 2,775.00	\$ 1,740.00	\$ 5,569.00	\$4,000.00	\$ 4,300.00	\$ 2,135.00	\$ 2,190.00	\$	\$ 4,282.00
Toilet Issue	\$ 9,600.00		\$ 9,108.00	\$ 10,460.00		\$ 7,140.00	\$ 8,660.00	\$ 8,320.00	\$ 7,400.00	
Roll towels 800'	\$ 7,600.00		\$ 8,664.00	\$ 9,144.00		\$ 5,860.00	\$ 6,340.00	\$ 6,860.00	\$ 6,556.00	
Multi fold towels	\$ 1,440.00		\$ 1,568.00	\$ 1,623.20		\$ 1,020.00	\$ 1,172.00	\$ 1,176.00	\$1,083.20	
Antibacterial hand soap						\$ 290.00	L \$ 470.60	\$ 373.08		
Nyco Uno Disinfectant						\$ 385.00	\$ 525.00	\$ 339.00	\$ 308.54	L
Nyco Blanace floor cleaner						\$ 285.00	\$ 393.00	\$ 253.00	\$ 148.29	L
Urinal Screens				\$ 2,016.90			\$ 1,350.00	N \$ 1,881.00	L \$ 702.00	N
Ice Melt	\$ 4,200.00					\$ 4,005.00	\$ 4,950.00			
Vendor Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 290.00	\$ -	\$ 1,881.00	\$ 456.83	\$ -

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

Custodial Supplies
 Bid Opening
 June 20, 2018

Item	Interboro Packing "B"	Interboro Packing "C"	Interboro Packing "D"	Interboro Packing "E"	Standard Companies	Supply Work	Tiles In Style	Unipack	Valdes	Warehouse Direct
Poly-liner 40x46	\$ 3,336.00	\$ 2,764.00	\$ 2,468.00	\$ 1,996.00		\$ 3,782.00 S	\$10,292.00	\$ 2,280.00		\$ 3,248.00
Poly-liner 33x39	\$ 1,664.00	\$ 1,396.00	\$ 1,164.00	\$ 944.00		\$ 2,470.00 S	\$ 5,508.00	\$ 1,370.00		\$ 1,792.00
Poly-liner 24x32	\$ 1,497.00	\$ 1,236.00	\$ 1,236.00	\$ 1,236.00		\$ 2,424.00 S	\$ 6,804.00	\$ 1,527.00		\$ 1,629.00
Poly-liner 42x46	\$ 3,548.00	\$ 3,070.00	\$ 2,572.00	\$ 1,834.00		\$ 1,426.00 S	\$ 3,956.00	\$ 1,640.00		\$ 1,794.00
Toilet tissue					\$ 6,596.00 S	\$ 8,240.00 S	\$14,844.00		\$ 6,300.00	\$ 7,556.00
Roll towels 800'					\$ 5,588.00 S	\$ 8,704.00	\$16,104.00		\$ 5,600.00	\$ 6,372.00
Multi fold towels					\$ 1,019.20	\$ 1,269.60	\$ 2,370.40		\$ 940.00	\$ 3,749.60
Antibacterial hand soap						\$ 373.28 S				\$ 348.63
Nyco Uno Disinfectant					\$ 373.00	\$ 503.46 S				\$ 402.63
Nyco Blanace floor cleaner					\$ 262.00	\$ 301.40 S				\$ 287.85
Urinal Screens						\$ 1,363.50 S	\$ 375.84 N			
Ice Melt						\$ 4,500.00 L	\$12,759.00			
Vendor Total	\$ -	\$ -	\$ -	\$ 4,176.00	\$ -	\$ 4,500.00	\$ -	\$ 1,640.00	\$ 12,840.00	\$ -

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



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY19-VI.D

Board Meeting Date: July 12, 2018

BOARD COMMITTEE

- ___ Policy
- ___ Finance
- ___ Architectural
- ___ Other

FUNDING

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

PROPOSAL SUMMARY

Closed session minutes and audio tapes were reviewed, per the Illinois Open Meetings Act. The written minutes of April 12, 2018 and December 14, 2017 are authorized to be released. The audio recordings of January 12, 2017 and September 8, 2016 are authorized to be destroyed.

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION

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

MOTION

Move that the Board of Trustees grant approval to release closed session minutes and dispose of closed session audio tapes in accordance with the Open Meeting Act. The written minutes of April 12, 2018 and December 14, 2017 are authorized to be released. The audio recordings of January 12, 2017 and September 8, 2016 are authorized to be destroyed.

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

Approvals:


Secretary to the Board

7/9/18
Date


President

7/9/18
Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY19-VII.B.1

Board Meeting Date: July 12, 2018

BOARD COMMITTEE

FUNDING

- Policy
- Finance
- Architectural
- Other

- Operating
- College Capital
- Protection, Health and Safety

- Grant Funded
- Student Life
- Special Levies

PROPOSAL SUMMARY

Request that the Board of Trustees appoint Dr. Tasha Williams as the Vice President of Academic Services, effective August 13, 2018.

ESTIMATED COST OR BENEFIT

This is a full-time position with an annual salary of \$128,000, plus benefits.

JUSTIFICATION OF ACTION





Filling this position is necessary to replace the current VPAS, Dr. Lynette Stokes, who will soon move into the role of College President. This position is in direct alignment with (Strategic Direction # 2 - Student Success and Completion, Goal - SSC 2.1)

MOTION

Move that the Board of Trustees appoint Dr. Tasha Williams as the Vice President of Academic Services, effective August 13, 2018.

Approvals:

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


 Originator 7/2/18
 Date

 Director of Human Resources 7/19/18
 Date

 Appropriate Vice President 7/2/18
 Date

 President 7/31/18
 Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY19-VII.B.2

Board Meeting Date: July 12, 2018

BOARD COMMITTEE

- Policy
- Finance
- Architectural
- Other

- Operating
- College Capital
- Protection, Health and Safety

FUNDING

- Grant Funded
- Student Life
- Special Levies

PROPOSAL SUMMARY

Move that the Board of Trustees approve the appointment of Donna Bradford as a grant-funded Client Solutions Support Specialist in the Business & Career Institute, effective July 16, 2018.

ESTIMATED COST OR BENEFIT

This is a full-time, grant-funded position; 40 hours per week, 52 weeks per year with an annual salary of \$30,000 plus benefits.

JUSTIFICATION OF ACTION

This position is necessary to continue to provide customer service and support to our company clients in the Business & Career Institute. (Strategic Direction 4: Partnership Development PD 4.1, Engage in community and business partnerships to develop programs and enhance existing programs in career areas; PD 4.5, Foster relationships with our business partners to facilitate employment opportunities for our students; PD 4.6 Coordinate partnerships between career programs and community employers to bridge skill gaps.)

MOTION

Move that the Board of Trustees approve the appointment of Donna Bradford as a grant-funded Client Solutions Support Specialist in the Business & Career Institute, effective July 16, 2018.

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

<u>Ararcia</u>	<u>7/9/18</u>
Originator	Date
<u>Kim Ruppel</u>	<u>7/19/18</u>
Director of Human Resources	Date
<u>Stokes</u>	<u>07/09/18</u>
Appropriate Vice President	Date
<u>Boyd</u>	<u>7/9/18</u>
President	Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY19-VII.B.3

Board Meeting Date: July 12, 2018

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 appointment of Erik Richards as Campus Store Clerk II in the Campus Bookstore, effective July 16, 2018, pending a successful criminal background investigation.

ESTIMATED COST OR BENEFIT

This is a full-time position, 35 hours per week, 52 weeks per year, grade V on the Support Staff Salary Schedule.

JUSTIFICATION OF ACTION

This action supports the SSC Core Values. This appointment is necessary to fill the vacancy created by the retirement of Leslie Cooper.

MOTION

Move that the Board of Trustees approve the appointment of Erik Richards as Campus Store Clerk II in the Campus Bookstore, effective July 16, 2018, pending a successful criminal background investigation.

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

<u>C. Manala</u>	<u>7/5/18</u>
Originator	Date
<u>[Signature]</u>	<u>7/9/18</u>
Director of Human Resources	Date
<u>[Signature]</u>	<u>7/9/18</u>
Appropriate Vice President	Date
<u>[Signature]</u>	<u>7/9/18</u>
President	Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY19-VII.B.4

Board Meeting Date: July 12, 2018

BOARD COMMITTEE

FUNDING

- Policy
- Finance
- Architectural
- Other

- Operating
- College Capital
- Protection, Health and Safety

- Grant Funded
- Student Life
- Special Levies

PROPOSAL SUMMARY

Request that the Board of Trustees appoint Ms. Naketa Young as a full-time psychology instructor, effective August 16, 2018, pending successful completion of a background check.

ESTIMATED COST OR BENEFIT

As placed on the faculty salary schedule.

JUSTIFICATION OF ACTION

Permission to fill this position was granted during a prior Board meeting. This action 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 appoint Ms. Naketa Young as a full-time psychology instructor, effective August 16, 2018, pending successful completion of a background check.

Approvals:

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

Natalie Ray 7/2/18
 Originator Date

Kim Reynolds 7/9/18
 Director of Human Resources Date

Stokes 7/2/18
 Appropriate Vice President Date

[Signature] 7/31/18
 President Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY19-VII.C.1

Board Meeting Date: July 12, 2018

BOARD COMMITTEE

- Policy
Finance
Architectural
Other

FUNDING

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

PROPOSAL SUMMARY

Move that the Board of Trustees accept the Memorandum of Understanding between South Suburban College Faculty Association (a chapter of Local 1600 AFT) and Community College District #510 for the fall 2018 semester.

ESTIMATED COST OR BENEFIT

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

JUSTIFICATION OF ACTION

In this Memorandum of Understanding, the parties agree that full-time faculty in specific departments shall be allowed to teach an additional extra overload class for overload pay during the fall 2018 semester, in accordance with the rotation plans of their respective departments. Guidelines for this additional extra overload work are outlined in the attached Memorandum of Understanding. This action will assist SSC in providing credit courses and associate degree programs for an academically prepared student body. (Strategic Direction # 2 - Student Success and Completion, Goal - SSC 2.1)

MOTION

Move that the Board of Trustees accept the Memorandum of Understanding between South Suburban College Faculty Association (a chapter of Local 1600 AFT) and Community College District #510 for the fall 2018 semester.

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

Approvals:

Signatures and dates for Approvals: Originator (7/2/18), Director of Human Resources (7/9/18), Appropriate Vice President (7/28/18), President (7/31/18)

5. **NO PRECEDENT** - This MOU shall establish no precedent between the COLLEGE and the SSCFA. All signatories to the MOU understand and agree that the terms stated herein shall apply only to specific Departments or courses selected for the Fall 2018 Semester in need of overload assignments, unless there is a written MOU executed between the Parties in the future. This MOU shall not be construed in any manner to create a binding practice upon the COLLEGE or the SSCFA.
6. **EFFECTIVE DATE** - This MOU shall be effective immediately upon execution and may not be revoked by either party unless mutually agreed in writing.
7. **ENTIRE AGREEMENT** - This MOU contains the entire agreement between the COLLEGE and the SSCFA with respect to the subject matter hereof and there are no understandings, representations, or warranties of any kind between the COLLEGE and the SSCFA except those expressly set forth herein.
8. **AMENDMENTS** - This MOU may not be modified except by writing approved by the COLLEGE and the SSCFA.

SOUTH SUBURBAN COLLEGE

SOUTH SUBURBAN COLLEGE
FACULTY ASSOCIATION

BY: _____

BY: _____

DATE: _____

DATE: _____



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY19-VII.D.1

Board Meeting Date: July 12, 2018

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 adopt the attached proposed institutional reorganizational plan for the purpose of increased efficiency and streamlining of operations.

ESTIMATED COST OR BENEFIT

The salaries are detailed on the attached list.

JUSTIFICATION OF ACTION

This reorganizational plan supports either directly or indirectly all goals identified in the college's Strategic Directions, #1 – College Readiness, #2 - Student Success and Completion, #3 - Educational Pathways, and #4 – Partnership Development.

MOTION

Move that the Board of Trustees adopt the attached proposed institutional reorganizational plan for the purpose of increased efficiency and streamlining of operations.

Approvals:

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

Originator

7/3/18
Date

Appropriate Vice President

6/28/18
Date

President

7/3/18
Date

SSC REORGANIZATION PROPOSAL (Revised)

NAME	POSITION	SALARY
TBD	Exec. Director of PR & Resource Development	\$97,000
Christin Miller	Executive Assistant to the President	\$62,914
Ron Kawanna	Associate Vice President of Accreditation & Institutional Effectiveness	\$119,399
Natalie Page	Dean of Academic Services	\$75,000
Matt Beasland	Dean of Adult & Continuing Education	\$75,000
Terese Dale	Executive Assistant to the VPAS & Assoc. VP of Accreditation & Institutional Effectiveness	\$63,625
Phil Tomich	Manager of Job Training	\$69,466
Rebecca Garcia-Westberg	Director of Extension Services	\$52,500
Shirley Drewenski	Director of Continuing Education	\$85,905
Songie Adebisi	VP of Student & Enrollment Services	\$131,719
Azeal Branch	Executive Assistant to the VP of Student & Enrollment Services	\$50,703
TBD	Manager of Physical Plant Night Operations	\$42,733
TBD	HR Manager	\$70,000
Jeffrey Rihacek	Director of Academic Computing & Telecommunications	\$90,075
Justin Papp	Director of Physical Plant	\$75,417
Mike Garth	Manager of Physical Plant	\$70,723
Kevin Hickey	Manager of Maintenance & Engineering	\$66,590
Michelle Serna	Human Resources Generalist	\$63,000
Rea Alder	Benefits Specialist	\$60,577
Kim Pigatti	Director of Human Resources	\$100,671
Tim Pollert	Treasurer	\$118,641
Jason Wroda	Manager of Internal Controls and Compliance	\$62,082
Cathy Davis	Manager of Financial Aid	\$49,628
Leonard Chiaro	Chief of Campus Police	\$105,682
Albert Benney	Sergeant of Campus Police	\$62,817
Martin Lareau	VP of Administration	\$128,744
Deanna Quarcini	Executive Asst. to the VP of Administration	\$70,567