



BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE
15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS
BOARD ROOM (ROOM 2248)
REGULAR BOARD MEETING AGENDA
THURSDAY, JANUARY 10, 2019
8:00 PM

- I. **CALL TO ORDER/ROLL CALL**
- II. **PLEDGE OF ALLEGIANCE**
- III. **PUBLIC PARTICIPATION**
- IV. **PRESENTATIONS/REPORTS**
 - A. ICCTA Award to Commemorate 40 Years of Service for Chairman Frank M. Zuccarelli (M. Monaghan)
- V. **APPROVAL OF MINUTES OF PREVIOUS MEETINGS**
 - A. Finance Committee meeting held December 13, 2018
 - B. Regular Board meeting held December 13, 2018
 - C. Closed Session meeting held December 13, 2018
- VI. **NEW BUSINESS**
 - A. Monthly Financial Report (T. Pollert)
 - B. Approval of the payment of bills for January, 2019 (T. Pollert)
 - C. 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 13, 2018 are authorized to be released. The written minutes of December 13, 2018 shall remain closed. The audio recordings of January 14, 2016 and February 11, 2016 are eligible to be destroyed (M. Lareau)
- VII. **PERSONNEL RECOMMENDATIONS**
 - A. Resignations/Retirements/Terminations
 - B. Appointments
 - C. Approval of the Memorandum of Understanding between Community College District No. 510 and the South Suburban College Support Staff Association regarding the Nursing Lab Supervisor position
- 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, DECEMBER 13, 2018

The meeting was called to order by Trustee John Daly at 8:05 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, Terry Wells, and Joseph Whittington

Other Board members absent: Chairman Frank M. Zuccarelli

Administration present: Lynette D. Stokes, President; Tasha Williams, 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 Kuser

Agenda:

I. Recommendation to adopt the resolution concerning the proposed 2018 tax levy of Community College District No. 510, South Suburban College of Cook County and certificate of tax levy as attached

Trustee Daly recommended the Board of Trustees adopt resolution concerning the proposed 2018 tax levy of Community College District No. 510, South Suburban College of Cook County and certificate of tax levy as attached, at the regular Board meeting.

II. Recommendation to adopt the resolution directing the Cook County Clerk to reduce the 2018 levy should it be capped under the Property Tax Extension Limitation Law

Trustee Daly recommended the Board of Trustees adopt the resolution directing the Cook County Clerk to reduce the 2018 levy should it be capped under the Property Tax Extension Limitation Law, at the regular Board meeting.

The Meeting adjourned at 8:09 p.m.

BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE
15800 SOUTH STATE STREET, SOUTH HOLLAND, ILLINOIS
REGULAR BOARD MEETING MINUTES
THURSDAY, DECEMBER 13, 2018

I. CALL TO ORDER & ROLL CALL:

At 8:13 p.m. the Regular Meeting of the Board of Trustees of South Suburban College, Illinois Community College District No. 510 was called to order by Chairman Frank M. Zuccarelli. The meeting was held in the Board Room of the College, Room 2248.

Present: Chairman Frank M. Zuccarelli, Trustees John Daly, Vivian Payne, Janet Rogers, Terry Wells, Joseph Whittington

Absent: Trustee Anthony DeFilippo

Also present: Lynette D. Stokes, President; Tasha Williams, 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

II. PLEDGE OF ALLEGIANCE

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

III. PUBLIC PARTICIPATION:

Ms. Erin Murphy requested a meeting with the Board of Trustees in Closed Session regarding Agenda Item FY19-VII.A.1.

IV. REPORTS/PRESENTATIONS

There was none.

V. PREVIOUS MEETING MINUTES

A. Audit Committee meeting held November 8, 2018

Trustee Rogers moved and Trustee Whittington seconded to approve the minutes of the Audit Committee meeting held November 8, 2018. On roll call, John Daly, Vivian Payne, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Motion carried.

B. Finance Committee meeting held November 8, 2018

Trustee Whittington moved and Trustee Payne seconded to approve the minutes of the Finance Committee meeting held November 8, 2018. On roll call, John Daly, Vivian Payne, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Motion carried.

C. Regular Board meeting held November 8, 2018

Trustee Wells moved and Trustee Rogers seconded to approve the minutes of the Regular Board meeting held November 8, 2018. On roll call, John Daly, Vivian Payne, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Motion carried.

VI. NEW BUSINESS

A. Monthly Financial Report

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

B. Bills Payable for December, 2018

Trustee Rogers moved and Trustee Wells seconded to authorize the Treasurer to pay the list of bills payable for December, 2018, in the amount of \$3,440,156.84. On roll call, John Daly, Vivian Payne, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Motion carried.

C. Approval to adopt the resolution concerning the proposed 2018 tax levy of Community College District No. 510, South Suburban College of Cook County and certificate of tax levy as presented

Trustee Daly moved and Trustee Wells seconded to adopt the resolution concerning the proposed 2018 tax levy of Community College District No. 510, South Suburban College of Cook County and certificate of tax levy as presented. On roll call, John Daly, Vivian Payne, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Motion carried.

D. Approval to adopt the resolution directing the Cook County Clerk to reduce the 2018 levy should it be capped under the Property Tax Extension Limitation Law

Trustee Daly moved and Trustee Payne seconded to adopt the resolution directing the Cook County Clerk to reduce the 2018 levy should it be capped under the Property Tax Extension Limitation Law. On roll call, John Daly, Vivian Payne, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Motion carried.

E. Approval of the proposed Academic Calendars for the fall 2020, spring 2021, and summer 2021 semesters

Trustee Daly moved and Trustee Rogers seconded to approve the proposed Academic Calendars for the fall 2019, spring 2020, and summer 2020 semesters. On roll call, John Daly, Vivian Payne, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Motion carried.

F. Approval of the Board of Trustees meeting dates for 2019

Trustee Whittington moved and Trustee Payne seconded to approve the Board of Trustees meeting dates for 2019. On roll call, John Daly, Vivian Payne, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Motion carried.

VII. Closed Session:

At 8:26 p.m., the Board entered into 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 on a motion made by Trustee Payne and seconded by Trustee Rogers. On roll call, John Daly, Vivian Payne, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Motion carried.

The Board resumed open session at 9:22 p.m. on a motion made by Trustee Whittington and seconded by Trustee Payne. On roll call, John Daly, Vivian Payne, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Motion carried.

VIII. PERSONNEL RECOMMENDATIONS

A. Retirements/Resignations/Terminations

Trustee Daly moved and Trustee Rogers seconded to approve the termination of Erin Murphy, Administrative Assistant I in the Office of Student Life, effective December 14, 2018, and grant permission to advertise to fill the vacated position, as needed. On roll call, John Daly, Vivian Payne, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Motion carried.

B. Appointments

Trustee Daly moved and Trustee Payne seconded to approve the appointment of Suha Muhammad as a full-time Speech Instructor in the Communications & Humanities Department, pending successful completion of a criminal background investigation, effective January 10, 2019. On roll call, John Daly, Vivian Payne, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Motion carried.

C. Tenure

1. Trustee Daly moved and Trustee Whittington seconded to grant tenure to Amy Babinec, Detric Fletcher, John McGreevy, Kimberly Marks, and Naketa Young, faculty members in Academic Services, at the completion of the spring 2019 semester. On roll call, John Daly, Vivian Payne, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Motion carried.

2. Trustee Daly moved and Trustee Whittington seconded to grant tenure to Samuel Hinkle, faculty member in Student Services, at the completion of the spring 2019 semester. On roll call, John Daly, Vivian Payne, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Motion carried.

D. Approval of the Memorandum of Understanding between the South Suburban College Faculty Association and Community College District No. 510 (Initial Step Placement)

Trustee Daly moved and Trustee Wells seconded to approve the Memorandum of Understanding between the South Suburban College Faculty Association and Community College District No. 510 (Initial Step Placement). On roll call, John Daly, Vivian Payne, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Motion carried.

ADJOURNMENT

At 9:28 p.m., Trustee Daly moved and Trustee Rogers seconded that the Board Meeting be adjourned. On roll call, John Daly, Vivian Payne, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Motion carried.

Janet Rogers, Secretary of the Board

Frank M. Zuccarelli, Chairman



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST Agenda Item FY19-VI.A

For Board Information in January, 2019.

For Board Action in January, 2019.

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

Please refer to the attached Investment Report and Financial Summary enclosed in your Board packet for the period ending November 30, 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

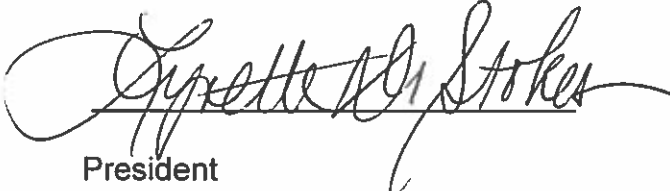
Approvals



Controller/Treasurer



Vice-President



President

SOUTH SUBURBAN COLLEGE
 South Holland, Illinois

To: Board of Trustees
 From: Tim Pollert
 Date: January 3, 2019
 Subject: Financial Report For The Period Ending November 30, 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>
\$2,262,935.47	\$12,864,222.08
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$2,059,624.03	\$14,180,273.67

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>
\$3,599,904.78	\$20,420,284.86
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$3,613,648.31	\$22,409,308.47
<u>Net Monthly Position</u>	<u>Year to Date Net Position</u>
(\$13,743.53)	(\$1,989,023.61)

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>
\$9,460,593.67	2.28%	8

SOUTH SUBURBAN COLLEGE
 South Holland, Illinois

	Revenue Educational	Revenue O&M	Monthly Total
July	\$3,009,518.50	\$51,098.15	\$3,060,616.65
August	\$2,501,285.50	\$107,156.55	\$2,608,442.05
September	\$2,651,187.45	\$103,841.58	\$2,755,029.03
October	\$1,377,830.55	\$799,368.33	\$2,177,198.88
November	\$2,161,040.00	\$101,895.47	\$2,262,935.47
December			\$0.00
January			\$0.00
February			\$0.00
March			\$0.00
April			\$0.00
May			\$0.00
June			\$0.00
YTD	\$11,700,862.00	\$1,163,360.08	\$12,864,222.08

	Expenditures Educational	Expenditures O&M	Monthly Total
July	\$2,771,838.69	\$304,078.48	\$3,075,917.17
August	\$3,111,498.05	\$427,163.11	\$3,538,661.16
September	\$2,924,118.66	\$345,221.12	\$3,269,339.78
October	\$1,942,574.47	\$294,157.06	\$2,236,731.53
November	\$1,737,377.65	\$322,246.38	\$2,059,624.03
December			\$0.00
January			\$0.00
February			\$0.00
March			\$0.00
April			\$0.00
May			\$0.00
June			\$0.00
YTD	\$12,487,407.52	\$1,692,866.15	\$14,180,273.67

SOUTH SUBURBAN COLLEGE

South Holland, Illinois

	Revenues All Funds	Expenditures All Funds	Monthly Total
July	\$3,635,851.73	\$3,801,528.11	(\$165,676.38)
August	\$5,952,185.50	\$6,965,503.22	(\$1,013,317.72)
September	\$4,100,853.78	\$4,343,545.47	(\$242,691.69)
October	\$3,131,489.07	\$3,685,083.36	(\$553,594.29)
November	\$3,599,904.78	\$3,613,648.31	(\$13,743.53)
December			\$0.00
January			\$0.00
February			\$0.00
March			\$0.00
April			\$0.00
May			\$0.00
June			\$0.00
YTD	\$20,420,284.86	\$22,409,308.47	(\$1,989,023.61)

	Investment Total	Average Rate of Return	Basis Point Change from Last Month
July	\$12,559,976.45	2.22%	(4)
August	\$14,471,281.70	2.25%	3
September	\$13,723,095.36	2.23%	(2)
October	\$12,616,989.71	2.20%	(3)
November	\$9,460,593.67	2.28%	8
December			
January			
February			
March			
April			
May			
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		4,710,210.56	0.00	0.00	0.00
MB Financial Bond Interest		8,979.98	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		1,491,313.32	442,409.91	0.00	0.00
MB Contributory Trust		92.91	0.00	0.00	0.00
IIIT Money Market		4,345,371.41	0.00	0.00	0.00
MB Financial Money Market		1,020,443.83	0.00	0.00	0.00
Totals	11/1	<u>11,576,444.80</u>	<u>442,409.91</u>	<u>0.00</u>	<u>0.00</u>
Transactions:					
Illinois Funds MM Deposit from Comptroller	11/5	56,562.00			
Illinois Funds MM Deposit from Comptroller	11/5	97,758.25			
Illinois Funds MM Deposit from Comptroller	11/5	56,562.00			
Illinois Funds MM Deposit from Comptroller	11/15	9,600.00			
Transfer fro IL Funds MM to MB Cash	11/20	(2,700,000.00)			
Illinois Funds MM Deposit from Comptroller	11/28	103,920.00			
Illinois Funds MM Deposit from Comptroller	11/29	216,003.61			
Interest on IL Funds MM	11/30	3,198.10			
Transfer from MB MM to Cash	11/30	(1,000,000.00)			
		<u>8,420,048.76</u>	<u>442,409.91</u>	<u>0.00</u>	<u>0.00</u>
Ending Balance:					
MB Financial		0.00	0.00	0.00	0.00
MB Financial		4,710,210.56	0.00	0.00	0.00
MB Financial Bond Interest		8,979.98	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		(665,082.72)	442,409.91	0.00	0.00
MB Contributory Trust		92.91	0.00	0.00	0.00
IIIT Money Market		4,345,371.41	0.00	0.00	0.00
MB Financial Money Market		20,443.83	0.00	0.00	0.00
Totals	11/30	<u>8,420,048.76</u>	<u>442,409.91</u>	<u>0.00</u>	<u>0.00</u>

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	598,135.00	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	11/1	0.00	0.00	598,135.00	0.00	
Transactions:						
Illinois Funds MM Deposit from Comptroller	11/5					
Illinois Funds MM Deposit from Comptroller	11/5					
Illinois Funds MM Deposit from Comptroller	11/5					
Illinois Funds MM Deposit from Comptroller	11/15					
Transfer fro IL Funds MM to MB Cash	11/20					
Illinois Funds MM Deposit from Comptroller	11/28					
Illinois Funds MM Deposit from Comptroller	11/29					
Interest on IL Funds MM	11/30					
Transfer from MB MM to Cash	11/30					
		0.00	0.00	598,135.00	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	598,135.00	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	11/30	0.00	0.00	598,135.00	0.00	

SOUTH SUBURBAN COLLEGE

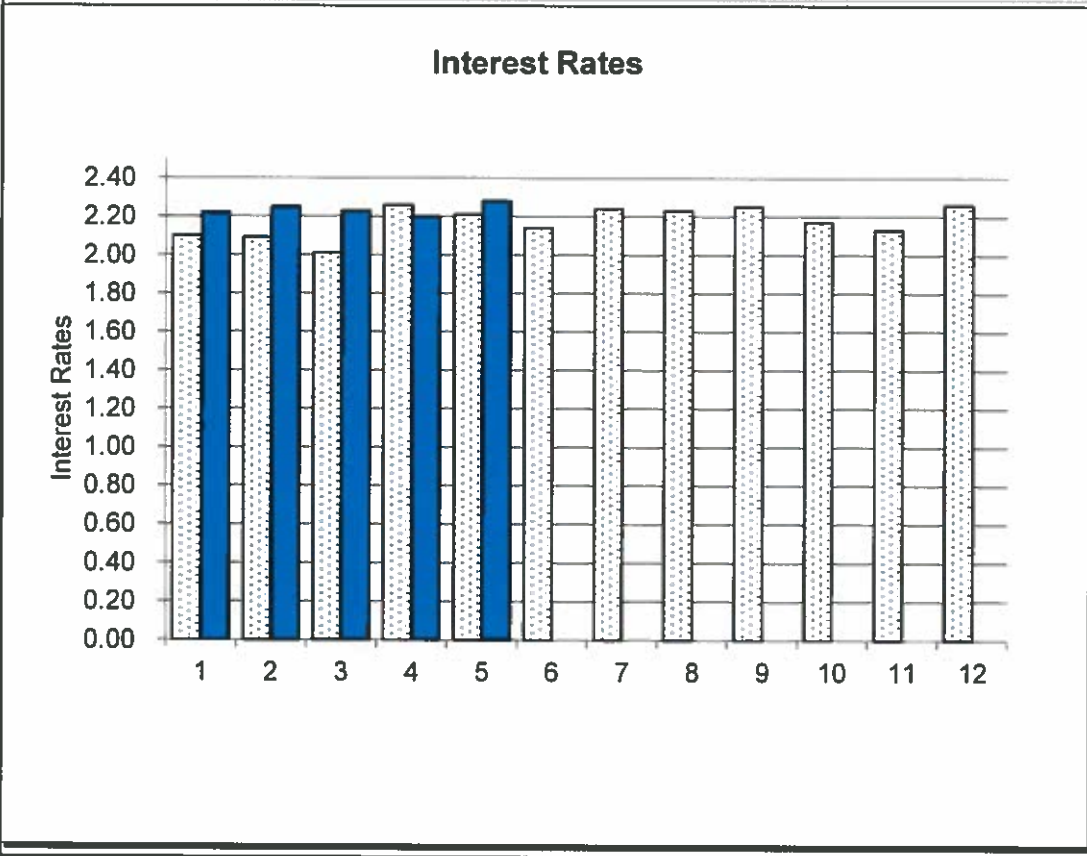
INVESTMENT WORKSHEET					
Description	Date	Fund 10 T & A	Fund 11 Audit	Fund 12 Special Levies	Total
MB Financial		0.00	0.00	0.00	0.00
MB Financial		0.00	0.00	0.00	4,710,210.56
MB Financial Bond Interest		0.00	0.00	0.00	8,979.98
PMA/ISDLAF+ = ISDMAX		0.00	0.00	0.00	32.79
PMA/ISDLAF+ = Fixed Investment Accounts		0.00	0.00	0.00	0.00
Illinois Funds		0.00	0.00	0.00	2,531,858.23
MB Contributory Trust		0.00	0.00	0.00	92.91
IIIT Money Market		0.00	0.00	0.00	4,345,371.41
MB Financial Money Market		0.00	0.00	0.00	1,020,443.83
Totals	11/1	0.00	0.00	0.00	12,616,989.71
 Transactions:					
					0.00
Illinois Funds MM Deposit from Comptroller					56,562.00
Illinois Funds MM Deposit from Comptroller					97,758.25
Illinois Funds MM Deposit from Comptroller					56,562.00
Illinois Funds MM Deposit from Comptroller					9,600.00
Transfer fro IL Funds MM to MB Cash					(2,700,000.00)
Illinois Funds MM Deposit from Comptroller					103,920.00
Illinois Funds MM Deposit from Comptroller					216,003.61
Interest on IL Funds MM					3,198.10
Transfer from MB MM to Cash					(1,000,000.00)
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		0.00	0.00	0.00	9,460,593.67
MB Financial		0.00	0.00	0.00	0.00
MB Financial		0.00	0.00	0.00	4,710,210.56
MB Financial Bond Interest		0.00	0.00	0.00	8,979.98
PMA/ISDLAF+ = ISDMAX		0.00	0.00	0.00	32.79
PMA/ISDLAF+ = Fixed Investment Accounts		0.00	0.00	0.00	0.00
Illinois Funds		0.00	0.00	0.00	375,462.19
MB Contributory Trust		0.00	0.00	0.00	92.91
IIIT Money Market		0.00	0.00	0.00	4,345,371.41
MB Financial Money Market		0.00	0.00	0.00	20,443.83
Totals	11/30	0.00	0.00	0.00	9,460,593.67
					0.00

SOUTH SUBURBAN COLLEGE

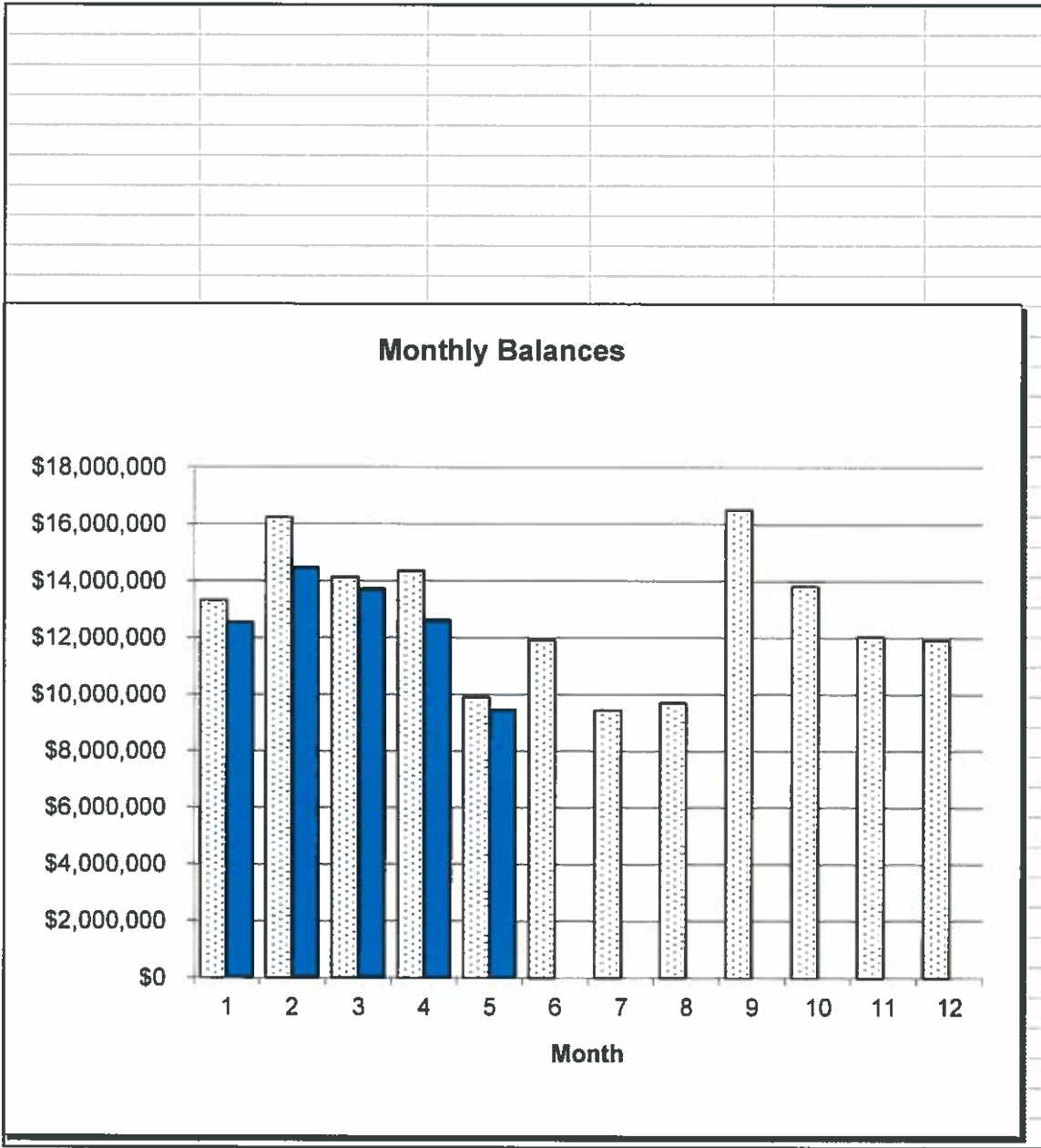
Investment		Page 4	Page 6	Total	Percent to Total
10	U. S. Government Securities	0.00	0.00	0.00	0%
20	Time Deposits	1,985,102.90	0.00	1,985,102.90	21%
30	Commercial Paper	0.00	0.00	0.00	0%
40	Mutual Funds	0.00	0.00	0.00	0%
50	Illinois Funds	2,735,730.70	0.00	2,735,730.70	29%
60	Repurchase Agreements	0.00	0.00	0.00	0%
90	Other	4,739,760.07	0.00	4,739,760.07	50%
	Total	9,460,593.67	0.00	9,460,593.67	100%
	Average %	2.28			

South Suburban College

Investment Summary				
F Y 2017 - 2018			F Y 2018 - 2019	
Month	Month End Balance	Percent Return	Month End Balance	Percent Return
July	\$13,317,249	2.10	\$12,559,976	2.22
August	16,227,947	2.09	14,471,282	2.25
September	14,124,024	2.01	13,723,095	2.23
October	14,347,404	2.26	12,616,990	2.20
November	9,895,293	2.21	9,460,594	2.28
December	11,923,377	2.14		
January	9,444,726	2.24		
February	9,703,650	2.23		
March	16,507,053	2.25		
April	13,815,534	2.17		
May	12,037,191	2.13		
June	11,919,425	2.26		



South Suburban College





SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

Agenda Item FY19-VI.B

For Board Information in January, 2019.

For Board Action in January, 2019.

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	\$1,871,250.95
Operation & Maintenance Fund	341,614.24
Operation & Maintenance Restricted Fund	52,075.00
Auxiliary Enterprise Fund	248,435.66
Restricted Funds	269,970.66
Special Levies Fund	94,923.71
Audit Fund	2,000.00
Flex Plan Fund	<u>4,652.34</u>
Total	\$2,884,922.56

- * 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

Tim Klett

Controller/Treasurer

Maurice Savary

Vice-President

Ernette Stokes

President



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY19-VI.C

Board Meeting Date: January 10, 2019

BOARD COMMITTEE

FUNDING

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

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

- ___ Grant Funded
- ___ Student Life
- ___ Special Levies

PROPOSAL SUMMARY

Closed session minutes and audio tapes were reviewed, per the Illinois Open Meetings Act. The written minutes of September 13, 2018 are authorized to be released. The written Minutes of December 13, 2018 shall remain closed. The audio recordings of January 14, 2016 and February 11, 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 September 13, 2018 are authorized to be released. The written Minutes of December 13, 2018 shall remain closed. The audio recordings of January 14, 2016 and February 11, 2016 are authorized to be destroyed.

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


 Secretary to the Board

 President



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

For Board Information in

For Board Action in

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 accept the retirement of Mark Hecimovich, full-time Network Specialist in the Network Systems department, effective April 30, 2019, and grant permission to advertise to fill the vacated position, if needed.

ESTIMATED COST OR BENEFIT

Not applicable.

JUSTIFICATION OF ACTION

Please see the attached letter from Mark Hecimovich. Replacement of this position will assist the college in providing access to technology support systems that advance student learning.
(Strategic direction #2, SSC 2.20)

MOTION

Move that the Board of Trustees accept the retirement of Mark Hecimovich, full-time Network Specialist in the Network Systems department, effective April 30, 2019, and grant permission to advertise to fill the vacated position, if needed.

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

APPROVALS

Don R. Matus 1/4/2019
Originator

Kim Repath 1/4/19
Director of Human Resources

Martin Laveau 1/4/19
Appropriate Vice President

Spittle Stokes 1/4/19
President



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

For Board Information in

For Board Action in

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 accept the retirement of Eric Svenningsen, full-time Microcomputer Lab Coordinator in the Academic Computing & Telecommunications department, effective April 30, 2019, and grant permission to advertise to fill the vacated position, if needed.

ESTIMATED COST OR BENEFIT

Not applicable.

JUSTIFICATION OF ACTION

Please see the attached letter from Eric Svenningsen. Replacement of this position will assist the college in providing access to technology support systems that advance student learning.
(Strategic direction #2, SSC 2.20)

MOTION

Move that the Board of Trustees accept the retirement of Eric Svenningsen, full-time Microcomputer Lab Coordinator in the Academic Computing & Telecommunications department, effective April 30, 2019, and grant permission to advertise to fill the vacated position, if needed.

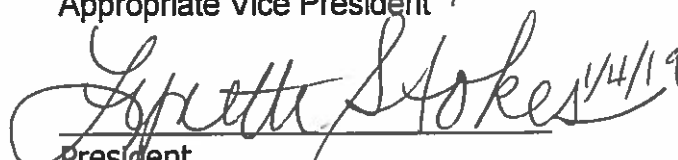
- * Are funds available in the budget? Yes
- * Is this related to any previous Board action? No

APPROVALS

 1/4/19
Originator

 1/4/19
Director of Human Resources

 1/4/19
Appropriate Vice President

 1/4/19
President



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY19-VII.B.1

Board Meeting Date January 10, 2019

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 Ms. Shauntrese Porch as a full-time nursing instructor in the Nursing Program, pending the successful completion of a background check, effective January 11, 2019.

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. Shauntrese Porch as a full-time nursing instructor in the Nursing Program, pending the successful completion of a background check, effective January 11, 2019.

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)

	<u>1/3/2019</u>
Originator	Date
	<u>1/4/19</u>
Director of Human Resources	Date
	<u>1/3/19</u>
Appropriate Vice President	Date
	<u>1/4/19</u>
President	Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY19-VII.B.2

Board Meeting Date January 10, 2019

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	<input type="checkbox"/> Special Levies
<input type="checkbox"/> Other	<input type="checkbox"/> Safety	

PROPOSAL SUMMARY

Request that the Board of Trustees appoint Ms. Naomi West as a full-time nursing instructor in the Nursing Program, pending the successful completion of a background check, effective January 11, 2019.

ESTIMATED COST OR BENEFIT

As placed on the faculty salary schedule

JUSTIFICATION OF ACTION

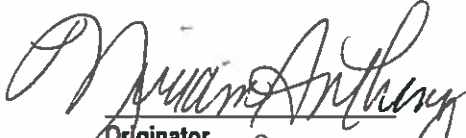


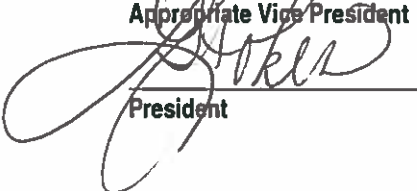
Permission to fill this position was granted during a prior Board meeting. This action will assist in providing credit courses and associate degree programs for an academically prepared student body. (Strategic Direction # 2 - Student Success and Completion, Goal - SSC 2.1)

MOTION

Move that the Board of Trustees appoint Ms. Naomi West as a full-time nursing instructor in the Nursing Program, pending the successful completion of a background check, effective January 11, 2019.

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)

	1/3/2019
Originator	Date
	1/4/19
Director of Human Resources	Date
	1/3/19
Appropriate Vice President	Date
	1/5/19
President	Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY19-VII.B.3

Board Meeting Date January 10, 2019

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. Bridgette Alexander as a full-time, grant-funded, Academic Assistant for the HPOG Step-Up Grant in the Allied Health Program, pending the successful completion of a background check, effective January 14, 2019.

ESTIMATED COST OR BENEFIT

This is a full time, grant-funded position with an annual salary of \$35,450. 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

This appointment is in direct alignment with (Strategic Direction # 2 - Student Success and Completion, Goal - SSC 2.1)

MOTION

Move that the Board of Trustees appoint Ms. Bridgette Alexander as a full-time, grant-funded, Academic Assistant for the HPOG Step-Up Grant in the Allied Health Program, pending the successful completion of a background check, effective January 14, 2019.

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)

[Signature] 1/2/19
 Originator Date

[Signature] 1/4/19
 Director of Human Resources Date

[Signature] 1/3/19
 Appropriate Vice President Date

[Signature] 1/10/19
 President Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY19-VII.C.1

Board Meeting Date: January 10, 2019

BOARD COMMITTEE

- Policy
- Finance
- Architectural
- Other

FUNDING

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

PROPOSAL SUMMARY

Move that the Board of Trustees accept the Memorandum of Understanding between Community College District No. 510, commonly known as South Suburban College, Cook County, Illinois and South Suburban College Support Staff Association (hereafter "SSCSSA").

ESTIMATED COST OR BENEFIT

Full-time staff who elect to be part of this MOU will be paid according to the SSCSSA salary schedule.

JUSTIFICATION OF ACTION




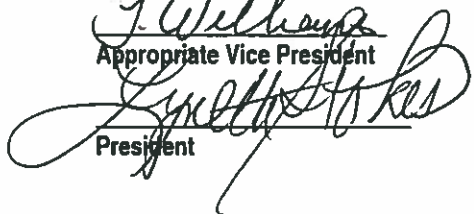
In this Memorandum of Understanding, the parties agree that the Nursing Lab Supervisor position will be changed from a year round, 52 week, position to a 40 week position, in which scheduled regular work hours shall not exceed 35 hours per week. The salary for the Nursing Lab Supervisor position will remain a Grade XIV on the SSCSSA Salary Scale. There shall be no adjustment or proration as a result of the change in work weeks. **(Strategic Direction # 2 - Student Success and Completion, Goal - SSC 2.1)**

MOTION

Move that the Board of Trustees accept the Memorandum of Understanding between Community College District No. 510, commonly known as South Suburban College, Cook County, Illinois and South Suburban College Support Staff Association (hereafter "SSCSSA").

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>1/4/19</u>
Originator	Date
	<u>1/4/19</u>
Director of Human Resources	Date
	<u>1/4/19</u>
Appropriate Vice President	Date
	<u>1/5/19</u>
President	Date

**MEMORANDUM OF UNDERSTANDING
BETWEEN
SOUTH SUBURBAN COLLEGE
AND
SOUTH SUBURBAN SUPPORT STAFF ASSOCIATION**

This Memorandum of Understanding ("MOU") is entered into on the 10th day of January, 2019 by and between Community College District No. 510, commonly known as South Suburban College, Cook County, Illinois (hereafter the "COLLEGE") and South Suburban College Support Staff Association (hereafter "SSCSSA").

Whereas, the Nursing Department requires a Nursing Lab Supervisor that possess significant professional experience and/or state licensure; and

Whereas, the position of Nursing Lab Supervisor is currently a SSCSSA position; and

Whereas, despite diligent efforts, the Administration has been unable to recruit and maintain a qualified Nursing Lab Supervisor;

Whereas, the College and the SSCSSA agree that the schedule and salary terms set forth in the Collective Bargaining Agreement (the "Agreement") have hampered the necessary recruitment of a Nursing Lab Supervisor; and

Whereas, the Parties agree that the Nursing Lab Supervisor is necessary to provide support during the Fall and Summer semesters only.

NOW, THEREFORE, IN CONSIDERATION OF THE PREMISES, it is agreed between the COLLEGE and the SSCSSA as follows:

1. **HOURS AND SALARY OF NURSING LAB SUPERVISOR** - The Nursing Lab Supervisor position will be changed from a year round, 52 week, position to a 40 week position, in which scheduled regular work hours shall not exceed 35 hours per week.

The salary for the Nursing Lab Supervisor position will remain a Grade XIV on the SSCSSA Salary Scale. There shall be no adjustment or proration as a result of the change in work weeks.

In the event the COLLEGE determines that it is necessary to employ a Nursing Lab Supervisor for a 52 week cycle, the COLLEGE and SSCSSA will meet to determine the appropriate course of action and engage in any necessary negotiation to determine the terms and conditions of employment.

2. **WAIVER** - By executing this MOU, the COLLEGE and the SSCSSA agree not to grieve any of the terms and conditions stated herein.

3. **JURISDICTION** - This MOU shall be governed by and construed in accordance with the substantive laws of the State of Illinois regardless of any conflict of law provision. All disputes arising out of this MOU, wherever derived, will be resolved in the Circuit Court of Cook County, Illinois.
4. **NOTICE** - Any notice or communication permitted or required under this MOU 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: Dr. Lynette D. Stokes, President
 South Suburban College
 15800 South State Street
 South Holland, IL 60473

If to the SSCSSA, to: Ms. Shannan Smith, SSCSA President
 South Suburban College
 15800 South State Street
 South Holland, IL 60473

5. **NO PRECEDENT** - This MOU shall establish no precedent between the COLLEGE and the SSCSSA. All signatories to the MOU understand and agree that the terms stated herein shall apply. This MOU shall not be construed in any manner to create a binding practice upon the COLLEGE or the SSCSSA.
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 SSCSSA with respect to the subject matter hereof and there are no understandings, representations, or warranties of any kind between the COLLEGE and the SSCSSA except those expressly set forth herein.
8. **AMENDMENTS** - This MOU may not be modified except by writing approved by the COLLEGE and the SSCSSA.

SOUTH SUBURBAN COLLEGE

**SOUTH SUBURBAN COLLEGE
SUPPORT STAFF ASSOCIATION**

BY: _____

BY: _____

DATE: _____

DATE: _____