



BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE
15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS
BOARD ROOM (ROOM 2248)
REGULAR BOARD MEETING AGENDA
THURSDAY, MARCH 14, 2019
8:00 PM

I. CALL TO ORDER/ROLL CALL

II. PLEDGE OF ALLEGIANCE

III. PUBLIC PARTICIPATION

IV. PRESENTATIONS/REPORTS

- A. Higher Learning Commission (R. Kawanna)

V. APPROVAL OF MINUTES OF PREVIOUS MEETINGS

- A. Finance Committee Meeting held February 14, 2019
- B. Regular Board Meeting held February 14, 2019
- C. Closed Session Meeting held February 14, 2019

VI. NEW BUSINESS

- A. Monthly Financial Report (T. Pollert)
- B. Approval of the payment of bills for March, 2019 (T. Pollert)
- C. Approval to increase the transcript fee from \$5 to \$8, effective June 3, 2019 (A. DeFilippo)
- D. Approval of the recommended course and instructional technology/lab fee changes beginning with the fall 2019 semester (A. DeFilippo)

VII. PERSONNEL RECOMMENDATIONS

- A. Retirements/Resignations/Terminations
- B. Appointments
- C. Permission to Advertise

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, FEBRUARY 14, 2019

Trustee Anthony DeFilippo called the Finance Committee meeting to order at 8:17 p.m.

Committee members present: Trustees John Daly, Anthony DeFilippo and Janet Rogers

Committee members absent: None

Other Board members in attendance: Trustees Vivian Payne and Joseph Whittington. Frank M. Zuccarelli arrived at 8:21 p.m.

Other Board members absent: Trustee Terry Wells

Administration present: Lynette D. Stokes, President; Tasha Williams, Vice President of Academic Services; Martin Lareau, Vice President of Administration and Secretary to the Board. College Attorney Stanley Kuser arrived at 8:21 p.m.

Agenda:

I. Recommendation to accept the bid of Midwest Mechanical for the base bid, alternate E-1 and alternate E-2 in the amount of \$2,333,050.00 for the HVAC/Temperature Control/Direct Digital Controls Conversion and Related Work Project, utilizing bond funds

Trustee DeFilippo recommended the Board accept the bid of Midwest Mechanical for the base bid, alternate E-1 and alternate E-2 in the amount of \$2,333,050.00 for the HVAC/Temperature Control/Direct Digital Controls Conversion and Related Work Project, utilizing bond funds, at the regular Board of Trustees Meeting.

II. Approval to accept the bid of Flooring Resources Corporation in the amount of \$42,531.00 for the purchase of carpet and carpeting supplies, utilizing bond funds

Trustee DeFilippo recommended the Board accept the bid of Flooring Resources Corporation in the amount of \$42,531.00 for the purchase of carpeting and carpeting supplies, utilizing bond funds, at the regular Board of Trustees meeting.

The meeting adjourned at 8:31 p.m.

BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE
15800 SOUTH STATE STREET, SOUTH HOLLAND, ILLINOIS
REGULAR BOARD MEETING MINUTES
THURSDAY, FEBRUARY 14, 2019

I. CALL TO ORDER & ROLL CALL:

At 8:31 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, Anthony DeFilippo, Vivian Payne, Janet Rogers, Joseph Whittington

Absent: Trustee Terry Wells

Also present: Lynette D. Stokes, President; Tasha Williams, Vice President of Academic Services; Martin Lareau, Vice President of Administration and Secretary to the Board; College Attorney Stanley Kusper

II. PLEDGE OF ALLEGIANCE

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

III. PUBLIC PARTICIPATION:

There was none.

IV. REPORTS/PRESENTATIONS

The South Suburban College Board of Trustees was formally recognized for allowing the School of Police Staff and Command to utilize the Oak Forest Campus for training.

V. PREVIOUS MEETING MINUTES

A. Regular Board meeting held January 10, 2019

Trustee Whittington moved and Trustee Rogers seconded to approve the minutes of the Regular Board meeting held January 10, 2019. On roll call, John Daly, Vivian Payne, Janet Rogers, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Anthony DeFilippo passed. Motion carried.

B. Closed Session meeting held January 10, 2019

Trustee Payne moved and Trustee Whittington seconded to approve the minutes of the Closed Session meeting held January 10, 2019. On roll call, John Daly, Vivian Payne, Janet Rogers, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Anthony DeFilippo passed. Motion carried.

VI. NEW BUSINESS

A. Monthly Financial Report

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

B. Bills Payable for February 2019

Trustee Rogers moved and Trustee DeFilippo seconded to authorize the Treasurer to pay the list of bills payable for February, 2019, in the amount of \$3,666,132.43. On roll call, John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Motion carried.

C. Approval to accept the bid of Midwest Mechanical for the base bid, alternate E-1 and alternate E-2 in the amount of \$2,333,050.00 for the HVAC/Temperature Control/Direct Digital Controls Conversion and Related Work Project, utilizing bond funds

Trustee DeFilippo moved and Trustee Payne seconded to accept the bid of Midwest Mechanical for the base bid, alternate E-1 and alternate E-2 in the amount of \$2,333,050.00 for the HVAC/Temperature Control/Direct Digital Controls Conversion and Related Work Project, utilizing bond funds. On roll call, John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Motion carried.

D. Approval to accept the bid of Flooring Resources Corporation in the amount of \$42,531.00 for the purchase of carpet and carpeting supplies, utilizing bond funds

Trustee DeFilippo moved and Trustee Whittington seconded to accept the bid of Flooring Resources Corporation in the amount of \$42,531.00 for the purchase of carpeting and carpeting supplies, utilizing bond funds. On roll call, John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Motion carried.

VIII. PERSONNEL RECOMMENDATIONS

A. Retirements/Resignations/Terminations

Trustee Daly moved and Trustee Whittington seconded to approve the following resignations:

1. Approve the resignation of Danielle Jones, Administrative Assistant I in the Allied Health Department, effective January 23, 2019, and grant permission to advertise to fill the vacated position, as needed.
2. Approve the resignation of Andrea Guzman, Financial Aid Advisor in the Financial Aid Department, effective February 4, 2019, and grant permission to advertise to fill the vacated position, as needed.
3. Approve the resignation of Shauntrese Porch, Nursing Instructor in the Nursing Department, effective February 1, 2019, and grant permission to advertise to fill the vacated position, as needed.

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

B. Appointments

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

1. Approve the appointment of Khyrs Dixon-Smith as a full-time Administrative Assistant II in the Allied Health Department, effective February 19, 2019, and grant permission to advertise to fill the vacated position, as needed.
2. Approve the appointment of William Radtke as Manager of the Academic Assistance Center, effective February 19, 2019.

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

VII. Closed Session:

At 8:55 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 DeFilippo and seconded by Trustee Whittington. On roll call, John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Motion carried.

The Board resumed open session at 10:10 p.m. on a motion made by Trustee Whittington and seconded by Trustee Payne. On roll call, John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Motion carried.

C. Approval to reappoint Administrative Staff, as listed, for fiscal year 2020

Trustee Daly moved and Trustee Whittington seconded to approve the Administrative Staff, as listed for fiscal year 2020. On roll call, John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Motion carried.

D. Approval to reappoint Technical Professional Exempt Staff, as listed, for fiscal year 2020

Trustee Daly moved and Trustee Whittington seconded to approve the Technical Professional Exempt Staff, as listed for fiscal year 2020. On roll call, John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Motion carried.

E. Approval to reappoint Grant-Funded Staff, as listed, for fiscal year 2020

Trustee Daly moved and Trustee Payne seconded to approve the Grant-Funded Staff, as listed for fiscal year 2020. On roll call, John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Motion carried.

F. Approval to accept the Memorandum of Understanding between Community College District No. 510 and the South Suburban College Teachers Union, AFT Local 1600, to amend Appendix A, Membership Application and Payroll Dues Deduction Authorization, in the Faculty, Adjunct Faculty and Support Staff Union Contracts.

Trustee Daly moved and Trustee Rogers seconded to accept the Memorandum of Understanding between Community College District No. 510 and the South Suburban College Teachers Union, AFT Local 1600, to amend Appendix A, Membership Application and Payroll Dues Deduction Authorization, in the Faculty, Adjunct Faculty and Support Staff Union Contracts. On roll call, John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Motion carried.

ADJOURNMENT

At 10:18 p.m., Trustee Payne moved and Trustee Whittington seconded that the Board Meeting be adjourned. On roll call, John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, 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 March, 2019.

For Board Action in March, 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 rectangular box for proposal summary]

ESTIMATED COST OR BENEFIT

[Empty rectangular 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 January 31, 2019. 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

[Signature]
Controller/Treasurer

[Signature]
Vice-President

[Signature]
President

SOUTH SUBURBAN COLLEGE
 South Holland, Illinois

To: Board of Trustees
 From: Tim Pollert
 Date: March 7, 2019
 Subject: Financial Report For The Period Ending January 31, 2019

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>
\$2,310,830.66	\$16,660,110.99
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$2,498,098.11	\$18,840,748.04

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>
\$3,901,337.15	\$29,473,367.49
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$4,099,009.10	\$31,866,972.21
<u>Net Monthly Position</u>	<u>Year to Date Net Position</u>
(\$197,671.95)	(\$2,393,604.72)

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>
\$9,107,200.86	2.39%	1

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	\$1,185,183.00	\$299,875.25	\$1,485,058.25
January	\$2,001,857.15	\$308,973.51	\$2,310,830.66
February			\$0.00
March			\$0.00
April			\$0.00
May			\$0.00
June			\$0.00
YTD	\$14,887,902.15	\$1,772,208.84	\$16,660,110.99

	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	\$1,820,442.96	\$341,933.30	\$2,162,376.26
January	\$2,158,303.61	\$339,794.50	\$2,498,098.11
February			\$0.00
March			\$0.00
April			\$0.00
May			\$0.00
June			\$0.00
YTD	\$16,466,154.09	\$2,374,593.95	\$18,840,748.04

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	\$5,151,745.48	\$5,358,654.64	(\$206,909.16)
January	\$3,901,337.15	\$4,099,009.10	(\$197,671.95)
February			\$0.00
March			\$0.00
April			\$0.00
May			\$0.00
June			\$0.00
YTD	\$29,473,367.49	\$31,866,972.21	(\$2,393,604.72)

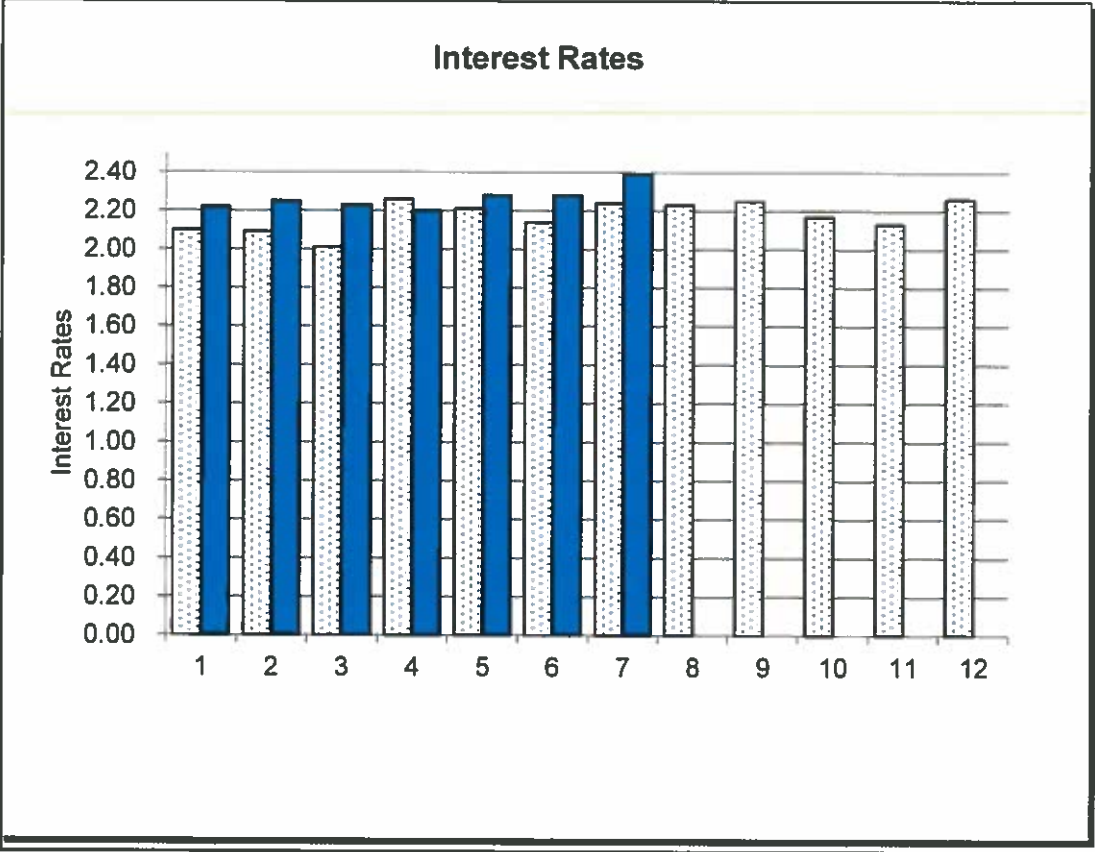
	Investment Total	Average Rate of Return	Basis Point Change from Last Month
July	\$12,559,976.45	2.22%	(4)
August	\$14,471,281.70	2.25%	3
September	\$13,723,095.36	2.23%	(2)
October	\$12,616,989.71	2.20%	(3)
November	\$9,460,593.67	2.28%	8
December	\$9,380,459.41	2.38%	10
January	\$9,107,200.86	2.39%	1
February			
March			
April			
May			
June			

SOUTH SUBURBAN COLLEGE

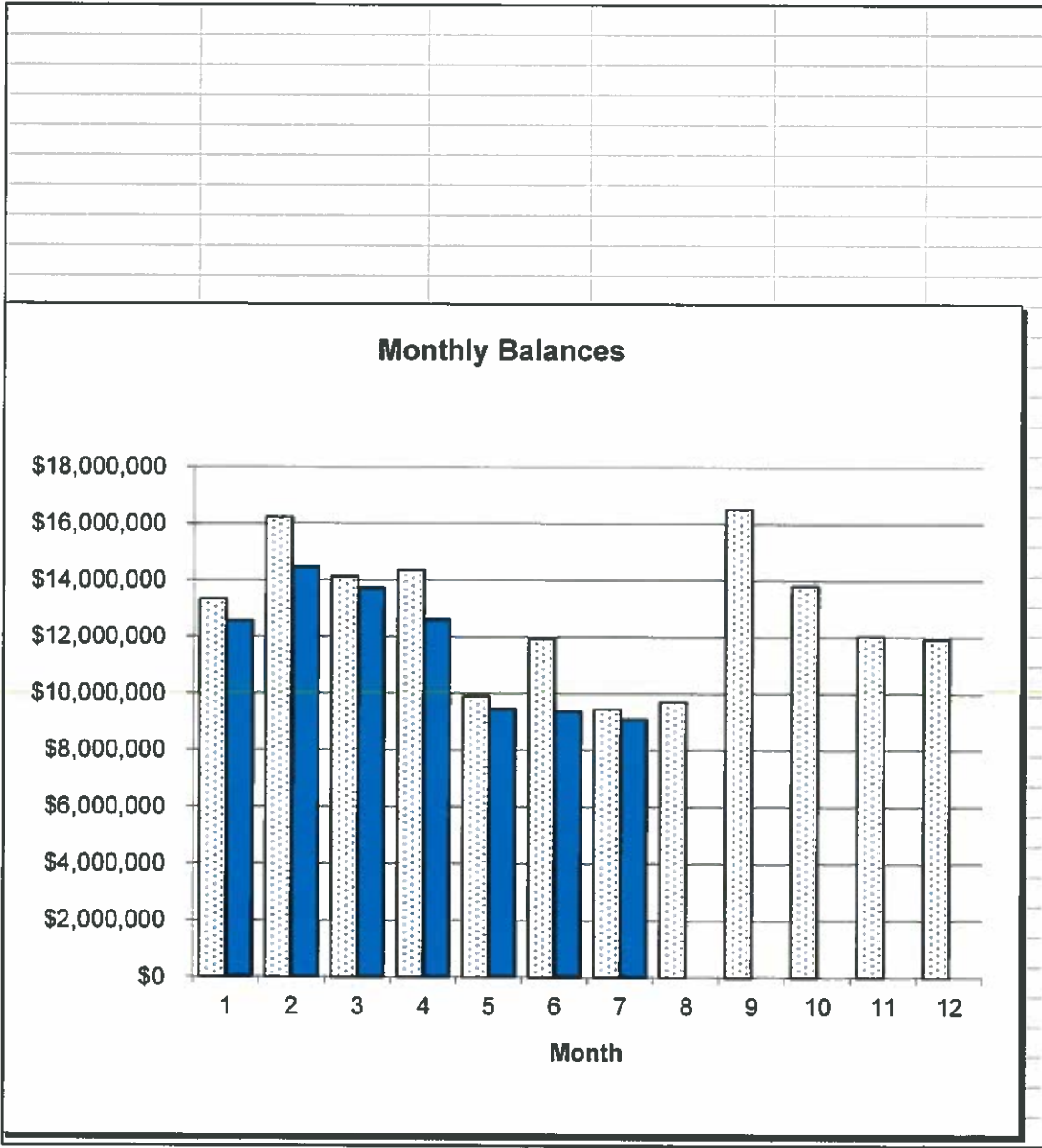
Investment		Page 4	Page 6	Total	Percent to Total
10	U. S. Government Securities	0.00	0.00	0.00	0%
20	Time Deposits	1,985,102.90	0.00	1,985,102.90	22%
30	Commercial Paper	0.00	0.00	0.00	0%
40	Mutual Funds	0.00	0.00	0.00	0%
50	Illinois Funds	2,382,337.89	0.00	2,382,337.89	26%
60	Repurchase Agreements	0.00	0.00	0.00	0%
90	Other	4,739,760.07	0.00	4,739,760.07	52%
	Total	9,107,200.86	0.00	9,107,200.86	100%
	Average %	2.39			

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	9,380,459	2.28
January	9,444,726	2.24	9,107,201	2.39
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 March, 2019.

For Board Action in March, 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	\$2,272,581.81
Operation & Maintenance Fund	309,582.18
Operation & Maintenance Restricted Fund	51,185.58
Auxiliary Enterprise Fund	129,425.85
Restricted Funds	339,158.84
Special Levies Fund	61,185.78
Flex Plan Fund	<u>4,185.07</u>
Total	\$3,167,305.11

- * 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 Pollat
Controller/Treasurer

Ernest Parreau
Vice-President

Suzette Stokes
President



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: **FY19-VI.C**

Board Meeting Date: **March 14, 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

The Office of Records has reviewed the SSC transcript fee of \$5, and is recommending that the fee be increased to \$8, effective June 3, 2019. The cost of transcripts has not increased since 2007.

ESTIMATED COST OR BENEFIT

The revenue generated by this increase will be utilized to cover increased overhead costs to related to the processing of transcripts.

JUSTIFICATION OF ACTION

This action is in alignment with Strategic Direction #2; Student Success and Completion, to continue to prove an efficient transparent and financially secure institution.

MOTION

Move that the Board of Trustees approve the increase of the transcript fee from \$5 to \$8, effective June 3, 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 additional funds? (Explain) **No**

Tina Whitlock _____ **3/7/19**
 Originator Date

Lynette Stokes _____ **3/8/19**
 President Date



Interoffice Memo

To: Robin Rihacek
From: Tenial Whitted
Date: March 6, 2019
Subject: **Proposal for Transcript Fee Increase**

With the introduction of electronic transcripts, our transcript processing time will be drastically reduced and much more efficient for students. Currently transcripts range from \$5.00 to \$35.00 depending on how it is processed. Transcripts sent via U.S. mail are the least expensive at a cost of \$5.00. Overnight transcripts are the most expensive at \$35.00. Electronic transcripts will eliminate the need to process transcripts at the higher cost. That being said, we reviewed the price of electronic transcripts at several colleges in the area. On average, the cost is \$7.10. In anticipation of loss of revenue as students are less likely to request immediate transcript processing (\$20.00), I am proposing a \$3.00 price increase that brings our total cost \$8.00 for transcripts.

The cost of transcripts has not increased since 2007 when it increased from \$3.00 to \$5.00.

Institution	Standard Transcript	Electronic Transcript
City Colleges	\$7.50	\$5.00
College of Dupage	\$5.00	\$5.00
GSU	\$12.25	\$12.25
Harper College	\$5.00	\$5.00
Joliet Junior College	\$9.00	\$9.00
Kankakee Community	\$5.00	\$5.00
McHenry College	\$8.00	\$8.00
Moraine Valley	\$7.00	\$7.00
Morton College	\$15.00	\$12.00
Prairie State	\$7.00	\$7.00
Triton College	\$7.00	\$5.00
Waubonsee	\$5.00	\$10.00



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: **FY19-VI.D**

For Board Action on **March 14, 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 Safety	<input type="checkbox"/> Special Levies
<input type="checkbox"/> Other		

PROPOSAL SUMMARY

The College's course fees and instructional technology fees have been reviewed, and the attached changes are recommended beginning with the fall 2019 semester.

ESTIMATED COST OR BENEFIT

The change in revenue will be offset by the actual costs incurred to deliver the courses and student services.

JUSTIFICATION OF ACTION

All fees and costs have been reviewed by the appropriate departments and administrators. The changes will assist SSC in continuing to provide high quality, accessible, and affordable credit courses and associate degree and certificate programs for a diverse academically prepared student body. **(Strategic Direction # 2 – Student Success and Completion, Goal SSC 2.2)**

MOTION

Move that the Board of Trustees approve the attached recommended fee changes beginning with the fall 2019 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:

<u>J. Williams</u>	<u>3/4/19</u>
Appropriate Vice President	Date
<u>[Signature]</u>	<u>3/8/19</u>
President	Date

ADDITIONAL RAD Lab Fees – REVISED
2019-2020

Course	Title	Current Fee 2018-2019	Fee for 2019-2020
Rad 106	Radiographic Principles 1	25	100
Rad 107	Radiographic Principles 2	25	100
Rad E01	Radiographic Seminar	0	100

This fee for RAD 106 and 107 is being increased to cover the cost of license to RAD-Math camp and Radboot camp. These are licensed content software programs that provide additional learning and review materials for the Radiology Technology Students. The fee is split between the 2 courses and will allow the students to access the programs and content throughout the entire 2 year program.

Rad E01 is the non credit version of RAD 235. This is also the class where advanced placement student enroll for an opportunity to take the ARRT registry exam again. This fee will cover the cost the advance placement assessment and 6 license fee to RAD-Math camp and Radboot camp software. This class in only offered in the Spring Semester

MRI Lab Fees – REVISED
2019-2020

Course	Title	Current Fee 2018-2019	Fee for 2019-2020
MRI 202	MRI – Clinical Education I	50.00	100.00
MRI 205	MRI – Clinical Education II	50.00	100.00
MRI 206	MRI – Clinical Education III	50.00	100.00

This fee is being increased to implement the cloud Trajecsys (150 dollar fee) time and competency account system.

RAD Lab Fees – REVISED
2019-2020

Course	Title	Current Fee 2018-2019	Fee for 2019-2020
RAD 100	RAD – Foundations of Radiologic Technology		+25
RAD 125	RAD – Introduction to Clinical Practice		+25
RAD 126	RAD – Clinical Education I		+25
RAD 127	RAD – Clinical Education 2		+25
RAD 225	RAD – Clinical Education 3		+25
RAD 226	RAD – Clinical Education 4		+25

This fee is being increased to implement the cloud Trajecsys (150 dollar fee) time and competency account system.

Course Fee Increase Proposal

Effective Fall 2019

Course	Title	Current Cost	Cost Effective 2019FA	Student Savings (Text)
CHM 111	Introductory Chemistry	Lab-\$46.50	Lab-\$46.50	\$215.54
		Book-\$286.13	Book-\$70.59	
CHM 113	General Chemistry I	Lab-\$2.50	Lab-\$2.50	\$257.62
		Book-\$322.33	Book-\$64.71	
CHM 114	General Chemistry II	Lab-\$3.00	Lab-\$3.00	\$257.62
		Book-\$322.33	Book-\$64.71	
MIS 101	Computer Literacy & Applications			\$119.24
		Book-\$231.00	Book-\$111.76	
OAT 128	Word			\$81.63
		Book-\$175.75	Book-\$94.12	
OAT 132	Access			\$77.88
		Book-\$172.00	Book-\$94.12	
OAT 143	Excel			\$77.88
		Book-\$172.00	Book-\$94.12	
OAT 155	Powerpoint			\$77.88
		Book-\$172.00	Book-\$94.12	
AST 101	Introduction to Astronomy	Lab-\$30.00	Lab-\$30.00	\$103.06
		Book-\$156.00	Book-\$52.94	
GLG 101	Physical Geology	Lab-\$30.00	Lab-\$30.00	\$80.91
		Book-\$151.50	Book-\$70.59	

Course	Title	Current Cost	Cost Effective 2019FA	Student Savings (Text)
ACC 120	Financial Accounting			\$193.15
		Book-\$295.50	Book-\$102.35	
ACC 121	Managerial Accounting			\$138.90
		Book-\$235.50	Book-\$96.60	
BIO 185	Human Anatomy & Physiology I	Lab-\$172.75	Lab-\$172.75 Lab-\$80.50	\$74.75- \$167.00
		Book-\$166.75	Book-\$92.00	
BIO 186	Human Anatomy & Physiology II	Lab-\$172.75	Lab-\$172.75 Lab-\$80.50	\$74.75- \$167.00
		Book-\$166.75	Book-\$92.00	

*Use of electronic version of lab manual dependent on instructor.

The book fee proposed for these courses would provide digital delivery of required instructional materials for their course, on or before the first day of class. This is in place of the cost of a physical textbook. These classes already include web-based materials, this process would minimize the steps needed to access, while providing substantial savings to the student. The process will include an option for students to opt-out and acquire materials on their own, as well as acquire a paper copy of the textbook.

An additional outcome from this process would be a higher number of students purchasing their course materials through the college. Data provided from other institutions shows a typical opt-out rate of less than five per cent per semester.

Sell Through Rate-units sold by SSC Campus Bookstore

CHM 111	2017FA	2018SP
Enrolled	67	65
Textbook Sold @SSC	35	49
Access Code only	7	1
Sell Through Rate	63%	77%
CHM 113		
	2017FA	2018SP
Enrolled	70	90
Textbook Sold @SSC	20	24
Access Code only	13	13
Sell Through Rate	47%	41%
MIS 101		
	2017FA	2018SP
Enrolled	100	84
Textbook Sold @SSC	69	41
eBook	3	4
Sell Through Rate	72%	54%
AST 101		
	2018FA	2019SP
Enrolled	67	65
Textbook w/code	35	49
Sell Through Rate	52%	75%
GLG 101		
	2018FA	2019SP
Enrolled	33	40
Textbook w/code	14	18
Sell Through Rate	42%	45%
OAT 128		
	2018FA	2019SP
Enrolled	5	
Textbook w/code	2	
Sell Through Rate	40%	

OAT 132	2018FA	2019SP
Enrolled		3
Textbook w/code		1
Sell Through Rate		33%
OAT 143		
	2018FA	2019SP
Enrolled	4	9
Textbook w/code	0	4
Sell Through Rate	0%	44%
OAT 155		
	2018FA	2019SP
Enrolled	1	
Textbook w/code	0	
eBook		
Sell Through Rate	0%	

ACC 120	2018FA	2019SP
Enrolled	39	31
Textbook w/code	16	11
Access Code only	10	6
Sell Through Rate	67%	55%
ACC 121		
	2018FA	2019SP
Enrolled	20	18
Textbook w/code	7	7
Sell Through Rate	35%	39%
BIO 185/186		
	2018FA	2019SP
Enrolled	292	293
Textbook w/Code	43	23
Connect Text	83	88
Lab Manual	75	47
Connect Lab Manual	55	64
Sell Through	~44%	38%



FY19-VII.A.1

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 resignation of Jouhan Sawe, full-time Student Helpdesk Coordinator in the Academic Computing & Telecommunications department, effective March 15, 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 Jouhan Sawe. 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 resignation of Jouhan Sawe, full-time Student Helpdesk Coordinator in the Academic Computing & Telecommunications department, effective March 15, 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

Jeffrey P. Spach 3/5/19
Originator

[Signature] 3/5/19
Director of Human Resources

Mark Parca 3/7/19
Appropriate Vice President

[Signature] 3/8/19
President



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: **FY19-VII.A.2**

Board Meeting Date: **March 14, 2019**

BOARD COMMITTEE

FUNDING

- Policy
- Finance
- Architectural
- Other

- Operating
- College Capital
- Protection, Health and Safety

- Grant Funded
- Student Life
- Special Levies

PROPOSAL SUMMARY

Move that the Board of Trustees approve the recommendation to terminate Cheryl Brown, full-time Custodian in the Physical Plant Department, effective March 15, 2019, and grant permission to advertise to fill the vacated position, as needed.

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION




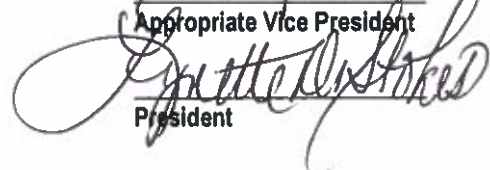
This action supports the SSC Core Values.

MOTION

Move that the Board of Trustees approve the recommendation to terminate Cheryl Brown, full-time Custodian in the Physical Plant Department, effective March 15, 2019, and grant permission to advertise to fill the vacated position, as needed.

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>3/2/19</u>
Originator	Date
	<u>3/7/19</u>
Director of Human Resources	Date
	<u>3/8/19</u>
Appropriate Vice President	Date
	<u>3/8/19</u>
President	Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: **FY19-VII.A.3**

Board Meeting Date: **March 14, 2019**

BOARD COMMITTEE

FUNDING

- Policy
- Finance
- Architectural
- Other

- Operating
- College Capital
- Protection, Health and Safety

- Grant Funded
- Student Life
- Special Levies

PROPOSAL SUMMARY

Move that the Board of Trustees approve the recommendation to terminate Nathan Williams, full-time Custodian in the Physical Plant Department, effective March 15, 2019, and grant permission to advertise to fill the vacated position, as needed.

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION


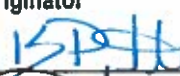
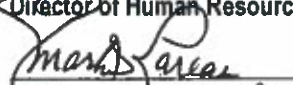
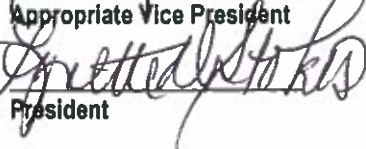
This action supports the SSC Core Values.

MOTION

Move that the Board of Trustees approve the recommendation to terminate Nathan Williams, full-time Custodian in the Physical Plant Department, effective March 15, 2019, and grant permission to advertise to fill the vacated position, as needed.

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>3/7/19</u>
Originator	Date
	<u>3/7/19</u>
Director of Human Resources	Date
	<u>3/8/19</u>
Appropriate Vice President	Date
	<u>3/8/19</u>
President	Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY19-VII.B.1

Board Meeting Date March 4, 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. Tiffany McCrary as the full-time, Nursing Lab Supervisor for the Nursing Program, pending the successful completion of a background check, effective March 18, 2019.

ESTIMATED COST OR BENEFIT

Grade XIV on the Support Staff Salary Schedule.

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. Tiffany McCrary as the full-time, Nursing Lab Supervisor for the Nursing Program, pending the successful completion of a background check, effective March 18, 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>J. Williams</u>	<u>3/4/19</u>
Originator	Date
<u>[Signature]</u>	<u>3/8/19</u>
Director of Human Resources	Date
<u>J. Williams</u>	<u>3/4/19</u>
Appropriate Vice President	Date
<u>[Signature]</u>	<u>3/8/19</u>
President	Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: **FY19-VII.C.1**

Board Meeting Date: **March 14, 2019**

BOARD COMMITTEE

FUNDING

- Policy
- Finance
- Architectural
- Other

- Operating
- College Capital
- Protection, Health and Safety

- Grant Funded
- Student Life
- Special Levies

PROPOSAL SUMMARY

Move that the Board of Trustees grant permission to advertise the vacated position of Vice President of Student and Enrollment Services.

ESTIMATED COST OR BENEFIT

[Empty box for estimated cost or benefit]

JUSTIFICATION OF ACTION

Please see the attached job description. This action supports the SSC Core Values.

MOTION

Move that the Board of Trustees grant permission to advertise the vacated position of Vice President of Student and Enrollment Services.

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**


 Director of Human Resources Date 3/7/19

 President Date 3/8/19



SOUTH SUBURBAN COLLEGE

Job Description

Job Title: Vice President of Student and Enrollment Services
Department: Student and Enrollment Services
Reports To: President
FLSA Status: Exempt
DATE: March 2019

SUMMARY

The position is responsible for providing executive leadership, administrative direction, operational, fiscal, personnel management, and evaluation in the areas of enrollment services (admissions, registration and student records), academic advising, student recruitment, student life and student recognition, veterans' affairs, disability services, first-year experience and athletics. The Vice President works closely with the Chief Academic Officer to ensure coordination between student and instructional services programs that support student success. The Vice President serves as a member of the President's Cabinet and also serves as the college's Title IX Liaison.

Those reporting to the Vice President of Student and Enrollment Services include the Director of Registration & Records, the Director of Recruitment & Retention Services, the Director of Athletics, the Dean of Student Development and the Dean of Student Services.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Provides student support throughout the stages of student life including entry, progress, completion, and transition.
- Provides leadership with enrollment strategic planning, evaluating new and existing services, resources and programs to promote student persistence, retention and completion.
- Provides budgetary oversight for all areas within Student and Enrollment Services and recommends the budget to the President.
- Coordinates the planning and implementation of staff development for faculty and professional employees in Student and Enrollment Services.
- Attends Board of Trustees meetings, represents the College on the state wide or area groups as designated by the President.
- Ensures ongoing compliance with Title IX by collecting and analyzing data, writing comprehensive reports and maintaining records of investigations.
- Serves on various planning and policy making committees; recommends and participates in the development of college policies and procedures.
- Oversees collective bargaining matters including faculty grievances and faculty negotiations within Student and Enrollment Services.
- Works in collaboration with VP of Academic Services to identify best practice strategies for development of retention, enrollment and completion initiatives.
- Recommends hiring, tenure, reappointments, promotions, and terminations of employees in all areas supervised. Identifies sources of external grant funding, coordinates the application for grants and manages the implementation of grant-funded programs.
- Monitors state and federal legislation and regulatory matters which impact students.

- Works in collaboration with colleagues across all divisions of the College in efforts to achieve and maintain accreditation by the Higher Learning Commission (HLC) of the North Central Association and other accrediting and program approval bodies.
- Performs other professional and administrative duties assigned by the President.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

EDUCATION and/or EXPERIENCE:

Minimum Qualifications:

Master Degree in Student Services, Student Personnel Administration, Higher Education Administration, or related field; at least ten years' senior level administrative experience in student services in higher education at the Dean's level or above and; demonstrated knowledge of and experience with the operational functions and administrative responsibilities in a community college and student affairs environment. Experience must include the following:

- Experience in the administration of collective bargaining agreements.
- Experience with writing regional and specialty accreditation and annual reports.
- Teaching experience at the post-secondary level, either full or part-time.
- Demonstrated ability to work effectively with diverse academic, socioeconomic, cultural and ethnic backgrounds of community college students and personnel.
- Strong computer, analytical, interpersonal, verbal and written communication skills.
- Successfully pass a criminal background check.
- Understanding of articulation agreements, transfer guides and assessment and placement testing practices.

Preferred Qualification:

- Doctorate degree from a regionally accredited institution of higher education.



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: **FY19-VII.C.2**

Board Meeting Date: **March 14, 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 grant permission to advertise the vacated position of Dean of Nursing.

ESTIMATED COST OR BENEFIT

JUSTIFICATION OF ACTION

Please see the attached job description. This action supports the SSC Core Values.

MOTION

Move that the Board of Trustees grant permission to advertise the vacated position of Dean of Nursing.

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**

J. Williams 3/7/19
 Originator Date

[Signature] 3/8/19
 Director of Human Resources Date

J. Williams 3/7/19
 Appropriate Vice President Date

[Signature] 3/8/19
 President Date



SOUTH SUBURBAN COLLEGE Job Description

Job Title: Dean of Nursing
Department: Academic Services
Reports To: Vice President of Academic Services
FLSA Status: Exempt
DATE: March 2019

SUMMARY:

The Dean of Nursing is an experienced educator who will provide strategic leadership for the planning, development, assessment, evaluation, and continuous improvement of the Nursing Department.

Those reporting to the Dean of Nursing include all full-time and adjunct faculty, the Nursing Lab Supervisor, the Manager of Basic Nurse Assistant Training Program (BNATP), and other support staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Provides leadership and management for all areas of the Nursing department
- Develops and maintains relationships and correspondence with IDFPR, ICCB, and Nursing accrediting agencies
- Oversees the management of the BNAT program
- Improves outcomes assessment and retention activities to support student success
- Aligns program policies and procedures with college and outside regulatory agencies
- Ensures program accountability efforts
- Effectively plans and manages the budget
- Develops and collaborates with department chair and faculty to create and staff the academic schedule
- Establishes and submits payroll
- Handles student issues and concerns
- Organizes the tenure process and faculty evaluations per contractual guidelines
- Assists and supports instructional technology initiatives
- Supports faculty in the development and maintenance of the nursing curriculum
- Coordinates articulations and course transferability
- Participates in district, state, and community committees and outreach activities
- Coordinates annual meeting with the Nursing Advisory Board
- Organizes high-school articulation meetings, open house, etc.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally performed under a job title or those to be performed temporarily outside an employee's normal line of work.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Minimum Qualifications:

- Master's in Nursing required, along with current state nursing license which could be transferable to Illinois
- 5 years of college-level teaching experience in nursing required
- Strong organizational and computer skills
- Excellent written and oral communication skills
- Accreditation experience
- Experience in nursing curriculum development and assessment
- Experience with clinical arrangements and agreements
- Subject to background check.

Preferred Qualifications:

- Doctorate degree from a regionally accredited institution of higher education
 - Previous administrative experience preferred
 - Familiarity with Ellucian/Colleague preferred
-