



**SOUTH SUBURBAN COLLEGE  
BOARD OF TRUSTEES MEETING**

**AUGUST 13, 2020**



**BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE**

**VIRTUAL ATTENDANCE VIA ZOOM MEETINGS**

<https://zoom.us/j/94638728282>

**FINANCE COMMITTEE MEETING AGENDA**

**DEFILIPPO, CHAIR; DALY AND ROGERS**

**THURSDAY, AUGUST 13, 2020**

**7:50 PM**

- 
- I. Recommendation to accept the tentative operating and non-operating budgets for fiscal year 2020/2021



**BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE**  
**15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS**  
**VIRTUAL ATTENDANCE VIA ZOOM MEETINGS**  
**REGULAR BOARD MEETING AGENDA**  
**THURSDAY, AUGUST 13, 2020**  
**8:00 PM**

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

**II. PLEDGE OF ALLEGIANCE**

**III. PUBLIC PARTICIPATION**

<https://zoom.us/j/94638728282>

**IV. PRESENTATIONS/REPORTS**

There are none.

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

- A. Finance Committee meeting held July 9, 2020
- B. Regular Board of Trustees meeting held July 9, 2020

**VI. NEW BUSINESS**

- A. Monthly Financial Report (T. Pollert)
- B. Approval of the payment of bills for August 2020 (T. Pollert)
- C. Approval of the tentative operating and non-operating budgets for fiscal year 2020/2021  
(A. DeFilippo)
- D. Proposal to revise the academic calendar to include the temporary State holiday known as 2020 General Election Day and the closure of the Oak Forest Center on recognized holidays (T. Williams)

**VII. PERSONNEL RECOMMENDATIONS**

- A. Retirements/Resignations/Terminations
- B. Appointments

**VIII. CLOSED SESSION**

The Board to consider meeting in Closed Session for the discussion of the hiring, discipline, performance, and compensation of certain personnel, dismissal of specific volunteers, dismissal of specific independent contractors, matters of collective bargaining, acquisition of real property, and matters of pending, probable, or imminent litigation.

**IX. MISCELLANEOUS**

**X. ADJOURNMENT**



## **Pledge of Allegiance**

# Minutes

# **BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE**

**16333 S. KILBOURNE AVE., OAK FOREST, ILLINOIS**

**VIRTUAL ATTENDANCE VIA ZOOM MEETINGS**

**[HTTPS://ZOOM.US/J/95145266458](https://zoom.us/j/95145266458)**

**MINUTES OF THE FINANCE COMMITTEE**

**THURSDAY, JULY 9, 2020**

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Trustee Anthony DeFilippo called the meeting of the Finance Committee to order at 7:56 p.m.

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

Committee members absent: None.

Other Board members in attendance: Trustees Terry Wells, Joseph Whittington, Chairman Frank M. Zuccarelli and Student Trustee Babatunde Adamson.

Other Board members absent: Trustee Vivian Payne.

Administration present: Lynette D. Stokes, President; Deborah Baness-King, Vice President of Student and Enrollment Services; Martin Lareau, Vice President of Administration and Secretary to the Board; and College Attorney Stanley Kusper.

Agenda:

I. Recommendation to accept the bids of Bill Fritz, \$329.80; Lansing Sports Shop, \$44,765.20; Medco, \$1,353.64; O'Hara's Sports, \$14,548.40; and Santos Sports, \$8,849.24, for the purchase of athletic uniforms and supplies

Trustee DeFilippo recommended the board accept the bids of Bill Fritz, \$329.80; Lansing Sports Shop, \$44,765.20; Medco, \$1,353.64; O'Hara's Sports, \$14,548.40; and Santos Sports, \$8,849.24, for the purchase of athletic uniforms and supplies at the regular Board of Trustees meeting.

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

Trustee DeFilippo recommended the board adopt the resolution setting forth the prevailing wage rates compiled by the Illinois Department of Labor at the regular board of Trustees meeting.

The meeting adjourned at 8:01 p.m.

# **BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE**

16333 S. KILBOURNE AVE., OAK FOREST, ILLINOIS

VIRTUAL ATTENDANCE VIA ZOOM MEETINGS

[HTTPS://ZOOM.US/J/95145266458](https://zoom.us/j/95145266458)

REGULAR BOARD MEETING MINUTES

THURSDAY, JULY 9, 2020

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## **I. CALL TO ORDER & ROLL CALL:**

At 8:01 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 virtually via Zoom.

*Present:* Chairman Frank M. Zuccarelli, Vice Chairman John Daly, Trustees Anthony DeFilippo, Janet Rogers, Terry Wells, Joseph Whittington and Student Trustee Babatunde Adamson.

*Absent:* Vivian Payne

*Also present:* Lynette D. Stokes, President; Deborah Baness-King, Vice President of Student and Enrollment Services; Martin Lareau, Vice President of Administration and Secretary to the Board of Trustees and College Attorney Stanley Kuser.

## **II. PLEDGE OF ALLEGIANCE**

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

## **III. PUBLIC PARTICIPATION:**

There was none.

## **IV. REPORTS/PRESENTATIONS**

There were none.

## **V. PREVIOUS MEETING MINUTES**

### **A. Finance Committee meeting held June 11, 2020**

Trustee Rogers moved and Trustee Daly seconded to approve the minutes of the Finance Committee meeting held June 11, 2020. On roll call, John Daly, Janet Rogers, Terry Wells, Joseph Whittington, Frank M. Zuccarelli and Student Trustee Babatunde Adamson voted aye. Anthony DeFilippo passed. Nays: None. Motion carried.

### **B. Regular Board meeting held June 11, 2020**

Trustee DeFilippo moved and Trustee Whittington seconded to approve the minutes of the Regular Board meeting held June 11, 2020. On roll call, John Daly, Anthony DeFilippo, Janet Rogers, Terry Wells, Joseph Whittington, Frank M. Zuccarelli and Student Trustee Babatunde Adamson voted aye. Nays: None. Motion carried.

## **VI. NEW BUSINESS**

### **A. Monthly Financial Report**

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

**B. Bills Payable for July 2020**

Trustee Rogers moved and Trustee Whittington seconded to authorize the Treasurer to pay the list of bills payable for July, 2020, in the amount of \$3,213,705.97. On roll call, John Daly, Anthony DeFilippo, Janet Rogers, Terry Wells, Joseph Whittington, Frank M. Zuccarelli and Student Trustee Babatunde Adamson voted aye. Nays: None. Motion carried.

**C. Approval to accept the bids of Bill Fritz, \$329.80; Lansing Sports, \$44,765.20; Medco, \$1,353.64; O'Hara Sports, \$14,548.40; and Santos Sports, \$8,849.24 for the purchase of athletic uniforms and supplies**

Trustee DeFilippo moved and Trustee Daly seconded to accept the bids of Bill Fritz, \$329.80; Lansing Sports, \$44,765.20; Medco, \$1,353.64; O'Hara Sports, \$14,548.40; and Santos Sports, \$8,849.24 for the purchase of athletic uniforms and supplies. On roll call, John Daly, Anthony DeFilippo, Janet Rogers, Terry Wells, Joseph Whittington, Frank M. Zuccarelli and Student Trustee Babatunde Adamson voted aye. Nays: None. Motion carried.

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

Trustee DeFilippo moved and Trustee Wells seconded to adopt the resolution setting forth the prevailing wage rates compiled by the Illinois Department of Labor. On roll call, John Daly, Anthony DeFilippo, Janet Rogers, Terry Wells, Joseph Whittington, Frank M. Zuccarelli and Student Trustee Babatunde Adamson voted aye. Nays: None. Motion carried.

**E. Approval to release closed session minutes and dispose of closed session audio tapes in accordance with the Illinois Open Meetings Act.**

Trustee DeFilippo moved and Trustee Whittington seconded to release closed session minutes and dispose of closed session audio tapes in accordance with the Illinois Open Meetings Act. The written minutes of January 9<sup>th</sup>, 2020 and February 13, 2020 are authorized to be released. The audio recordings of September 13, 2018, December 13, 2018 and January 10, 2019 are authorized to be released. On roll call, John Daly, Anthony DeFilippo, Janet Rogers, Terry Wells, Joseph Whittington, Frank M. Zuccarelli and Student Trustee Babatunde Adamson voted aye. Nays: None. Motion carried.

**VIII. PERSONNEL RECOMMENDATIONS**

**A. Retirements/Resignations/Terminations**

1. Trustee Daly moved and Trustee Whittington seconded to approve the resignation of Donnell Singleton, Jr., Manager of Outreach and Clinical Coordination in the Allied Health Department, effective June 30, 2020, and grant permission to advertise to fill the vacated position, as needed. On roll call, John Daly, Anthony DeFilippo, Janet Rogers, Terry Wells, Joseph Whittington, Frank M. Zuccarelli and Student Trustee Babatunde Adamson voted aye. Nays: None. Motion carried.

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

2. Retirement of John Avila, Coordinator of College Recruitment in the Student and Enrollment Services Department, effective September 30, 2020, and grant permission to advertise to fill the vacated position, as needed.

3. Retirement of Ronald Cooley, full-time Instructor in the Business & Technology Department, effective December 31, 2020, and grant permission to advertise to fill the vacated position, as needed.

On roll call, John Daly, Anthony DeFilippo, Janet Rogers, Terry Wells, Joseph Whittington, Frank M. Zuccarelli and Student Trustee Babatunde Adamson voted aye. Nays: None. Motion carried.



**B. Appointments**

Trustee Rogers moved and Student Trustee Adamson seconded to approve the following appointments:

1. Appointment of Anitha Akpan as a full-time tenure-track Instructor in the Nursing Department, effective August 1, 2020, pending successful completion of a criminal background investigation.
  2. Appointment of Pamela Planera as a full-time tenure-track Instructor in the Graphic Design/Media Arts Department, effective August 1, 2020, pending successful completion of a criminal background investigation.
- On roll call, John Daly, Anthony DeFilippo, Janet Rogers, Terry Wells, Joseph Whittington, Frank M. Zuccarelli and Student Trustee Babatunde Adamson voted aye. Nays: None. Motion carried.

**C. Approval of the two (2) year South Suburban College Support Staff Association Contract**

Trustee Daly moved and Trustee Rogers seconded to approve the two (2) year South Suburban College Support Staff Association Contract. On roll call, John Daly, Anthony DeFilippo, Janet Rogers, Terry Wells, Joseph Whittington, Frank M. Zuccarelli and Student Trustee Babatunde Adamson voted aye. Nays: None. Motion carried.

**VII. Closed Session:**

There was none

**ADJOURNMENT**

At 8:54 p.m., Trustee Rogers moved and Trustee Wells seconded that the Board Meeting be adjourned. On roll call, John Daly, Anthony DeFilippo, Janet Rogers, Terry Wells, Joseph Whittington, Frank M. Zuccarelli and Student Trustee Babatunde Adamson voted aye. Nays: None. Motion carried.

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**Janet Rogers, Secretary of the Board**

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

# New Business



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

**ITEM: FY21-VI.A**

**Board Meeting Date: August 13, 2020**

**BOARD COMMITTEE**

**FUNDING**

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

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

- \_\_\_ Grant Funded
- \_\_\_ Student Life
- \_\_\_ Special Levies

**PROPOSAL SUMMARY**

Move to accept the Financial Report, as presented.

**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 June 30, 2020. This action aligns with Strategic Direction 3.0; South Suburban College will ensure the financial, physical and technological resources necessary to support educational programs and promote continuous innovation and sustainability.

**MOTION**

Move to accept the Financial Report, as presented.

**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

*[Signature]* 8/10/20  
 Controller/Treasurer Date

*[Signature]* 8/10/2020  
 Appropriate Vice President Date

*[Signature]* 8/10/2020  
 President Date

**SOUTH SUBURBAN COLLEGE**  
 South Holland, Illinois

To: Board of Trustees  
 From: Tim Pollert  
 Date: August 5, 2020  
 Subject: Financial Report For The Period Ending June 30, 2020

Following is a Financial Summary Sheet and a set of Investment Reports for the above mentioned period. The first page is a Consolidated Statement of Revenues, Expenditures and Fund Balances for all funds. In the Operating Funds, a combination of the Educational and the Operations and Maintenance Funds, the following occurred:

|                             |                                  |
|-----------------------------|----------------------------------|
| <u>Monthly Revenue</u>      | <u>Year to Date Revenue</u>      |
| \$3,936,758.04              | \$29,379,803.85                  |
| <u>Monthly Expenditures</u> | <u>Year to Date Expenditures</u> |
| \$2,175,957.27              | \$30,584,696.39                  |

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>      |
| \$3,001,853.58              | \$44,419,908.49                  |
| <u>Monthly Expenditures</u> | <u>Year to Date Expenditures</u> |
| \$3,385,185.15              | \$45,701,474.18                  |
| <u>Net Monthly Position</u> | <u>Year to Date Net Position</u> |
| (\$383,331.57)              | (\$1,281,565.69)                 |

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> |
| \$10,587,248.17          | 2.27%                         | -11                                       |

**SOUTH SUBURBAN COLLEGE**  
South Holland, Illinois

|           | <b>Revenue<br/>Educational</b> | <b>Revenue<br/>O&amp;M</b> | <b>Monthly<br/>Total</b> |
|-----------|--------------------------------|----------------------------|--------------------------|
| July      | \$2,648,515.58                 | \$58,733.20                | \$2,707,248.78           |
| August    | \$2,660,862.72                 | \$739,118.05               | \$3,399,980.77           |
| September | \$1,985,352.18                 | \$216,501.67               | \$2,201,853.85           |
| October   | \$1,997,248.48                 | \$220,478.58               | \$2,217,727.06           |
| November  | \$1,401,852.18                 | \$125,845.84               | \$1,527,698.02           |
| December  | \$2,488,681.36                 | \$699,815.85               | \$3,188,497.21           |
| January   | \$2,601,582.15                 | \$524,233.43               | \$3,125,815.58           |
| February  | \$2,688,125.84                 | \$499,851.85               | \$3,187,977.69           |
| March     | \$1,001,925.94                 | \$95,158.98                | \$1,097,084.92           |
| April     | \$1,002,875.15                 | \$78,585.25                | \$1,081,460.40           |
| May       | \$2,958,175.89                 | \$978,582.15               | \$3,936,758.04           |
| June      | \$1,707,701.53                 | \$0.00                     | \$1,707,701.53           |
| YTD       | \$25,142,899.00                | \$4,236,904.85             | \$29,379,803.85          |

|           | <b>Expenditures<br/>Educational</b> | <b>Expenditures<br/>O&amp;M</b> | <b>Monthly<br/>Total</b> |
|-----------|-------------------------------------|---------------------------------|--------------------------|
| July      | \$2,422,603.27                      | \$293,525.33                    | \$2,716,128.60           |
| August    | \$3,279,917.85                      | \$468,433.02                    | \$3,748,350.87           |
| September | \$1,850,496.76                      | \$316,131.07                    | \$2,166,627.83           |
| October   | \$1,863,376.09                      | \$317,442.86                    | \$2,180,818.95           |
| November  | \$1,655,702.85                      | \$310,017.42                    | \$1,965,720.27           |
| December  | \$2,762,247.50                      | \$237,006.49                    | \$2,999,253.99           |
| January   | \$2,868,791.86                      | \$413,345.14                    | \$3,282,137.00           |
| February  | \$2,686,410.40                      | \$290,160.95                    | \$2,976,571.35           |
| March     | \$1,134,364.33                      | \$255,410.43                    | \$1,389,774.76           |
| April     | \$1,162,914.70                      | \$311,597.09                    | \$1,474,511.79           |
| May       | \$3,246,855.71                      | \$261,988.00                    | \$3,508,843.71           |
| June      | \$1,317,554.91                      | \$858,402.36                    | \$2,175,957.27           |
| YTD       | \$26,251,236.23                     | \$4,333,460.16                  | \$30,584,696.39          |

**SOUTH SUBURBAN COLLEGE**  
South Holland, Illinois

|           | <b>Revenues<br/>All Funds</b> | <b>Expenditures<br/>All Funds</b> | <b>Monthly<br/>Total</b> |
|-----------|-------------------------------|-----------------------------------|--------------------------|
| July      | \$4,218,584.58                | \$4,361,834.24                    | (\$143,249.66)           |
| August    | \$5,818,258.15                | \$5,938,120.09                    | (\$119,861.94)           |
| September | \$3,318,279.58                | \$3,401,283.07                    | (\$83,003.49)            |
| October   | \$3,169,485.18                | \$3,311,036.53                    | (\$141,551.35)           |
| November  | \$3,385,158.48                | \$3,697,169.85                    | (\$312,011.37)           |
| December  | \$4,400,848.15                | \$4,084,192.05                    | \$316,656.10             |
| January   | \$4,484,255.48                | \$4,999,528.15                    | (\$515,272.67)           |
| February  | \$4,398,158.48                | \$4,819,318.90                    | (\$421,160.42)           |
| March     | \$1,513,993.67                | \$2,007,289.12                    | (\$493,295.45)           |
| April     | \$2,485,158.58                | \$1,969,296.29                    | \$515,862.29             |
| May       | \$4,225,874.58                | \$3,727,220.74                    | \$498,653.84             |
| June      | \$3,001,853.58                | \$3,385,185.15                    | (\$383,331.57)           |
| YTD       | \$44,419,908.49               | \$45,701,474.18                   | (\$1,281,565.69)         |

|           | <b>Investment<br/>Total</b> | <b>Average Rate<br/>of Return</b> | <b>Basis Point Change<br/>from Last Month</b> |
|-----------|-----------------------------|-----------------------------------|---|
| July      | \$10,297,369.08             | 2.65%                             | 23  |
| August    | \$15,281,205.77             | 2.79%                             | 14  |
| September | \$13,513,538.78             | 2.82%                             | 3   |
| October   | \$12,165,813.93             | 2.73%                             | (9)   |
| November  | \$11,665,813.93             | 2.78%                             | 5   |
| December  | \$9,118,969.11              | 2.73%                             | (5)   |
| January   | \$8,035,221.16              | 2.77%                             | 4   |
| February  | \$7,295,271.12              | 1.82%                             | (95)  |
| March     | \$11,031,710.66             | 1.97%                             | 15  |
| April     | \$10,092,239.61             | 1.82%                             | (15)  |
| May       | \$10,744,364.81             | 2.38%                             | 56  |
| June      | \$10,587,248.17             | 2.27%                             | (11)  |

SOUTH SUBURBAN COLLEGE

| Description                    | Date | Fund 1<br>Educational | Fund 2<br>Opr. & Maint. | Fund 3<br>O&M Rst(300) | Fund 3<br>PH&S(379) |
|--------------------------------|------|-----------------------|-------------------------|------------------------|---------------------|
| UMB                            |      | 66,829.18             | 0.00                    | 0.00                   | 0.00                |
| MB Financial                   |      | 5,151,074.25          | 0.00                    | 0.00                   | 0.00                |
| PMA/I S D L A F + = ISDMAX     |      | 32.79                 | 0.00                    | 0.00                   | 0.00                |
| Illinois Funds                 |      | 1,712,654.15          | 0.00                    | 0.00                   | 0.00                |
| MB Contributory Trust          |      | 152,099.72            | 0.00                    | 0.00                   | 0.00                |
| IIIT Money Market              |      | 1,921,740.40          | 0.00                    | 0.00                   | 0.00                |
| 53 Financial Money Market      |      | 1,732,777.31          | 0.00                    | 0.00                   | 0.00                |
| Totals                         | 6/1  | 10,737,207.80         | 0.00                    | 0.00                   | 0.00                |
| <b>Transactions:</b>           |      |                       |                         |                        |                     |
| Illinois Funds MM deposit      | 6/18 | 49,378.00             |                         |                        |                     |
| Illinois Funds MM deposit      | 6/18 | 11,892.00             |                         |                        |                     |
| Illinois Funds MM deposit      | 6/19 | 40,485.83             |                         |                        |                     |
| Illinois Funds MM deposit      | 6/19 | 49,378.00             |                         |                        |                     |
| Illinois Funds MM deposit      | 6/19 | 11,892.00             |                         |                        |                     |
| Illinois Funds MM deposit      | 6/19 | 113,808.21            |                         |                        |                     |
| Illinois Funds MM deposit      | 6/19 | 40,485.83             |                         |                        |                     |
| Illinois Funds MM deposit      | 6/26 | 13,600.00             |                         |                        |                     |
| Illinois Funds MM deposit      | 6/29 | 171,143.07            |                         |                        |                     |
| Transfer from 53 MM to 53 Cash | 6/30 | (659,179.58)          |                         |                        |                     |
|                                |      | 10,580,091.16         | 0.00                    | 0.00                   | 0.00                |
| <b>Ending Balance:</b>         |      |                       |                         |                        |                     |
| UMB                            |      | 66,829.18             | 0.00                    | 0.00                   | 0.00                |
| 53 Investment account          |      | 5,151,074.25          | 0.00                    | 0.00                   | 0.00                |
| PMA/I S D L A F + = ISDMAX     |      | 32.79                 | 0.00                    | 0.00                   | 0.00                |
| Illinois Funds                 |      | 2,214,717.09          | 0.00                    | 0.00                   | 0.00                |
| 53 Contributory Trust          |      | 152,099.72            | 0.00                    | 0.00                   | 0.00                |
| IIIT Money Market              |      | 1,921,740.40          | 0.00                    | 0.00                   | 0.00                |
| 53 Financial Money Market      |      | 1,073,597.73          | 0.00                    | 0.00                   | 0.00                |
| Totals                         | 6/30 | 10,580,091.16         | 0.00                    | 0.00                   | 0.00                |









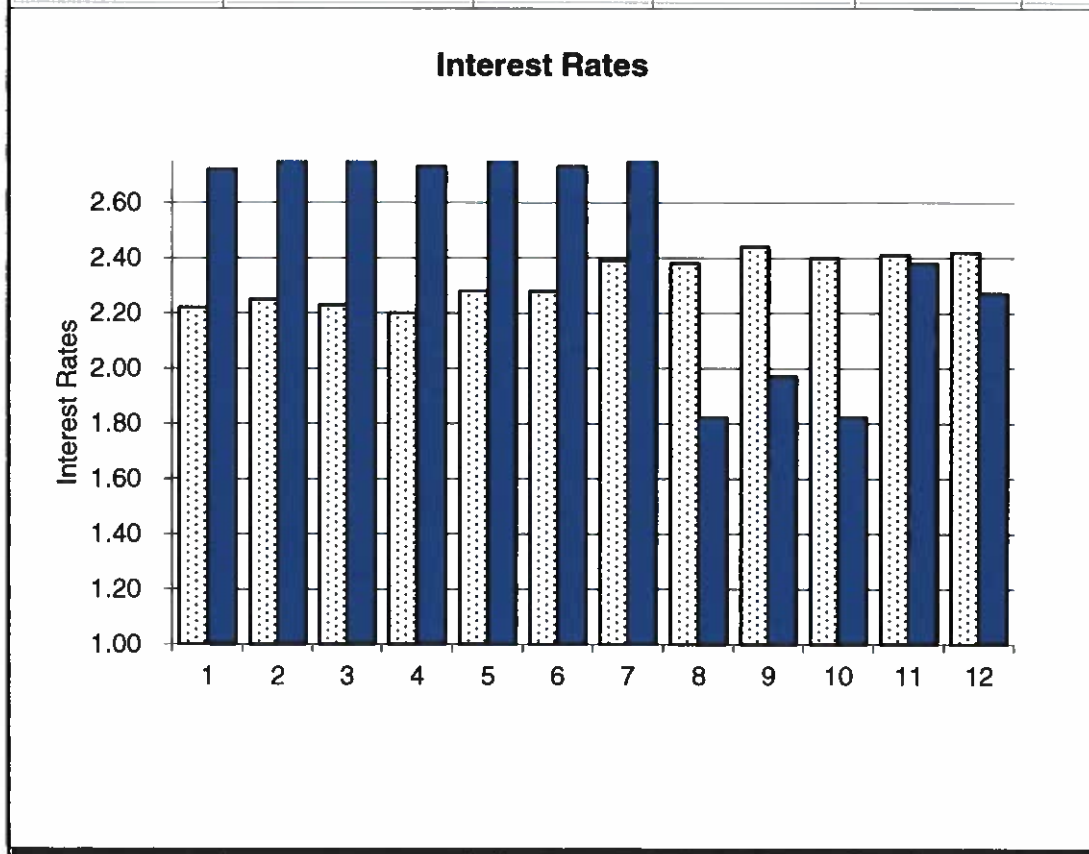
SOUTH SUBURBAN COLLEGE

| Investment |                             | Page 4        | Page 6 | Total         | Percent<br>to Total |
|------------|-----------------------------|---------------|--------|---------------|---------------------|
| 10         | U. S. Government Securities | 0.00          | 0.00   | 0.00          | 0%                  |
| 20         | Time Deposits               | 0.00          | 0.00   | 0.00          | 0%                  |
| 30         | Commercial Paper            | 0.00          | 0.00   | 0.00          | 0%                  |
| 40         | Mutual Funds                | 0.00          | 0.00   | 0.00          | 0%                  |
| 50         | Illinois Funds              | 4,203,286.67  | 0.00   | 4,203,286.67  | 40%                 |
| 60         | Repurchase Agreements       | 0.00          | 0.00   | 0.00          | 0%                  |
| 90         | Other                       | 6,383,961.50  | 0.00   | 6,383,961.50  | 60%                 |
|            | Total                       | 10,587,248.17 | 0.00   | 10,587,248.17 | 100%                |
|            | Average %                   | 2.27          |        |               |                     |

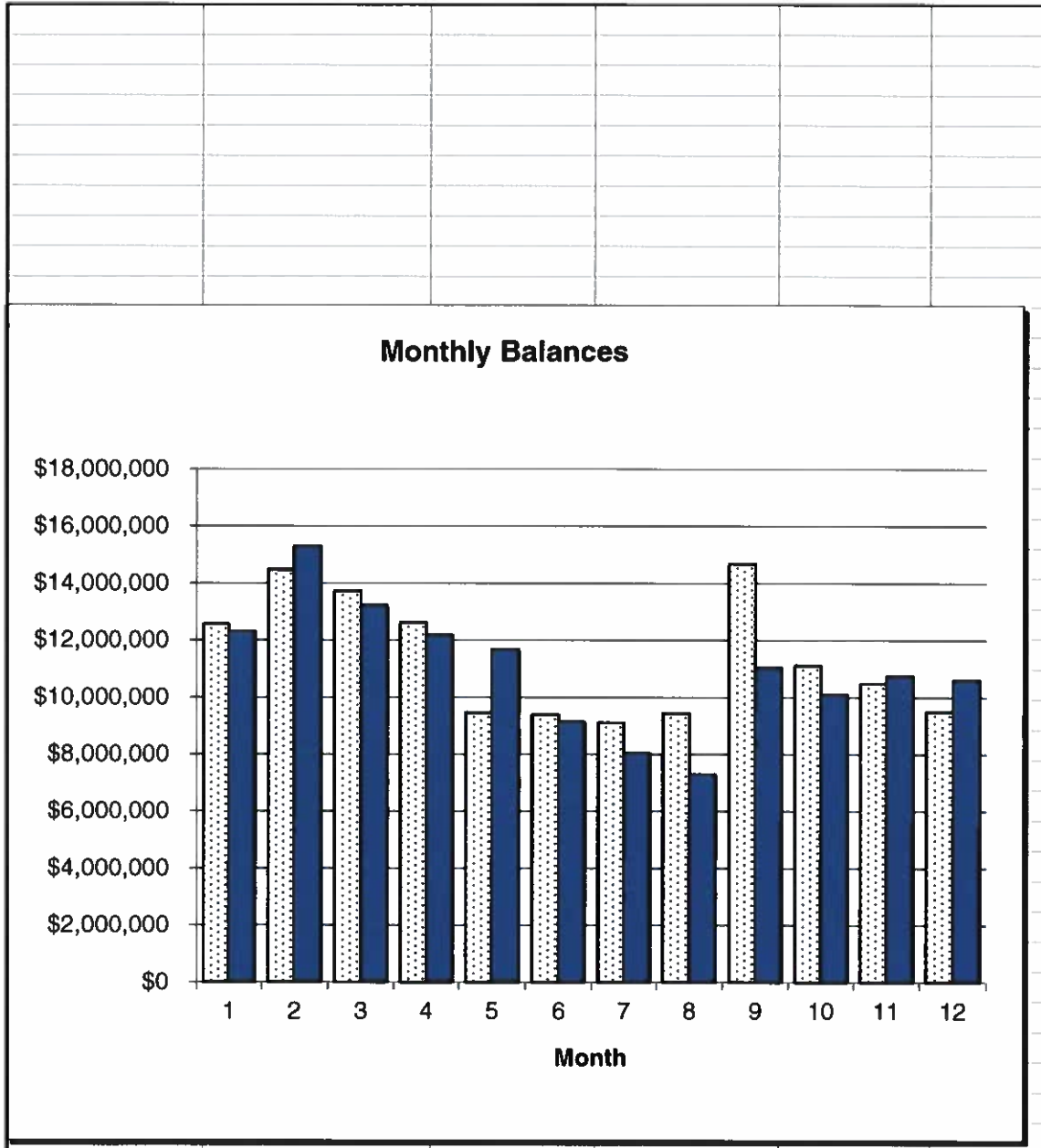


**South Suburban College**

| <b>Investment Summary</b> |                      |                   |                      |                   |
|---------------------------|----------------------|-------------------|----------------------|-------------------|
|                           | F Y 2018 - 2019      |                   | F Y 2019 - 2020      |                   |
| Month                     | Month End<br>Balance | Percent<br>Return | Month End<br>Balance | Percent<br>Return |
| July                      | \$12,559,976         | 2.22              | \$12,297,369         | 2.72              |
| August                    | 14,471,282           | 2.25              | 15,281,206           | 2.79              |
| September                 | 13,723,095           | 2.23              | 13,216,127           | 2.82              |
| October                   | 12,616,990           | 2.20              | 12,171,590           | 2.73              |
| November                  | 9,460,594            | 2.28              | 11,674,854           | 2.78              |
| December                  | 9,380,459            | 2.28              | 9,132,270            | 2.73              |
| January                   | 9,107,201            | 2.39              | 8,035,221            | 2.77              |
| February                  | 9,439,578            | 2.38              | 7,295,271            | 1.82              |
| March                     | 14,680,437           | 2.44              | 11,031,711           | 1.97              |
| April                     | 11,116,177           | 2.40              | 10,092,240           | 1.82              |
| May                       | 10,483,322           | 2.41              | 10,744,365           | 2.38              |
| June                      | 9,500,530            | 2.42              | 10,587,248           | 2.27              |



South Suburban College





**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

**ITEM: FY21-VI.B**

**Board Meeting Date: August 13, 2020**

**BOARD COMMITTEE**

**FUNDING**

|  |                                     |                        |                                     |                |
|--|-------------------------------------|------------------------|-------------------------------------|----------------|
| <input type="checkbox"/> Policy        | <input checked="" type="checkbox"/> | Operating              | <input checked="" type="checkbox"/> | Grant Funded   |
| <input type="checkbox"/> Finance       | <input checked="" type="checkbox"/> | College Capital        | <input checked="" type="checkbox"/> | Student Life   |
| <input type="checkbox"/> Architectural | <input checked="" type="checkbox"/> | Protection, Health and | <input checked="" type="checkbox"/> | Special Levies |
| <input type="checkbox"/> Other         |                                     | Safety                 |                                     |                |

**PROPOSAL SUMMARY**

[Empty box for proposal summary]

**ESTIMATED COST OR BENEFIT**

[Empty box for estimated cost or benefit]

**JUSTIFICATION OF ACTION**

This action aligns with Strategic Direction 3.0; South Suburban College will ensure the financial, physical and technological resources necessary to support educational programs and promote continuous innovation and sustainability.

**MOTION**

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

|   |                       |
|---|-----------------------|
| Education Fund                            | \$2,815,877.61        |
| Operations & Maintenance Fund             | \$469,809.62          |
| Operation and Maintenance Fund Restricted | \$351,054.24          |
| Auxiliary Enterprise Fund                 | \$219,631.91          |
| Restricted Funds                          | \$532,830.10          |
| Special Levies Fund                       | \$275,763.25          |
| Audit Fund                                | \$27,700.00           |
| Flex Plan Fund                            | <u>\$6,925.99</u>     |
| <b>Total</b>                              | <b>\$4,699,592.72</b> |

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

|                            |           |
|----------------------------|-----------|
|                            | 8/10/20   |
| Controller/Treasurer       | Date      |
|                            | 8/19/2020 |
| Appropriate Vice President | Date      |
|                            | 8/10/2020 |
| President                  | Date      |



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST    Agenda Item FY21-VI.C**

For Board Information in August, 2020

Board Action in August, 2020

**BOARD COMMITTEE:**

- Policy
- Finance
- Architectural
- Other

**FUNDING:**

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

**PROPOSAL SUMMARY**

At the Finance Committee meeting, Board members had an opportunity to review the Fiscal Year 2020-2021 tentative budgets. As a result of this review, we recommend the Board take action to approve the tentative budgets for Fiscal Year 2020-2021.

**ESTIMATED COST OR BENEFIT**

The tentative operating budget is    \$33,539,187

The tentative non-operating budget is    \$15,822,687

**JUSTIFICATION OF ACTION**

This action is necessary to comply with Illinois Community College Board and State requirements regarding the budget approval process. This action supports Vision Statement Strategic Direction 2, SSC.2.17 to continue to provide an efficient, transparent, and financially secure institution.

**MOTION**

Motion to approve the tentative operating and non-operating budgets for Fiscal Year 2020-21; publish notification of the tentative budget, and to have the tentative budget available for public inspection for thirty days.

- \* 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**

*Jim Pallett*    8/10/20  
 \_\_\_\_\_  
 Treasurer

*Maria Loran*    8/10/2020  
 \_\_\_\_\_  
 Vice-President

*Stokes*    8/10/2020  
 \_\_\_\_\_  
 President



# Office of the Treasurer

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**To: Board of Trustees**  
**From: Tim Pollert**  
**Date: August 6, 2020**  
**Subject: Tentative Budget Packet – Fiscal Year 2020-2021**

Included with the Board Action Request form are summary documents for both the tentative operating and non-operating fund budgets for fiscal year 2020-2021.

Tentative operating expenditures are currently budgeted at \$33,539,187 with projected revenue of \$31,452,493. Non-operating expenditures are projected to be \$15,822,687 with revenue projected at \$15,372,687. In aggregate, fiscal year expenditures are \$49,361,874 with projected revenue for the year of \$46,825,180.

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

**Operating Budget  
2021**

|   | Account Number | 2021                 | 2020                 | 2021 v 2020<br>Difference | % Change      |
|---|----------------|----------------------|----------------------|---------------------------|---------------|
| <b>Vice President of Academic Affairs</b> |                |                      |                      |                           |               |
| Vice Pres. Academic Affairs Office        | 01 1090 10001  | 426,139 \$           | 432,721 \$           | (6,582)                   | -1.52%        |
| Adult Ed                                  | 01 4080 40001  | 162,078              | 157,806 \$           | 4,272                     | 2.71%         |
| Continuing Ed                             | 01 4020 40002  | 219,658              | 218,253 \$           | 1,405                     | 0.64%         |
| Dean of Nursing                           | 01 1090 10022  | 250,625              | 243,643 \$           | 6,982                     | 2.87%         |
| Nursing Department                        | 01 1040 10025  | 420,657              | 265,073 \$           | 155,584                   | 58.69%        |
| BNATP                                     | 01 1040 10038  | 174,079              | 138,213 \$           | 35,866                    | 25.95%        |
| Physical Science                          | 01 1010 10005  | 496,253              | 483,081 \$           | 13,172                    | 2.73%         |
| Math                                      | 01 1010 10006  | 1,278,810            | 1,286,315 \$         | (7,505)                   | -0.58%        |
| Life Science                              | 01 1010 10007  | 928,561              | 914,521 \$           | 14,040                    | 1.54%         |
| English                                   | 01 1010 10012  | 1,239,525            | 1,408,203 \$         | (168,678)                 | -11.98%       |
| Reading                                   | 01 1050 10013  | 290,045              | 288,359 \$           | 1,686                     | 0.58%         |
| Business                                  | 01 1010 10028  | 296,916              | 341,596 \$           | (44,680)                  | -13.08%       |
| CIS                                       | 01 1030 10029  | 160,319              | 165,202 \$           | (4,883)                   | -2.96%        |
| OAT                                       | 01 1020 10031  | 12,400               | 109,752 \$           | (97,352)                  | -88.70%       |
| Building Construction                     | 01 1030 10032  | 161,985              | 150,045 \$           | 11,940                    | 7.96%         |
| Dean of STEM                              | 01 1090 10035  | 155,377              | 156,937 \$           | (1,560)                   | -0.99%        |
| Engineering                               | 01 1010 10037  | 98,808               | 100,125 \$           | (1,317)                   | -1.32%        |
| Dean of Academic Services                 | 01 1090 10027  | 148,609              | 181,556 \$           | (32,947)                  | -18.15%       |
| Art                                       | 01 1010 10008  | 492,971              | 507,235 \$           | (14,264)                  | -2.81%        |
| Communication & Humanities                | 01 1010 10011  | 423,897              | 520,849 \$           | (96,952)                  | -18.61%       |
| Music                                     | 01 1010 10009  | 261,862              | 249,209 \$           | 12,653                    | 5.08%         |
| Social & Behavioral Sciences              | 01 1010 10015  | 550,448              | 573,639 \$           | (23,191)                  | -4.04%        |
| Performing Arts Center                    | 01 1090 10018  | 96,788               | 94,899 \$            | 1,889                     | 1.99%         |
| Theatre Productions                       | 01 1010 10014  | 7,950                | 16,200 \$            | (8,250)                   | -50.93%       |
| Legal Studies                             | 01 1010 10030  | 543,181              | 529,737 \$           | 13,444                    | 2.54%         |
| Human Services                            | 01 1010 10026  | 43,950               | 31,800 \$            | 12,150                    | 38.21%        |
| Service Learning                          | 01 1010 10039  | 1,750                | 4,750 \$             | (3,000)                   | -63.16%       |
| Child Development                         | 01 1010 10040  | 137,192              | 136,872 \$           | 320                       | 0.23%         |
| Barbering                                 | 01 1020 10041  | 179,440              | - \$                 | 179,440                   | 100.00%       |
| Allied Health                             | 01 1040 10024  | 1,274,170            | 1,316,163 \$         | (41,993)                  | -3.19%        |
| <b>Total</b>                              |                | <b>\$ 10,934,443</b> | <b>\$ 11,022,754</b> | <b>\$ (88,311)</b>        | <b>-0.80%</b> |

**Operating Budget  
2021**

|   | Account Number | 2021                 | 2020                 | 2021 v 2020<br>Difference | % Change     |
|---|----------------|----------------------|----------------------|---------------------------|--------------|
| <b>Vice President of Administration</b> |                |                      |                      |                           |              |
| Mailroom                                | 01 8060 80010  | 111,250 \$           | 112,250 \$           | (1,000)                   | -0.89%       |
| Physical Plant Engineering              | 02 7010 70004  | 151,198              | 151,516              | (318)                     | -0.21%       |
| Physical Plant Grounds                  | 02 7030 70005  | 50,000               | 53,000               | (3,000)                   | -5.66%       |
| Physical Plant Maintenance              | 02 7010 70006  | 654,098              | 655,792              | (1,694)                   | -0.26%       |
| Physical Plant Utilities                | 02 7060 70007  | 1,149,000            | 1,166,000            | (17,000)                  | -1.46%       |
| Physical Plant Custodial                | 02 7020 70008  | 1,185,282            | 1,177,119            | 8,163                     | 0.69%        |
| Treasurer's Office                      | 01 8020 80002  | 152,697              | 146,298              | 6,399                     | 4.37%        |
| Business & Accounting                   | 01 8020 80012  | 632,318              | 611,046              | 21,272                    | 3.48%        |
| Human Resources                         | 01 8040 80005  | 434,639              | 384,023              | 50,616                    | 13.18%       |
| Affirmative Action                      | 01 8010 80020  | 3,500                | 3,600                | (100)                     | -2.78%       |
| Staff Development                       | 01 8090 80006  | 14,500               | 25,171               | (10,671)                  | -42.39%      |
| VP Administration                       | 01 8010 80001  | 327,647              | 325,445              | 2,202                     | 0.68%        |
| Campus Police                           | 02 7040 70001  | 1,260,353            | 1,351,318            | (90,965)                  | -6.73%       |
| TV Studio                               | 01 1090 10033  | 671,607              | 643,266              | 28,341                    | 4.41%        |
| Distance Learning                       | 01 1090 10034  | 217,535              | 101,365              | 116,170                   | 114.61%      |
| Network Systems                         | 01 1090 10003  | 1,600,008            | 1,544,603            | 55,405                    | 3.59%        |
| Information Technology                  | 01 8080 80007  | 1,637,320            | 1,637,320            | -                         | 0.00%        |
| Switchboard                             | 02 8060 80008  | 287,598              | 299,581              | (11,983)                  | -4.00%       |
| <b>Total</b>                            |                | <b>\$ 10,540,550</b> | <b>\$ 10,388,713</b> | <b>\$ 151,837</b>         | <b>1.46%</b> |

**Operating Budget  
2021**

|                    | Account Number | 2021         | 2020         | 2021 v 2020<br>Difference | % Change |
|--------------------|----------------|--------------|--------------|---------------------------|----------|
| <b>President</b>   |                |              |              |                           |          |
| Foundation         | 01 8070 80022  | 2,000 \$     | 73,192 \$    | (71,192)                  | -97.27%  |
| Publications       | 01 8030 80023  | 232,191      | 232,882 \$   | (691)                     | -0.30%   |
| Public Relations   | 01 8010 80024  | 567,364      | 493,575 \$   | 73,789                    | 14.95%   |
| President's Office | 01 8010 80019  | 450,606      | 438,907 \$   | 11,699                    | 2.67%    |
| Board of Trustees  | 01 8050 80025  | 39,600       | 47,625 \$    | (8,025)                   | -16.85%  |
| Phi Theta Kappa    | 01 1090 10017  | 13,891       | 7,792 \$     | 6,099                     | 78.27%   |
| <b>Total</b>       |                | \$ 1,305,652 | \$ 1,293,973 | \$ 11,679                 | 0.90%    |

**Operating Budget  
2021**

|   | Account Number | 2021         | 2020         | 2021 v 2020<br>Difference | % Change |
|---|----------------|--------------|--------------|---------------------------|----------|
| <b>Vice President Student Development</b> |                |              |              |                           |          |
| VP Student Development                    | 01 3020 30001  | 228,240 \$   | 223,788      | 4,452                     | 1.99%    |
| Records                                   | 01 3010 30028  | 347,376      | 294,292      | 53,084                    | 18.04%   |
| Admiss/Latino Center/Welcome Center       | 01 3010 30020  | 258,706      | 336,293      | (77,587)                  | -23.07%  |
| Registration                              | 01 3010 30022  | 215,148      | 199,752      | 15,396                    | 7.71%    |
| Veterans Center                           | 01 3040 30033  | 17,200       | 30,000       | (12,800)                  | -42.67%  |
| Financial Aid                             | 01 3040 30007  | 472,110      | 461,316      | 10,794                    | 2.34%    |
| Counseling                                | 01 3020 30030  | 1,343,624    | 1,321,236    | 22,388                    | 1.69%    |
| Library                                   | 01 2010 20001  | 442,326      | 451,789      | (9,463)                   | -2.09%   |
| Dean of Student Development               | 01 3010 30021  | 172,669      | 162,917      | 9,752                     | 5.99%    |
| Office of Disable Student Services        | 01 3010 30024  | 219,432      | 151,159      | 68,273                    | 45.17%   |
| Office of College Recruitment             | 01 3010 30029  | 372,232      | 428,768      | (56,536)                  | -13.19%  |
| Academic Assistance Services              | 01 3020 30004  | 214,601      | 160,875      | 53,726                    | 33.40%   |
| Dean of Student Services                  | 01 3020 30006  | 158,741      | 152,538      | 6,203                     | 4.07%    |
| Testing & Orientation                     | 01 3020 30031  | 202,460      | 189,090      | 13,370                    | 7.07%    |
| Career Development                        | 01 3050 30032  | 51,000       | 48,000       | 3,000                     | 6.25%    |
| Physical Fitness Center                   | 01 6040 10010  | 4,000        | 4,000        | -                         | 0.00%    |
| <b>Total</b>                              |                | \$ 4,719,865 | \$ 4,615,813 | 104,052                   | 2.25%    |

**Operating Budget  
2021**

|  | Account Number | 2021              | 2020              | 2021 v 2020<br>Difference | % Change      |
|--|----------------|-------------------|-------------------|---------------------------|---------------|
| <b>AVP Accrediation and Institutional Research</b> |                |                   |                   |                           |               |
| AVP Accreditation and IR                           | 01 1090 10099  | 292,787           | 290,109           | 2,678                     | 0.92%         |
| Institutional Research                             | 01 8070 80021  | 158,882           | 152,606           | 6,276                     | 4.11%         |
| Oak Forest Center                                  | 01 4020 40004  | 327,136           | 397,713           | (70,577)                  | -17.75%       |
| <b>Total</b>                                       |                | <b>\$ 778,805</b> | <b>\$ 840,428</b> | <b>\$ (61,623)</b>        | <b>-7.33%</b> |

**Operating Budget  
2021**

|  | Account Number | 2021                     | 2020                     | 2021 v 2020<br>Difference | % Change         |
|--|----------------|--------------------------|--------------------------|---------------------------|------------------|
| <b>Institutional Support</b>           |                |                          |                          |                           |                  |
| Institutional Expense                  | 01 8060 80013  | 1,909,872                | 1,863,290                | 46,582                    | 2.50%            |
| Waivers/Scholarships                   | 01 9010 90001  | 3,350,000                | 2,750,000                | 600,000                   | 21.82%           |
| <b>Total</b>                           |                | <b>\$ 5,259,872</b>      | <b>\$ 4,613,290</b>      | <b>\$ 646,582</b>         | <b>14.02%</b>    |
| <br><b>Total 2021 Operating Budget</b> |                | <br><b>\$ 33,539,187</b> | <br><b>\$ 32,774,971</b> | <br><b>\$ 764,216</b>     | <br><b>2.33%</b> |

### Educational Fund Revenues

Fiscal Year 2020 - 2021

| Category                          | FY 20-21<br>Budget   | FY 19-20<br>Budget   | Increase/<br>Decrease | Percent<br>Change |
|-----------------------------------|----------------------|----------------------|-----------------------|-------------------|
| <b>Local Government Sources:</b>  |                      |                      |                       |                   |
| Taxes Current Year                | \$ 11,437,140        | \$ 11,158,185        | \$ 278,955            | 2.50%             |
| <b>Total Local Sources</b>        | <b>\$ 11,437,140</b> | <b>\$ 11,158,185</b> | <b>\$ 278,955</b>     | <b>2.50%</b>      |
| <b>State Government Sources:</b>  |                      |                      |                       |                   |
| Credit Hour Grants                | \$ 1,080,544         | \$ 1,117,574         | \$ (37,030)           | -3.31%            |
| Equalization Grant                | 282,893              | 485,830              | (202,937)             | -41.77%           |
| Career and Technical Ed Grant     | 234,448              | 217,255              | \$ 17,193             | 7.91%             |
| Corporate Replacement Tax         | 325,000              | 310,000              | 15,000                | 4.84%             |
| <b>Total State Sources</b>        | <b>\$ 1,922,885</b>  | <b>\$ 2,130,659</b>  | <b>\$ (207,774)</b>   | <b>-9.75%</b>     |
| <b>Federal Government Sources</b> | <b>\$ 17,000</b>     | <b>\$ 14,975</b>     | <b>\$ 2,025.00</b>    | <b>13.52%</b>     |
| <b>Tuition and Fees:</b>          |                      |                      |                       |                   |
| Tuition                           | \$ 11,332,742        | \$ 11,332,742        | \$ -                  | 0.00%             |
| Course Fees                       | 750,000              | 745,049              | 4,951                 | 0.66%             |
| Lab Fees                          | 350,000              | 337,686              | 12,314                | 3.65%             |
| Other Fees                        | 196,935              | 190,000              | 6,935                 | 3.65%             |
| <b>Total Tuition and Fees</b>     | <b>\$ 12,629,677</b> | <b>\$ 12,605,477</b> | <b>\$ 24,200</b>      | <b>0.19%</b>      |
| <b>Other Sources of Revenue:</b>  |                      |                      |                       |                   |
| Interest on Investments           | \$ 240,000           | \$ 240,000           | \$ -                  | 0.00%             |
| Facilities Rental                 | 700,000              | 700,000              | -                     | 0.00%             |
| <b>Total Other Sources</b>        | <b>\$ 940,000</b>    | <b>\$ 940,000</b>    | <b>\$ -</b>           |                   |
| <b>Total Revenue</b>              | <b>\$ 26,946,702</b> | <b>\$ 26,849,296</b> | <b>\$ 97,406</b>      | <b>0.36%</b>      |
|                                   | =====                | =====                | =====                 | =====             |

## Operating Funds Revenues

Fiscal Year 2020 - 2021

| Category                          | FY 20-21<br>Budget   | FY 19-20<br>Budget   | Increase/<br>Decrease | Percent<br>Change |
|-----------------------------------|----------------------|----------------------|-----------------------|-------------------|
| <b>Local Government Sources:</b>  |                      |                      |                       |                   |
| Taxes Current Year                | \$ 14,528,387        | \$ 14,174,036        | \$ 354,351            | 2.50%             |
| Total Local Sources               | \$ 14,528,387        | \$ 14,174,036        | \$ 354,351            | 2.50%             |
| <b>State Government Sources:</b>  |                      |                      |                       |                   |
| Credit Hour Grants                | \$ 2,161,088         | \$ 2,235,148         | \$ (74,060)           | -3.31%            |
| Equalization Grant                | 282,893              | 485,830              | (202,937)             | -41.77%           |
| Career and Technical Ed Grant     | 234,448              | 217,255              | 17,193                | 7.91%             |
| Corporate Replacement Tax         | 650,000              | 620,000              | 30,000                | 4.84%             |
| Total State Sources               | \$ 3,328,429         | \$ 3,558,233         | \$ (229,804)          | -6.46%            |
| <b>Federal Government Sources</b> | \$ 17,000            | \$ 14,975            | \$ 2,025.00           | 13.52%            |
| <b>Tuition and Fees:</b>          |                      |                      |                       |                   |
| Tuition                           | 11,332,742           | 11,332,742           | \$ -                  | 0.00%             |
| Course Fees                       | 750,000              | 745,049              | 4,951                 | 0.66%             |
| Lab Fees                          | 350,000              | 337,686              | 12,314                | 3.65%             |
| Other Fees                        | 196,935              | 190,000              | 6,935                 | 3.65%             |
| Total Tuition and Fees            | \$ 12,629,677        | \$ 12,605,477        | \$ 24,200             | 0.19%             |
| <b>Other Sources of Revenue:</b>  |                      |                      |                       |                   |
| Interest on Investments           | \$ 240,000           | \$ 240,000           | \$ -                  | \$ -              |
| Facilities Rental                 | 709,000              | 708,000              | 1,000                 | 0.14%             |
| Total Other Sources               | \$ 949,000           | \$ 948,000           | \$ 1,000              |                   |
| <b>Total Revenue</b>              | <b>\$ 31,452,493</b> | <b>\$ 31,300,721</b> | <b>\$ 151,772</b>     | <b>0.48%</b>      |
|                                   | =====                | =====                | =====                 | =====             |

**Operations & Maintenance Fund Revenues**

Fiscal Year 2020 - 2021

| Category                         | FY 20-21<br>Budget  | FY 19-20<br>Budget  | Increase/<br>Decrease | Percent<br>Change |
|----------------------------------|---------------------|---------------------|-----------------------|-------------------|
| <b>Local Government Sources:</b> |                     |                     |                       |                   |
| Taxes Current Year               | \$ 3,091,247        | \$ 3,015,851        | \$ 75,396             | 2.50%             |
| Total Local Sources              | \$ 3,091,247        | \$ 3,015,851        | \$ 75,396             | 2.50%             |
| <b>State Government Sources:</b> |                     |                     |                       |                   |
| Credit Hour Grants               | \$ 1,080,544        | \$ 1,117,574        | \$ (37,030)           | -3.31%            |
| Corporate Replacement Tax        | 325,000             | 310,000             | 15,000                | 4.84%             |
| Total State Sources              | \$ 1,405,544        | \$ 1,427,574        | \$ (22,030)           | -1.54%            |
| <b>Other Sources of Revenue:</b> |                     |                     |                       |                   |
| Parking/Traffic                  | \$ 9,000            | \$ 8,000            | \$ 1,000              | 12.50%            |
| Total Other Sources              | \$ 9,000            | \$ 8,000            | \$ 1,000              | 12.50%            |
| <b>Total Revenue</b>             | <b>\$ 4,505,791</b> | <b>\$ 4,451,425</b> | <b>\$ 54,366</b>      | <b>1.22%</b>      |
|                                  | =====               | =====               | =====                 | =====             |



SOUTH SUBURBAN COLLEGE  
REVENUES AND EXPENDITURES  
FISCAL YEAR 2021  
NON-OPERATING BUDGET

|                                    | BOND &<br>INTEREST<br>FUND | AUXILIARY<br>ENTERPRISE<br>FUND | RESTRICTED<br>PURPOSE<br>FUND | STUDENT<br>DEVELOPMENT<br>FUND | TRUST &<br>AGENCY<br>FUND | SPECIAL<br>LEVIES<br>FUND | TOTAL<br>NON-OPERATING<br>FUNDS |
|------------------------------------|----------------------------|---------------------------------|-------------------------------|--------------------------------|---------------------------|---------------------------|---------------------------------|
| <b>REVENUES:</b>                   |                            |                                 |                               |                                |                           |                           |                                 |
| Bookstore                          |                            | 1,160,489                       |                               |                                |                           |                           | 1,160,489                       |
| Bus. & Career Institute            |                            | 640,862                         |                               |                                |                           |                           | 640,862                         |
| Satellite Copier                   |                            | 66,349                          |                               |                                |                           |                           | 66,349                          |
| Duplication Center                 |                            | 109,000                         |                               |                                |                           |                           | 109,000                         |
| State Gov. Sources                 |                            |                                 | 1,332,828                     |                                |                           |                           | 1,332,828                       |
| Federal Gov. Sources               |                            |                                 | 8,075,188                     |                                |                           |                           | 8,075,188                       |
| Student Dev. Fund                  |                            |                                 |                               | 842,085                        |                           |                           | 842,085                         |
| Tax Revenue                        | 2,110,000                  |                                 |                               |                                |                           | 1,221,000                 | 3,331,000                       |
| T & A Receipts                     |                            |                                 |                               |                                | 207,886                   |                           | 207,886                         |
| Flex Plan                          |                            |                                 |                               |                                | 57,000                    |                           | 57,000                          |
| <b>TOTAL REVENUES</b>              | <b>2,110,000</b>           | <b>1,976,700</b>                | <b>9,408,016</b>              | <b>842,085</b>                 | <b>264,886</b>            | <b>1,221,000</b>          | <b>15,822,687</b>               |
| <b>EXPENDITURES:</b>               |                            |                                 |                               |                                |                           |                           |                                 |
| Bookstore                          |                            | 1,160,489                       |                               |                                |                           |                           | 1,160,489                       |
| Bus. & Career Institute            |                            | 190,862                         | 318,184                       |                                |                           |                           | 509,046                         |
| Satellite Copier                   |                            | 66,349                          |                               |                                |                           |                           | 66,349                          |
| Duplication Center                 |                            | 109,000                         |                               |                                |                           |                           | 109,000                         |
| V.P. Academic Services             |                            |                                 | 1,216,103                     |                                |                           |                           | 1,216,103                       |
| Controller/Treasurer               |                            |                                 | 7,000,000                     |                                |                           |                           | 7,000,000                       |
| V.P. Student Development           |                            |                                 | 167,056                       |                                |                           |                           | 167,056                         |
| Adult Ed                           |                            |                                 | 706,673                       |                                |                           |                           | 706,673                         |
| Carreer Development & Job Training |                            |                                 |                               |                                |                           |                           | -                               |
| Student Dev. Fund                  |                            |                                 |                               | 842,085                        |                           |                           | 842,085                         |
| Debt Principal                     | 2,110,000                  |                                 |                               |                                |                           |                           | 2,110,000                       |
| Protection Health and Saftey       |                            |                                 |                               |                                |                           |                           | -                               |
| Debt Interest                      |                            |                                 |                               |                                |                           |                           | -                               |
| T & A Disbursements                |                            |                                 |                               |                                | 207,886                   |                           | 207,886                         |
| Liab. Prot. Sett. Fund             |                            |                                 |                               |                                |                           | 1,221,000                 | 1,221,000                       |
| Other                              |                            |                                 |                               |                                | 57,000                    |                           | 57,000                          |
| <b>TOTAL EXPENDITURES</b>          | <b>2,110,000</b>           | <b>1,526,700</b>                | <b>9,408,016</b>              | <b>842,085</b>                 | <b>264,886</b>            | <b>1,221,000</b>          | <b>15,372,687</b>               |



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

**ITEM: FY21-VI.D**

For Board Action on August 13, 2020

**BOARD COMMITTEE:**

- Policy
- Finance
- Architectural
- Other

**FUNDING:**

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

- Grant Funded
- Student Life
- Special Levies

**PROPOSAL SUMMARY**

Recommends the revision academic calendars for the fall 2020, spring 2021, and fall 2021 and spring 2022 semesters.

**ESTIMATED COST OR BENEFIT**

No cost.

**JUSTIFICATION OF ACTION**

Recommends that the Board adopt the attached revised fall 2020, spring 2021, and fall 2021 and spring 2022 calendars. 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 adopt the revised academic calendars for the fall 2020, spring 2021, and fall 2021 and spring 2022 semesters.

- \* Are funds available in the budget? N/A
- \* Is this related to any previous Board action? No
- \* Specify above if matching funds are required.
- \* Is this part of a large project requiring additional funds? (Explain) No

**APPROVALS:**

Sasha Williams 8/3/2020  
Appropriate Vice President

[Signature] 8/10/2020  
President

\* Attach supplemental information as necessary

## REVISED FALL 2020 – ACADEMIC CALENDAR

|                         |  |
|-------------------------|--|
| Thursday, August 13     | Faculty Development (full day)   |
| Friday, August 14       | Faculty Development (½ day morning)  |
| Saturday, August 15     | Adjunct Development Day  |
| Monday, August 17       | First meeting of day and evening 1 <sup>st</sup> 8 week and 16 week credit classes                 |
| Friday, August 28       | 10 <sup>th</sup> Day of the 2020FA Teem  |
| Monday, September 7     | <b>Labor Day – College Closed</b><br><b>NO CLASSES - BOTH CAMPUSES</b>                             |
| Monday, September 14    | First meeting of day and evening 12 week credit classes  |
| Monday, September 28    | Last day to withdraw from 1 <sup>st</sup> 8 week credit classes                                    |
| Saturday, October 10    | End of 1 <sup>st</sup> 8 week credit classes   |
| Monday, October 12      | <b>Columbus Day – College Closed</b><br><b>NO CLASSES - BOTH CAMPUSES</b>                          |
| Tuesday, October 13     | First meeting of 2 <sup>nd</sup> 8 week credit classes   |
| Tuesday, November 3     | <b>Election Day – College Closed</b><br><b>NO CLASSES - BOTH CAMPUSES</b>                          |
| Friday, November 13     | <b>Veterans' Day Observed – College Closed</b><br><b>NO CLASSES - BOTH CAMPUSES</b>                |
| Monday, November 23     | Last day to withdraw for 2 <sup>nd</sup> 8, 12 week and 16 week college credit classes             |
| Thurs.–Sat, Nov. 26-28  | <b>THANKSGIVING RECESS – College Closed</b><br><b>NO CLASSES - BOTH CAMPUSES</b>                   |
| Sat., December 5        | Last meeting of day and evening college credit classes   |
| Mon.-Sat., Dec. 7-12    | FINALS WEEK  |
| Monday, December 14     | Final Grades due by 11:59 p.m. for credit, noncredit, BCI and Community Education where applicable |
| December 22 - January 2 | College Closed   |

# REVISED SPRING 2021 – ACADEMIC CALENDAR

|                      |  |
|----------------------|--|
| Monday, January 4    | College reopens  |
| Thursday, January 7  | Faculty Development  |
| Friday, January 8    | Faculty Development (½ day morning)  |
| Saturday, January 9  | Adjunct Development Day  |
| Monday, January 11   | First meeting of day and evening 1 <sup>st</sup> 8 week and 16 week credit classes                       |
| Monday, January 18   | <b>Martin Luther King Holiday – Main Campus Closed - No Classes<br/>OFC Campus Open – No SSC Classes</b> |
| Monday, January 25   | 10 <sup>th</sup> Day of the 2021SP Term  |
| Monday, February 8   | First meeting of day and evening 12 week credit classes  |
| Monday, February 15  | <b>Presidents' Day – College Closed<br/>NO CLASSES - BOTH CAMPUSES</b>                                   |
| Monday, February 22  | Last day to withdraw from 1 <sup>st</sup> 8 week credit classes  |
| Friday, February 26  | <b>Pulaski Day Observed – College Closed<br/>NO CLASSES - BOTH CAMPUSES</b>                              |
| Saturday, March 6    | End of 1 <sup>st</sup> 8 week credit classes   |
| Mon-Sat, March 8-13  | <b>Midterm Break College Open Main Campus - No Classes<br/>OFC Campus Open – No SSC Classes</b>          |
| Monday, March 15     | First meeting of 2 <sup>nd</sup> 8 week credit classes   |
| Thursday, April 1    | <b>Spring Break – College Open NO CREDIT CLASSES</b>   |
| Friday, April 2      | <b>Spring Day – College Closed NO CLASSES - BOTH CAMPUSES</b>  |
| Saturday, April 3    | <b>NO CREDIT CLASSES</b>   |
| Monday, April 26     | Last day to withdraw from 2 <sup>nd</sup> 8 week, 12 week and 16 week credit classes                     |
| Saturday, May 8      | Last meeting of day and evening college credit classes   |
| Mon.-Sat., May 10-15 | <b>FINALS WEEK</b>   |
| Sunday, May 16       | Graduation   |
| Monday, May 17       | Final Grades due by 11:59 p.m. for credit, noncredit, BCI and Community Education where applicable       |

## **REVISED FALL 2021 – ACADEMIC CALENDAR**

|                         |  |
|-------------------------|--|
| Thursday, August 12     | Faculty Development (full day)   |
| Friday, August 13       | Faculty Development (½ day morning)  |
| Saturday, August 14     | Adjunct Development Day  |
| Monday, August 16       | First meeting of day and evening 1 <sup>st</sup> 8-week and 16-week credit classes                 |
| Friday, August 27       | 10 <sup>th</sup> Day of the <b>2021FA</b> Teem   |
| Monday, September 6     | <b>Labor Day – College Closed</b><br><b>NO CLASSES - BOTH CAMPUSES</b>                             |
| Monday, September 13    | First meeting of day and evening 12-week credit classes  |
| Monday, September 27    | Last day to withdraw from 1 <sup>st</sup> 8-week credit classes                                    |
| Saturday, October 9     | End of 1 <sup>st</sup> 8 week credit classes   |
| Monday, October 11      | <b>Columbus Day – College Closed</b><br><b>NO CLASSES - BOTH CAMPUSES</b>                          |
| Tuesday, October 12     | First meeting of 2 <sup>nd</sup> 8 week credit classes   |
| Friday, November 12     | <b>Veterans' Day Observed – College Closed</b><br><b>NO CLASSES - BOTH CAMPUSES</b>                |
| Monday, November 22     | Last day to withdraw for 2 <sup>nd</sup> 8, 12-week and 16-week college credit classes             |
| Thurs.–Sat, Nov. 25-27  | <b>THANKSGIVING RECESS – College Closed</b><br><b>NO CLASSES - BOTH CAMPUSES</b>                   |
| Sat., December 4        | Last meeting of day and evening college credit classes   |
| Mon.-Sat., Dec. 6-11    | <b>FINALS WEEK</b>   |
| Monday, December 13     | Final Grades due by 11:59 p.m. for credit, noncredit, BCI and Community Education where applicable |
| December 22 – January 3 | College Closed   |

# REVISED SPRING 2022 – ACADEMIC CALENDAR

|                       |   |
|-----------------------|---|
| Tuesday, January 4    | College reopens   |
| Thursday, January 6   | Faculty Development   |
| Friday, January 7     | Faculty Development (½ day morning)   |
| Saturday, January 8   | Adjunct Development Day   |
| Monday, January 10    | First meeting of day and evening 1 <sup>st</sup> 8-week and 16-week credit classes                    |
| Monday, January 17    | <b>Martin Luther King Holiday – College Closed</b><br><b>NO CLASSES - BOTH CAMPUSES</b>               |
| Monday, January 24    | 10 <sup>th</sup> Day of the 2022SP Term   |
| Monday, February 7    | First meeting of day and evening 12-week credit classes   |
| Monday, February 21   | <b>Presidents' Day – College Closed</b><br><b>NO CLASSES - BOTH CAMPUSES</b>                          |
| Monday, February 28   | Last day to withdraw from 1 <sup>st</sup> 8-week credit classes                                       |
| Friday, March 4       | <b>Pulaski Day Observed – College Closed</b><br><b>NO CLASSES - BOTH CAMPUSES</b>                     |
| Saturday, March 5     | End of 1 <sup>st</sup> 8-week credit classes  |
| Mon-Sat, March 7-12   | <b>Midterm Break College Open Main Campus - No Classes</b><br><b>OFC Campus Open – No SSC Classes</b> |
| Monday, March 14      | First meeting of 2 <sup>nd</sup> 8-week credit classes  |
| Thursday, April 14    | <b>Spring Break – College Open NO CREDIT CLASSES</b>  |
| Friday, April 15      | <b>Spring Day – College Closed NO CLASSES - BOTH CAMPUSES</b>   |
| Saturday, April 16    | <b>NO CREDIT CLASSES</b>  |
| Monday, April 25      | Last day to withdraw from 2 <sup>nd</sup> 8-week, 12-week and 16-week credit classes                  |
| Saturday, May 7       | Last meeting of day and evening college credit classes  |
| Mon.-Sat., May 9 - 14 | <b>FINALS WEEK</b>  |
| Sunday, May 15        | Graduation  |
| Monday, May 16        | Final Grades due by 11:59 p.m. for credit, noncredit, BCI and Community Education where applicable    |

# Personnel



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM: FY21-VII.A.1

Board Meeting Date: August 13, 2020

**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 approve the retirement of Janice Springsteen, Administrative Assistant I-English, Reading, Communications and Humanities, effective December 31, 2020, and grant permission to advertise to fill the position, as needed.

**ESTIMATED COST OR BENEFIT**

**JUSTIFICATION OF ACTION**

This action will assist in 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 retirement of Janice Springsteen, Administrative Assistant I, and grant permission to advertise for a full-time (38 weeks) Admin I, as needed.

Approvals:

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

additional funds? (Explain)

*Anna M. Helwig*

08/03/2020

Originator

*[Signature]*

Date

*8/10/2020*

Director of Human Resources

Date

*Tara Williams*

Appropriate Vice President

08/03/2020

Date

*[Signature]*

President

*8/10/2020*

Date





**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM: FY21-VII.A.2

Board Meeting Date: August 13, 2020

**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 termination of Guy Brozowski, Microcomputer Labs Coordinator in the Information Technology Department effective August 14, 2020, and grant permission to advertise to fill the vacated position, as needed.

**ESTIMATED COST OR BENEFIT**

N/A

**JUSTIFICATION OF ACTION**

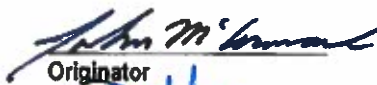

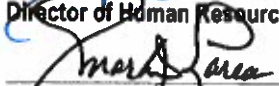

Replacement of this position aligns with Strategic Direction 3.0; South Suburban College will ensure the financial, physical and technological resources necessary to support educational programs and promote continuous innovation and sustainability.

**MOTION**

Move that the Board of Trustees approve the termination of Guy Brozowski, Microcomputer Labs Coordinator in the Information Technology Department effective August 14, 2020, and grant permission to advertise to fill the vacated position, as needed.

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

|  |           |
|--|-----------|
|  | 7/22/2020 |
| Originator   | Date      |
|  | 8/10/2020 |
| Director of Human Resources  | Date      |
|  | 8/10/2020 |
| Appropriate Vice President   | Date      |
|  | 8/10/2020 |
| President  | Date      |



### SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY21-VII.B.1

Board Meeting Date: August 13, 2020

#### 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 Mickil Smith as a full-time, EMT/Fire Science Faculty/Coordinator in the Allied Health Department, pending the successful completion of a background check, effective Friday, August 14, 2020.

#### ESTIMATED COST OR BENEFIT

Annual salary of \$50,360., plus benefits.

#### 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 Mickil Smith as a full-time EMT/Fire Science Faculty/Coordinator in the Allied Health Department, pending the successful completion of a background check, effective Friday August 14, 2020.

- \* 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)

Approvals:

|   |                          |
|---|--------------------------|
| <br>Originator                  | <u>8/4/20</u><br>Date    |
| <br>Director of Human Resources | <u>8/10/20</u><br>Date   |
| <u>Tasha S. Williams</u><br>Appropriate Vice President  | <u>8-5-20</u><br>Date    |
| <br>President                   | <u>8/10/2020</u><br>Date |