



**South Suburban College
Regular Meeting of the Board of Trustees**

October 8, 2020



BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE

VIRTUAL ATTENDANCE VIA ZOOM MEETINGS

<https://zoom.us/j/93887434549>

POLICY COMMITTEE MEETING AGENDA

ROGERS, CHAIR; PAYNE AND WELLS

THURSDAY, OCTOBER 8, 2020

7:50 PM

- I. Recommendation to approve the first reading of new Board Policy 204.02: Social Media Policy
- II. Recommendation to approve the second reading of and to adopt revised Board Policy No. 410.01: Discrimination and Sexual Harassment



BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE
15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS
<https://zoom.us/j/93887434549>
REGULAR BOARD MEETING AGENDA
THURSDAY, OCTOBER 8, 2020
8:00 PM

I. CALL TO ORDER/ROLL CALL

II. PLEDGE OF ALLEGIANCE

III. PUBLIC PARTICIPATION

<https://zoom.us/j/93887434549>

IV. PRESENTATIONS/REPORTS

There are none.

V. APPROVAL OF MINUTES OF PREVIOUS MEETINGS

- A. Public Hearing held September 17, 2020
- B. Policy Committee meeting held September 17, 2020
- C. Finance Committee meeting held September 17, 2020
- D. Regular Board of Trustees meeting held September 17, 2020

VI. NEW BUSINESS

- A. Monthly Financial Report (T. Pollert)
- B. Approval of the payment of bills for October, 2020 (T. Pollert)
- C. Approval to accept the first reading of new Board policy 204.02: Social Media Policy (J. Rogers)
- D. Approval to accept the second reading of and to adopt revised Board Policy No. 410.01: Discrimination and Sexual Harassment (J. Rogers)

VII. PERSONNEL RECOMMENDATIONS

- A. Retirement/Resignations/Terminations
- B. Appointments
- C. Approval to Create and 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

Minutes

BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE

15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS

[HTTPS://ZOOM.US/J/97662207065](https://zoom.us/j/97662207065)

MINUTES OF THE PUBLIC HEARING

THURSDAY, SEPTEMBER 17, 2020

Trustee Anthony DeFilippo called the public hearing to order at 7:55 p.m.

Board members in attendance: Trustees Anthony DeFilippo, Vivian Payne, Janet Rogers and Joseph Whittington.

Board members absent: Trustees John Daly, Terry Wells, Chairman Frank M. Zuccarelli and Student Trustee Babatunde Adamson.

Administration present: College President Lynette D. Stokes (attended in-person at South Suburban College); Tasha Williams, Vice President of Academic Services; Deborah King, Vice President of Student and Enrollment Services; Martin Lareau, Vice President of Administration and Secretary to the Board; and College Attorney Stanley T. Kusper.

Agenda:

I. Operating and non-operating budgets for fiscal year 2020/2021, for Community College District No. 510.

Trustee DeFilippo stated that the budget for fiscal year 2020/2021 has been reviewed and posted for the mandatory 30 days. The total operating fund expenditures are \$32,561,051 and the non-operating fund expenditures are \$15,822,687.

There being no public response for public input, the public hearing adjourned at 8:00 p.m.

BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE

15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS

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MINUTES OF THE POLICY COMMITTEE

THURSDAY, SEPTEMBER 17, 2020

Trustee Janet Rogers called the Policy Committee meeting to order at 8:00 p.m.

Committee members present: Trustees Vivian Payne and Janet Rogers.

Committee members absent: Trustee Terry Wells.

Other Board members in attendance: Trustees Anthony DeFilippo and Joseph Whittington

Other Board members absent: Trustees John Daly, Frank M. Zuccarelli and Student Trustee Babatunde Adamson.

Also present: College President Lynette D. Stokes (attended in-person at South Suburban College); Tasha Williams, Vice President of Academic Services; Deborah King, Vice President of Student and Enrollment Services; Martin Lareau, Vice President of Administration and Secretary to the Board; and College Attorney Stanley T. Kuser.

Agenda:

I. Recommendation to accept the first reading of revised Board Policy No. 410.01: Discrimination and Sexual Harassment

Trustee Janet Rogers recommended the Board accept the first reading of revised Board Policy No. 410.01: Discrimination and Sexual Harassment at the regular Board of Trustees meeting.

The meeting was adjourned at 8:04 p.m.

BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE

15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS

[HTTPS://ZOOM.US/J/97662207065](https://zoom.us/j/97662207065)

MINUTES OF THE FINANCE COMMITTEE

THURSDAY, SEPTEMBER 17, 2020

Trustee Anthony DeFilippo called the meeting of the Finance Committee to order at 8:04 p.m.

Committee members present: Anthony DeFilippo and Janet Rogers. Trustee Daly arrived at 8:15 p.m.

Committee members absent: None.

Other Board members in attendance: Trustees Vivian Payne and Joseph Whittington and Frank M. Zuccarelli.

Other Board members absent: Trustee Terry Wells and Student Trustee Babatunde Adamson.

Also present: College President Lynette D. Stokes (attended in-person at South Suburban College); Tasha Williams, Vice President of Academic Services; Deborah King, Vice President of Student and Enrollment Services; Martin Lareau, Vice President of Administration and Secretary to the Board; and College Attorney Stanley T. Kuser.

Agenda:

I. Recommendation to adopt the resolution approving the operating and non-operating budgets for fiscal year 2021.

Trustee DeFilippo recommended the Board adopt the resolution approving operating and non-operating budgets for fiscal year 2021 at the regular Board of Trustees meeting.

The Meeting adjourned at 8:26 p.m.

BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE

15800 SOUTH STATE STREET, SOUTH HOLLAND, ILLINOIS

[HTTPS://ZOOM.US/J/97662207065](https://zoom.us/j/97662207065)

REGULAR BOARD MEETING MINUTES

THURSDAY, SEPTEMBER 17, 2020

I. CALL TO ORDER & ROLL CALL:

At 8:27 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, Vivian Payne, Janet Rogers and Joseph Whittington.

Absent: Trustees Terry Wells and Student Trustee Babatunde Adamson.

Also present: Lynette D. Stokes, President (attended in-person at the College); Tasha Williams, Vice President of Academic Services; 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 August 13, 2020

Trustee Daly moved and Trustee Rogers seconded to approve the minutes of the Finance Committee meeting held August 13, 2020. On roll call, John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers and Frank M. Zuccarelli voted aye. Joseph Whittington passed. Nays: None. Motion carried.

B. Regular Board meeting held August 13, 2020

Trustee Rogers moved and Trustee Payne seconded to approve the minutes of the Regular Board meeting held August 13, 2020. On roll call, John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers and Frank M. Zuccarelli voted aye. Joseph Whittington passed. Nays: None. Motion carried.

VI. NEW BUSINESS

A. Monthly Financial Report

Trustee DeFilippo moved and Trustee Whittington seconded to accept the Monthly 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 September 2020

Trustee Payne moved and Trustee Rogers seconded to authorize the Treasurer to pay the list of bills payable for September, 2020, in the amount of \$3,098,966.68. 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 first reading of revised Board Policy 410.01: Discrimination and Sexual Harassment

Trustee Rogers moved and Trustee Payne seconded to approve the first reading of revised Board Policy 410.01: Discrimination and Sexual Harassment. 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 adopt the resolution approving the operating and non-operating budgets for fiscal year 2021 for Community College District No. 510

Trustee DeFilippo moved and Trustee Payne seconded to adopt the resolution approving the operating and non-operating budgets for fiscal year 2021 for Community College District No. 510. 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. Resignation of Gregory Dukes as a full-time Custodian in the Physical Plant Department, effective August 31, 2020, and grant permission to advertise to fill the vacated position, as needed.
2. Resignation of Michael Gebert as a full-time Police Officer in the Campus Police Department, effective August 9, 2020, and grant permission to advertise to fill the vacated position, as needed.
3. Resignation of Dr. Natalie Page as Dean of Academic Services, effective September 4, 2020.

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 Payne moved and Trustee Whittington seconded to approve the appointment of Kendra Perdue-Smith as the full-time Director of Financial Aid in the Financial Aid Department, effective September 21, 2020. 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 of the Academic Services Restructuring Plan

Trustee Daly moved and Trustee Rogers seconded to approve the Academic Services Restructuring Plan, as presented. 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:

There was none

ADJOURNMENT

At 9:04 p.m., Trustee Rogers 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 of the Board

New Business



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: **FY21-VI.A**

Board Meeting Date: **October 8, 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 August 31, 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]

 Controller/Treasurer

[Signature]

 Appropriate Vice President

[Signature]

 President

9/30/2020

 Date

10/2/2020

 Date

10/02/2020

 Date

SOUTH SUBURBAN COLLEGE
 South Holland, Illinois

To: Board of Trustees
 From: Tim Pollert
 Date: September 30, 2020
 Subject: Financial Report For The Period Ending August 31, 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>
\$1,903,447.40	\$5,210,342.98
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$2,483,246.94	\$6,071,362.71

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>
\$3,601,927.12	\$7,917,778.27
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$3,958,335.88	\$8,873,927.48
<u>Net Monthly Position</u>	<u>Year to Date Net Position</u>
(\$356,408.76)	(\$956,149.21)

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>
\$10,659,249.00	2.06%	-13

SOUTH SUBURBAN COLLEGE
South Holland, Illinois

	Revenue Educational	Revenue O&M	Monthly Total
July	\$2,985,044.00	\$321,851.58	\$3,306,895.58
August	\$1,702,212.98	\$201,234.42	\$1,903,447.40
September			
October			
November			
December			
January			
February			
March			
April			
May			
June			
YTD	\$4,687,256.98	\$523,086.00	\$5,210,342.98

	Expenditures Educational	Expenditures O&M	Monthly Total
July	\$3,226,519.42	\$361,596.35	\$3,588,115.77
August	\$2,060,934.60	\$422,312.34	\$2,483,246.94
September			
October			
November			
December			
January			
February			
March			
April			
May			
June			
YTD	\$5,287,454.02	\$783,908.69	\$6,071,362.71

SOUTH SUBURBAN COLLEGE
South Holland, Illinois

	Revenues All Funds	Expenditures All Funds	Monthly Total
July	\$4,315,851.15	\$4,915,591.60	(\$599,740.45)
August	\$3,601,927.12	\$3,958,335.88	(\$356,408.76)
September			
October			
November			
December			
January			
February			
March			
April			
May			
June			
YTD	\$7,917,778.27	\$8,873,927.48	(\$956,149.21)

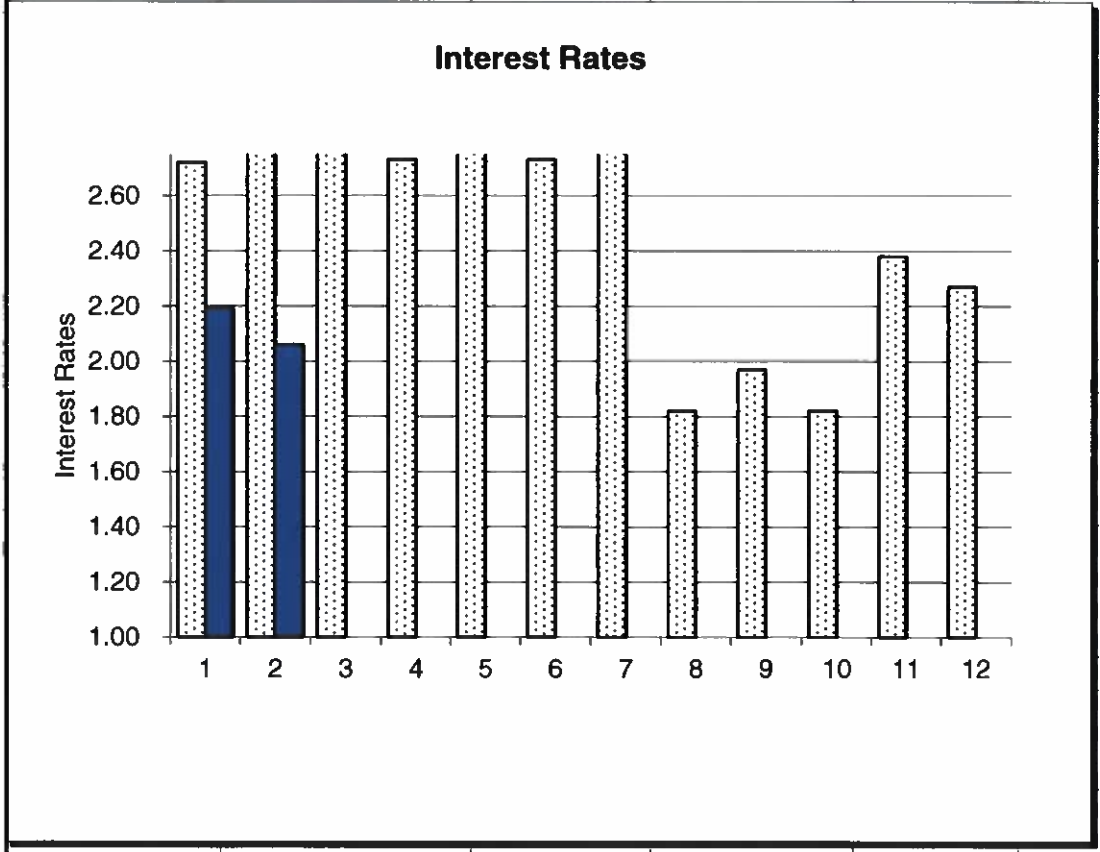
	Investment Total	Average Rate of Return	Basis Point Change from Last Month
July	\$10,420,100.73	2.19%	(8)
August	\$10,659,249.00	2.06%	(13)
September			
October			
November			
December			
January			
February			
March			
April			
May			
June			

SOUTH SUBURBAN COLLEGE

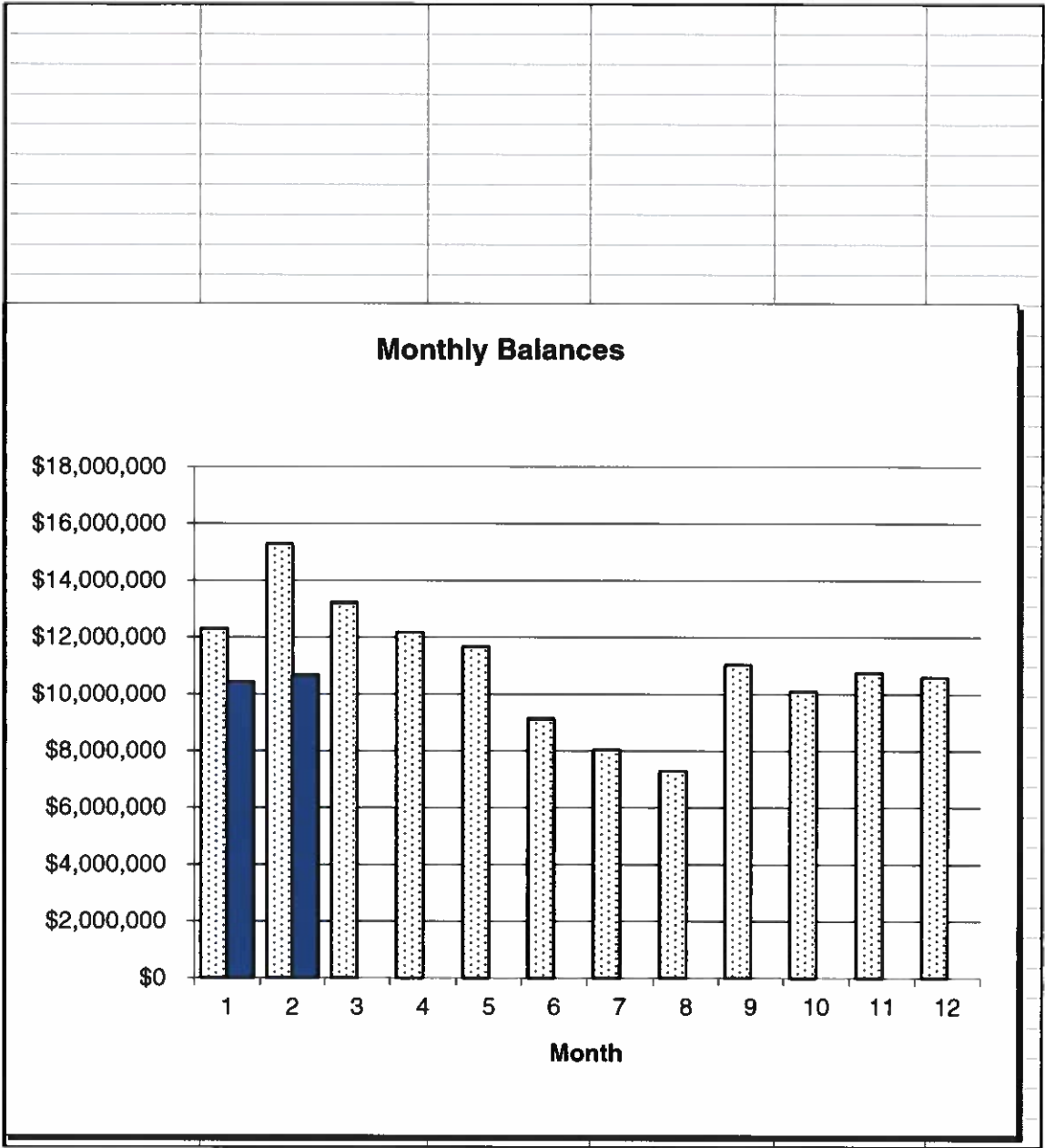
Investment		Page 4	Page 6	Total	Percent to Total
10	U. S. Government Securities	0.00	0.00	0.00	0%
20	Time Deposits	0.00	0.00	0.00	0%
30	Commercial Paper	0.00	0.00	0.00	0%
40	Mutual Funds	0.00	0.00	0.00	0%
50	Illinois Funds	5,275,238.88	0.00	5,275,238.88	49%
60	Repurchase Agreements	0.00	0.00	0.00	0%
90	Other	5,384,010.56	0.00	5,384,010.56	51%
	Total	10,659,249.44	0.00	10,659,249.44	100%
	Average %	2.06			

South Suburban College

Investment Summary				
F Y 2019 - 2020			F Y 2020 - 2021	
Month	Month End Balance	Percent Return	Month End Balance	Percent Return
July	\$12,297,369	2.72	\$10,420,101	2.19
August	15,281,206	2.79	10,659,249	2.06
September	13,216,127	2.82		
October	12,171,590	2.73		
November	11,674,854	2.78		
December	9,132,270	2.73		
January	8,035,221	2.77		
February	7,295,271	1.82		
March	11,031,711	1.97		
April	10,092,240	1.82		
May	10,744,365	2.38		
June	10,587,248	2.27		



South Suburban College





SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY21.VI.B

Board Meeting Date: October 8, 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 Safety	<input checked="" type="checkbox"/>	Special Levies
<input type="checkbox"/> Other				

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	\$1,572,832.89
Operations & Maintenance Fund	\$207,918.89
Operation and Maintenance Fund Restricted	\$87,357.59
Auxiliary Enterprise Fund	\$112,137.92
Restricted Funds	\$331,108.96
Special Levies Fund	\$116,344.11
Audit Fund	\$14,800.00
Flex Plan Fund	\$8,148.76
Total	\$2,450,649.12

Approvals:

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

[Signature] 10/2/20
 Controller/Treasurer Date

[Signature] 10/2/2020
 Appropriate Vice President Date

[Signature] 10/02/2020
 President Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY21-VI.C

Board Meeting Date: October 8, 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 first reading of revised Board Policy 204.02; Social Media Policy.

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION

This action is in alignment with Strategic Direction 3.8; Provide learning environments that are safe, welcoming, functional and sustainable.

MOTION

Move that the Board of Trustees approve the first reading of revised Board Policy 204.02: Social Media Policy.

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] 9-30-2020
 Appropriate Vice President Date

[Signature] 10/02/2020
 President Date

204.02: Social Media Policy

Purpose

Today's emerging communications technologies provide unprecedented opportunities for communication and conversation. Such opportunities must be handled responsibly and in support of South Suburban College institutional values.

This Policy applies to all members of the College community who participate in social media on behalf of South Suburban College on SSC affiliated social media sites. SSC affiliated social media sites must, in all cases, maintain the integrity of the institution.

Policies for Social Media

A. Creating a Social Media Account

All South Suburban College social media accounts must be created and approved by the Department of Communication Services and Media Design. Official South Suburban College social media pages shall remain the property of SSC and may not be deleted or altered without approval from the Department of Communication Services and Media Design. An account not created by the Department of Communication Services and Media Design may not be utilized for official SSC business.

B. Social Media Platforms

This Policy applies to social media platforms including, but are not limited to, Facebook, Twitter, Instagram, YouTube, LinkedIn, Snapchat, Tumblr, Pinterest, blogs, and chat rooms.

C. Social Media Branding

All South Suburban College social media pages shall appropriately reflect the College.

D. Social Media Activity

All applicable laws, regulations and SSC policies shall govern activity on South Suburban College social media platforms. These regulations and policies include, but are not limited to, copyright, confidential and proprietary information, FERPA, HIPAA, Title IX, acceptable use of electronic resources, and anti-harassment and anti-discrimination policies. All members of the South Suburban College community are responsible for knowing these regulations and policies prior to participating on an SSC social media platform.

Content shared on a South Suburban College social media platform, including both language and graphics, shall be appropriate and relevant to its educational goals of the College. Posts shall not include any confidential, personal, or proprietary information. SSC news and announcements relevant to the particular social media site may be posted.

Violation of the Social Media Policy

South Suburban College's existing disciplinary processes will apply in the event of a violation of this Policy.

Misuse of social media accounts or sites that are not college-affiliated shall be governed by other college policies and/or professional responsibilities under existing contractual agreements.



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY21-VI.D

Board Meeting Date: October 8, 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 second reading of and to adopt revised Board Policy 410.01; Discrimination and Sexual Harassment.

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION

This action is in alignment with Strategic Direction 3.8; Provide learning environments that are safe, welcoming, functional and sustainable.

MOTION

Move that the Board of Trustees approve the second reading of and to adopt revised Board Policy 410.01; Discrimination and Sexual Harassment.

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

Appropriate Vice President

9/29/2020
Date

President

10/02/2020
Date

410.01 Discrimination and Sexual Harassment

Discrimination, sexual harassment and other acts of harassment are illegal under both state and federal law. In some cases, such conduct may be subject to prosecution under the federal or state criminal codes. Title VII of the Civil Rights Act of 1964, The Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act of 1990, and the Illinois Human Rights Act prohibit discrimination on the basis of a person's race, color, religion, sex, national origin, age, marital status, sexual orientation, and disability. Title IX of the Education Amendments of 1972 prohibits sexual harassment, sexual violence, and other acts of harassment and discrimination against students, on the basis of sex, in educational programs receiving federal funds.

In support of and in implementation of the law, and in an effort to provide an educational and employment environment free from prohibited discrimination, sexual harassment and harassment in any form and at any level, it is the policy of South Suburban College that no member of the College community including, but not limited to, administrators, faculty, employees or students, may discriminate against, sexually harass or otherwise harass another person at the College. Any such persons, be they administrators, faculty, employees or students, will be subject to disciplinary action for violation of this policy, up to and including suspension or dismissal for employees, and up to suspension or dismissal for students, as may be appropriate.

Individuals who believe they have been subjected to discrimination at South Suburban College may file a complaint with the South Suburban College Affirmative Action Officer in the manner set forth in the "Discrimination Policy for Students and Staff." Individuals who believe they have been subjected to, or have witnessed sexual harassment at South Suburban College, may file a complaint with the South Suburban College Title IX Coordinator in the manner set forth in the "Title IX Sexual Harassment Grievance Policy." In all instances, the policies set forth provide for the prompt and equitable resolution of complaints, and can be found in both the South Suburban College Catalog and on the College website.

- Adopted: February 18, 1987
- Revised: April 8, 1999
- Revised: July 12, 2007
- Revised: May 10, 2012
- Revised: October 8, 2015
- Revised: September ____, 2020

Personnel



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY21-VII.A.1

Board Meeting Date: October 8, 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 resignation of Allison Stephan as a full-time Financial Aid Advisor in the Financial Aid Department effective October 6, 2020, and grant permission to advertise to fill the vacated position, as needed.

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION

Please see the attached resignation letter from Allison Stephan. Replacement of this position aligns with Strategic Direction 1.0; South Suburban College nurtures and empowers each student to succeed.

MOTION

Move that the Board of Trustees approve the resignation of Allison Stephan as a full-time Financial Aid Advisor in the Financial Aid Department effective October 6, 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

[Signature] 9/29/20
 Director of Human Resources Date

[Signature] 9/29/2020
 Appropriate Vice President Date

[Signature] 10/02/2020
 President Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY21-VII.A.2

Board Meeting Date: October 8, 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 accept the resignation of Ms. Monika Okitipi, full-time grant-funded, HPOG Step-Up Project Manager in the Allied Health Department, effective September 15, 2020, and grant permission to advertise to fill the vacated position, as needed.

ESTIMATED COST OR BENEFIT

Not applicable.

JUSTIFICATION OF ACTION


Please see the attached letter from Ms. Okitipi. Replacement of this position will assist in continuing to provide credit courses and associate degree programs for an academically prepared student body. (Strategic Direction # 2 - Student Success and Completion, Goal - SSC 2.1)

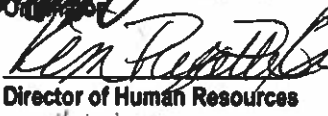
MOTION

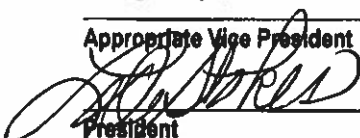
Move that the Board of Trustees accept the resignation of Ms. Monika Okitipi, full-time HPOG Step-Up Project Manager in the Allied Health Department, effective September 15, 2020, and grant permission to advertise to fill the vacated position, as needed.

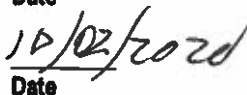
Approvals:

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


 Director of Human Resources 9/16/20
 Date


 Appropriate Vice President 9/29/20
 Date


 President 10-1-2020
 Date


 Date 10/02/2020
 Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY21-VII.B.1

Board Meeting Date: October 8, 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 appoint Tangela Burton as the full-time, grant-funded, Youth Career Coach in the Job Training Program, effective Monday, October 12, 2020, pending a satisfactory criminal background check.

ESTIMATED COST OR BENEFIT

This is a full-time, 100% grant-funded position, with an annual salary of \$32,000, plus benefits, through the duration of the grant. The position requires 40 hours a week, 52 weeks a year. Continued employment is contingent upon receipt of grand funds.

JUSTIFICATION OF ACTION


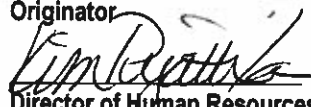
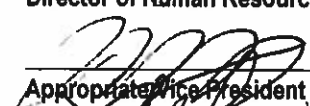

Permission was granted to fill this position at a prior Board meeting. **Strategic Direction 4.6:** Coordinate partnerships between career programs and community employers to bridge skill gaps.

MOTION

Move to appoint Tangela Burton as the full-time, grant-funded, Youth Career Coach in the Job Training Program, effective Monday, October 12, 2020.

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 additional funds? No

 9/24/20
 Originator Date
 9/25/20
 Director of Human Resources Date
 9-24-2020
 Appropriate Vice President Date
 10/02/2020
 President Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY21-VII.C

Board Meeting Date: October 8, 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 grant permission to create and advertise to fill the full-time, grant-funded position of Manager of the Office of Violence Against Women Project.

ESTIMATED COST OR BENEFIT

This is a full-time, grant-funded position with a beginning annual salary of \$58,000; 40 hours per week, 52 weeks per year plus benefits.

JUSTIFICATION OF ACTION

This action aligns with Strategic Direction 1.0; South Suburban College nurtures and empowers each student to succeed.

MOTION

Move that the Board of Trustees grant permission to create and advertise to fill the full-time, grant-funded position of Manager of the Office of Violence Against Women Project.

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

Kim Pappas 10/2/20
 Director of Human Resources Date

[Signature] 9/29/2020
 Appropriate Vice President Date

[Signature] 10/2/2020
 President Date



SOUTH SUBURBAN COLLEGE

Job Description

Job Title: Manager, Office of Violence Against Women Project

Department: Student Development

Reports To: Dean, Student Development

Grade Level: TPE

Points:

Prepared Date: September 28, 2020

Type of Position/Dates: Grant Position (October 1, 2020 – September 30, 2023)

Funding Source: U.S. Department of Justice

SUMMARY:

The Manager, Office of Violence Against Women Project serves as the main point of contact for the grant project funded through the U.S. Department of Justice. The Manager, Office of Violence Against Women Project is responsible for overseeing the project from inception through the planning and implementation phases of the program. The Manager, Office of Violence Against Women Project will manage all aspects of the Office of Violence Against Women grant project including the expenditure of funds, supervision of activities, hiring of staff, monitoring of project progress, coordination of the SSC-CCRT and ensure the project achieves stated goals.

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

Provide direct oversight of the Office of Violence Against Women grant project.

Coordinate and attend all Office of Violence Against Women functions, events, and activities and provide on-site management and supervision.

Develop, lead, and oversee all aspects of the Office of Violence Against Women project, including evaluation and reporting.

Coordinate, facilitate and document all meetings of the community response team as outlined in the project application.

Establish relationships with community-based and internal partners to achieve the goals and objectives outlined in the project application.

Serve as a lead member of the SSC Community Response Team and manage the achievement of benchmarks, outcomes and over-arching goals.

Coordinate the planning and implementation of project activities, events and other functions.

Meet regularly with the advisory team and provide project updates and reports as requested.

Ensure the development and update of resource materials including videos, print materials, presentations, and other appropriate items.

Perform other duties as assigned.

MINIMUM 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.

Master's Degree in social work, psychology, counseling or related field.

Three to five years of related work experience with victim services and programming to combat stalking; federal grant projects/management; community outreach and coordination efforts; and serving underserved populations.

Strong communication skills (written and verbal) with the ability to connect to individuals and groups in both group and one-on-one settings.

Ability to read, analyze, and interpret data, research and trend information related to recruitment, enrollment and retention.

Demonstrated experience with Microsoft Office suite and the ability to learn new software programs.

Ability to prioritize multiple tasks and proven organizational skills.