



**BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE**  
**VIRTUAL ATTENDANCE VIA ZOOM MEETINGS**  
<https://zoom.us/j/97113918319>  
**Meeting ID 971 1391 8319**  
**FINANCE COMMITTEE AGENDA**  
**DEFILIPPO, CHAIR; DALY AND ROGERS**  
**THURSDAY, DECEMBER 10, 2020**  
**7:50 PM**

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- I. Recommendation to adopt the resolution concerning the proposed 2020 tax levy of Community College District No. 510, South Suburban College of Cook County and certificate of tax levy, as attached.
- II. Recommendation to adopt the resolution directing the Cook County Clerk to reduce the 2020 levy should it be capped under the Property Tax Extension Limitation Law



**BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE**  
**VIRTUAL ATTENDANCE VIA ZOOM MEETINGS**  
<https://zoom.us/j/97113918319>  
**Meeting ID 971 1391 8319**  
**REGULAR BOARD MEETING AGENDA**  
**THURSDAY, DECEMBER 10, 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/97113918319>  
**Meeting ID 971 1391 8319**
- IV. **PRESENTATIONS/REPORTS**  
There are none.
- V. **APPROVAL OF MINUTES OF PREVIOUS MEETINGS**
  - A. Policy Committee meeting held November 12, 2020
  - B. Finance Committee meeting held November 12, 2020
  - C. Regular Board of Trustees meeting held November 12, 2020
  - D. Closed Session Minutes of November 12, 2020
- VI. **NEW BUSINESS**
  - A. Monthly Financial Report (T. Pollert)
  - B. Approval of the payment of bills for December 2020 (T. Pollert)
  - C. Approval to adopt the resolution concerning the proposed 2020 tax levy of Community College District No. 510, South Suburban College of Cook County and certificate of tax levy, as attached (A. DeFilippo)
  - D. Approval to adopt the resolution directing the Cook County Clerk to reduce the 2020 levy should it be capped under the Property Tax Extension Limitation Law (A. DeFilippo)
  - E. Approval of the new Visual Communication Advanced Certificate Program for implementation in the fall, 2021 semester (T. Williams)
  - F. Approval of the new Visual Communication Basic Certificate Program for implementation in the fall, 2021 semester (T. Williams)
  - G. Approval to appoint Vice President Martin Lareau to act as local election official in place of Janet Rogers in order to receive petitions for the April 6, 2021 consolidated election of two members of the Board of Trustees (M. Lareau)
  - H. Approval of the Board of Trustees Meeting dates for 2021 (M. Lareau)
- VII. **PERSONNEL RECOMMENDATIONS**
  - A. Retirements/Resignations/Terminations
  - B. Appointments
  - C. Approval to Create and Advertise
  - D. Approval to Advertise
  - E. Approval of the South Suburban College Faculty Association Contract, effective 2020-2024

**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**

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# Minutes

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

**15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS**

**[HTTPS://ZOOM.US/J/93917306893](https://zoom.us/j/93917306893)**

**MINUTES OF THE POLICY COMMITTEE**

**THURSDAY, NOVEMBER 12, 2020**

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Trustee Janet Rogers called the Policy Committee meeting to order at 8:11 p.m.

Committee members present: Trustees Vivian Payne, Janet Rogers and Terry Wells.

Committee members absent: None.

Other Board members in attendance: Trustees John Daly, Anthony DeFilippo and Joseph Whittington. Chairman Frank M. Zuccarelli attended in-person at South Suburban College.

Other Board members absent: 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 approve the second reading of and to adopt new Board Policy 204.02: Social Media Policy

Trustee Janet Rogers recommended the Board accept the second reading of and to adopt new Board Policy No. 204.02: Social Media, at the regular Board of Trustees meeting.

The meeting was adjourned at 8:13 p.m.

## BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE

15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS

[HTTPS://ZOOM.US/J/93917306893](https://zoom.us/j/93917306893)

MINUTES OF THE FINANCE COMMITTEE

THURSDAY, NOVEMBER 12, 2020

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Trustee Anthony DeFilippo called the meeting of the Finance Committee to order at 8:15 p.m.

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

Committee members absent: None.

Other Board members in attendance: Trustees Vivian Payne, Terry Wells and Joseph Whittington. Chairman Frank M. Zuccarelli attended in-person at the South Suburban College.

Other Board members absent: 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 approve the Resource Allocation Management Plan (R.A.M.P.), as presented.

Trustee DeFilippo recommended the Board approve the Resource Allocation Management Plan (R.A.M.P.), as presented at the Regular Board of Trustees meeting.

II. Recommendation to approve the estimated amount of taxes to be levied for 2020 as required by law.

Trustee DeFilippo recommended the Board approve the estimated amount of taxes to be levied for 2020 as required by law.

The Meeting adjourned at 8:20 p.m.

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

15800 SOUTH STATE STREET, SOUTH HOLLAND, ILLINOIS

[HTTPS://ZOOM.US/J/93917306893](https://zoom.us/j/93917306893)

**REGULAR BOARD MEETING MINUTES**

**THURSDAY, NOVEMBER 12, 2020**

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

At 8:20 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 attended in-person at South Suburban College, Vice Chairman John Daly, Trustees Anthony DeFilippo, Vivian Payne, Janet Rogers, Terry Wells and Joseph Whittington. Student Trustee Babatunde Adamson arrived at 8:40 p.m.

*Absent:* None.

*Also present:* Lynette D. Stokes, President attended in-person at South Suburban 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 Kusper.

## **II. PLEDGE OF ALLEGIANCE**

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

## **III. PUBLIC PARTICIPATION:**

There was none.

## **IV. REPORTS/PRESENTATIONS**

### **A. Recognition of the Spring 2020 Men's Bulldog Basketball Team**

Dr. Deborah Baness-King delivered a presentation on the Spring 2020 Men's Bulldog Basketball Team to the Board of Trustees.

### **B. Persevering through the Pandemic**

Dr. Tasha Williams delivered a presentation on South Suburban College's efforts to persevere through the Covid-19 pandemic to the Board of Trustees.

## **V. PREVIOUS MEETING MINUTES**

### **A. Policy Committee meeting held October 8, 2020**

Trustee Wells moved and Trustee DeFilippo seconded to approve the minutes of the Policy Committee meeting held October 8, 2020. On roll call, John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Student Trustee Babatunde Adamson passed. Nays: None. Motion carried.

### **B. Regular Board meeting held October 8, 2020**

Trustee Whittington moved and Trustee Payne seconded to approve the minutes of the Regular Board meeting held October 8, 2020. On roll call, John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Student Trustee Babatunde Adamson passed. Nays: None. Motion carried.



**VI. NEW BUSINESS**

**A. Monthly Financial Report**

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

**B. Bills Payable for November 2020**

Trustee Wells moved and Trustee Payne seconded to authorize the Treasurer to pay the list of bills payable for November, 2020, in the amount of \$3,817,050.62. On roll call, Trustees John Daly, Anthony DeFilippo, Vivian Payne, 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 second reading of and to adopt new Board Policy 204.02; Social Media Policy**

Trustee Rogers moved and Trustee DeFilippo seconded to approve the second reading of and to adopt Board Policy 204.02: Social Media Policy. On roll call, Trustees John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Terry Wells, Joseph Whittington, Frank M. Zuccarelli and Student Trustee Babatunde Adamson voted aye. Nays: None. Motion carried.

**D. Approval of the Resource Allocation Management Plan (R.A.M.P.), as presented**

Trustee DeFilippo moved and Trustee Daly seconded to approve the Resource Allocation Management Plan (R.A.M.P.), as presented. On roll call, Trustees John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Terry Wells, Joseph Whittington, Frank M. Zuccarelli and Student Trustee Babatunde Adamson voted aye. Nays: None. Motion carried.

**E. Approval the estimated amount of taxes to be levied for 2020 as required by law**

Trustee DeFilippo moved and Trustee Payne seconded to approve the estimated amount of taxes to be levied for 2020 as require by law. On roll call, Trustees John Daly, Anthony DeFilippo, Vivian Payne, 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**

Trustee Whittington moved and Trustee Wells seconded to approve the resignation of Olus Smith, full-time, grant-funded ABE/ASE Instructor in the Adult Education Department effective November 12, 2020, and grant permission to advertise to fill the vacated grant-funded position, as needed. On roll call, Trustees John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Terry Wells, Joseph Whittington, Frank M. Zuccarelli and Student Trustee Babatunde Adamson voted aye. Nays: None. Motion carried.

**B. Appointments**

Trustee Wells moved and Trustee Whittington seconded to approve the appointment of Bobby Mattison as a full-time Barbering Instructor in the Barber College, effective January 4, 2021, pending successful completion of a criminal background investigation. On roll call, Trustees John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Terry Wells, Joseph Whittington, Frank M. Zuccarelli and Student Trustee Babatunde Adamson voted aye. Nays: None. Motion carried.

**VII. CLOSED SESSION**

At 9:00 p.m. Trustee Daly moved and Trustee Payne seconded that the Board enter into Closed Session to discuss the hiring, discipline, performance and compensation of certain personnel, matters of collective bargaining, acquisition of real property, and matters of pending, probable or imminent litigation. On roll call, Trustees John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Terry Wells, Joseph Whittington, Frank M. Zuccarelli and Student Trustee Babatunde Adamson voted aye. Nays: None. Motion carried.

The Board of Trustees resumed open session at 10:03 p.m. on a motion made by Trustee DeFilippo and seconded by Trustee Wells. On roll call, Trustees John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Terry Wells, Joseph Whittington, Frank M. Zuccarelli and Student Trustee Babatunde Adamson voted aye. Nays: None. Motion carried.

**X. ADJOURNMENT**

At 10:04 p.m. p.m., Trustee Payne moved and Trustee Rogers seconded that the Board Meeting be adjourned. On roll call, Trustees John Daly, Anthony DeFilippo, Vivian Payne, 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**

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# New Business

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**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM: FY21.VI.A

Board Meeting Date: December 10, 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**


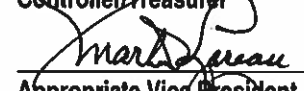
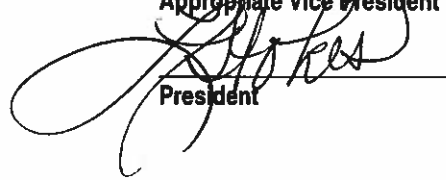
Please refer to the attached Investment Report and Financial Summary enclosed in your board packet for the period ending October 31, 2020. This action aligns with Strategic Direction 3.0; South Suburban College will ensure the financial, physical and technological resources necessary to support educational 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

  
 Controller/Treasurer      12/2/20  
 Date  
  
 Appropriate Vice President      12/7/2020  
 Date  
  
 President      12/7/2020  
 Date

**SOUTH SUBURBAN COLLEGE**  
South Holland, Illinois

To: Board of Trustees

From: Tim Pollert

Date: December 2, 2021

Subject: Financial Report For The Period Ending October 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>
\$2,198,056.30	\$9,457,449.28
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$2,331,338.37	\$10,215,135.17

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>
\$3,146,715.10	\$14,382,071.72
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$3,046,661.91	\$15,181,715.36
<u>Net Monthly Position</u>	<u>Year to Date Net Position</u>
\$100,053.19	(\$799,643.64)

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>
\$11,722,381.96	2.47%	34

**SOUTH SUBURBAN COLLEGE**  
South Holland, Illinois

	<b>Revenue Educational</b>	<b>Revenue O&amp;M</b>	<b>Monthly Total</b>
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	\$1,848,251.85	\$200,798.15	\$2,049,050.00
October	\$1,978,528.15	\$219,528.15	\$2,198,056.30
November			
December			
January			
February			
March			
April			
May			
June			
YTD	\$8,514,036.98	\$943,412.30	\$9,457,449.28

	<b>Expenditures Educational</b>	<b>Expenditures O&amp;M</b>	<b>Monthly Total</b>
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	\$1,604,261.52	\$208,172.57	\$1,812,434.09
October	\$2,029,649.56	\$301,688.81	\$2,331,338.37
November			
December			
January			
February			
March			
April			
May			
June			
YTD	\$8,921,365.10	\$1,293,770.07	\$10,215,135.17

**SOUTH SUBURBAN COLLEGE**  
South Holland, Illinois

	<b>Revenues All Funds</b>	<b>Expenditures All Funds</b>	<b>Monthly Total</b>
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	\$3,317,578.35	\$3,261,125.97	\$56,452.38
October	\$3,146,715.10	\$3,046,661.91	\$100,053.19
November			
December			
January			
February			
March			
April			
May			
June			
YTD	\$14,382,071.72	\$15,181,715.36	(\$799,643.64)

	<b>Investment Total</b>	<b>Average Rate of Return</b>	<b>Basis Point Change from Last Month</b>
July	\$10,420,100.73	2.19%	(8)
August	\$10,659,249.00	2.06%	(13)
September	\$11,306,235.94	2.13%	7
October	\$11,722,381.96	2.47%	34
November			
December			
January			
February			
March			
April			
May			
June			











SOUTH SUBURBAN COLLEGE

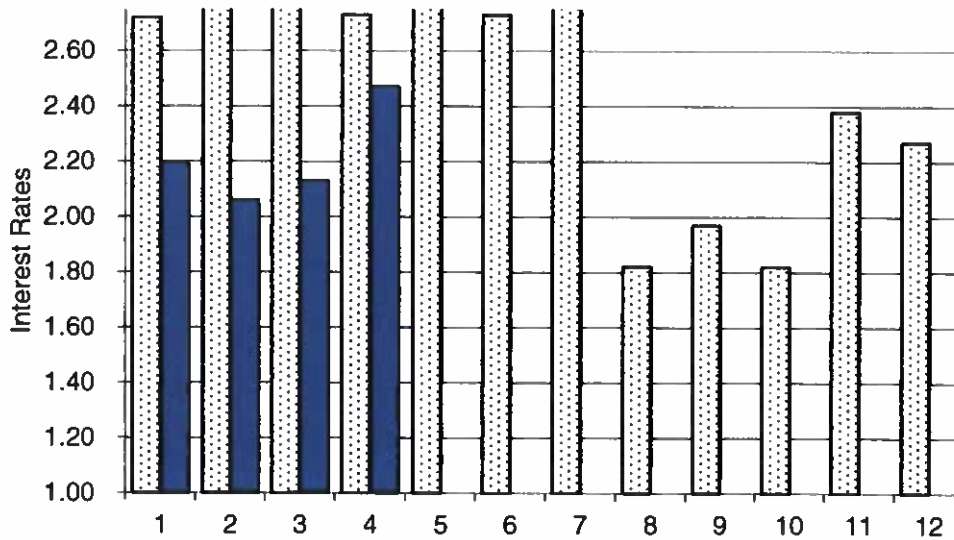
Investment		Page 4	Page 6	Total	Percent to Total
10	U. S. Government Securities	0.00	0.00	0.00	0%
20	Time Deposits	0.00	0.00	0.00	0%
30	Commercial Paper	0.00	0.00	0.00	0%
40	Mutual Funds	0.00	0.00	0.00	0%
50	Illinois Funds	4,338,371.40	0.00	4,338,371.40	37%
60	Repurchase Agreements	0.00	0.00	0.00	0%
90	Other	7,384,010.56	0.00	7,384,010.56	63%
	Total	11,722,381.96	0.00	11,722,381.96	100%
	Average %	2.47			



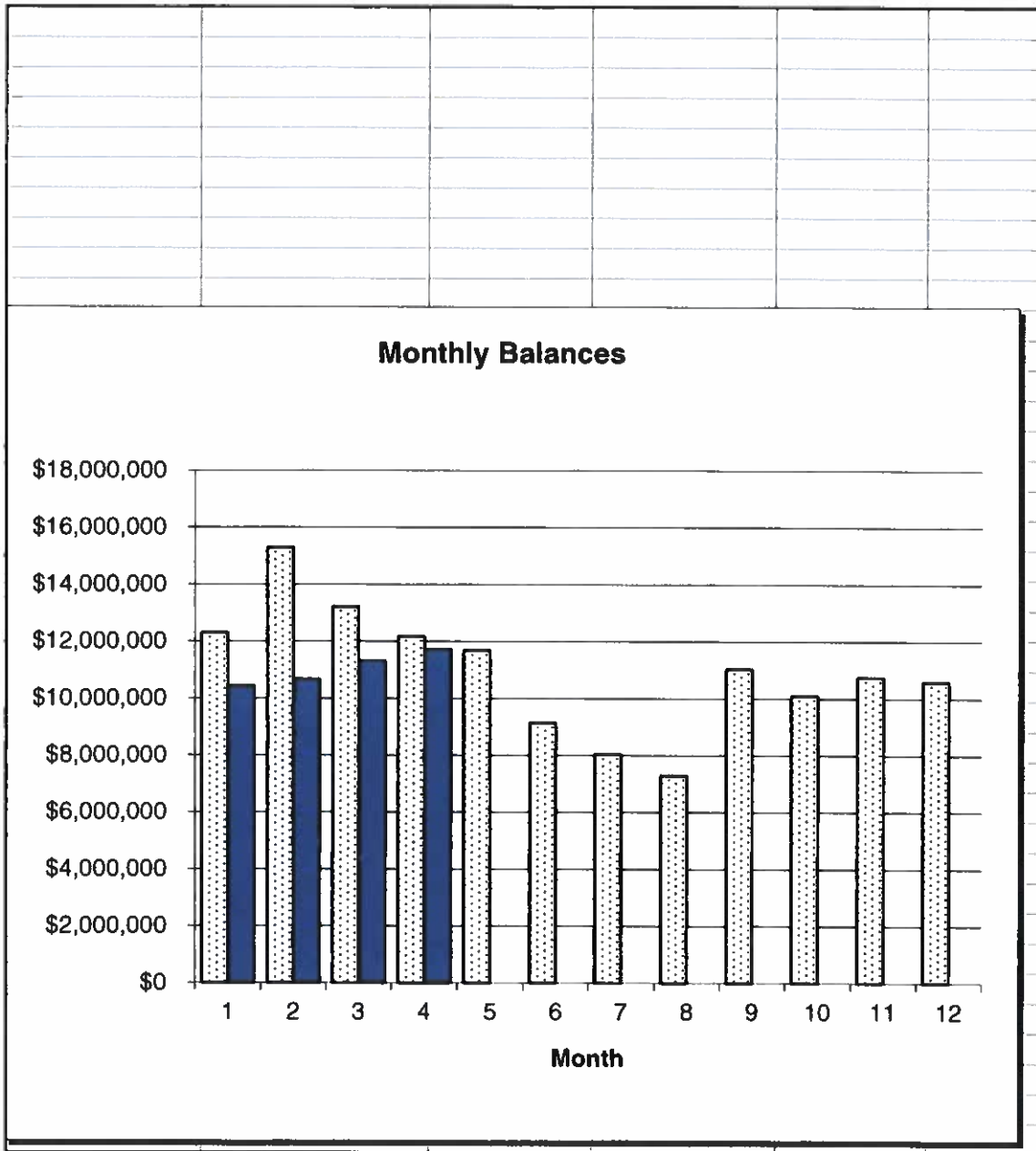
**South Suburban College**

<b>Investment Summary</b>				
Month	F Y 2019 - 2020		F Y 2020 - 2021	
	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	11,306,236	2.13
October	12,171,590	2.73	11,722,382	2.47
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		

**Interest Rates**



South Suburban College





**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

**ITEM: FY21.VI.B**

**Board Meeting Date: December 10, 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	\$1,705,861.53
Operations & Maintenance Fund	\$376,637.75
Operation and Maintenance Fund Restricted	\$128,029.31
Auxiliary Enterprise Fund	\$74,261.11
Restricted Funds	\$469,411.35
Special Levies Fund	\$61,366.38
Audit Fund	\$1,000.00
Flex Plan Fund	\$4,762.71
<b>Total</b>	<b>\$2,821,330.14</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

*Tom Pallert*  
 Controller/Treasurer      12/2/20  
 Date

*Maria Garcia*  
 Appropriate Vice President      12/7/2020  
 Date

*Stokes*  
 President      12/7/2020  
 Date





**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM: FY21.VI.C

Board Meeting Date: December 10, 2020

**BOARD COMMITTEE**

**FUNDING**

- Policy
- Finance
- Architectural
- Other

- Operating College Capital
- Protection, Health and Safety

- Grant Funded
- Student Life
- Special Levies

**PROPOSAL SUMMARY**

To establish a total levy for tax year 2020 in the amount of \$19,898,309. This is an increase of \$511,428 or 2.64% when compared to the 2019 actual tax extensions.

**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**

To adopt the resolution concerning the proposed 2020 tax levy of Community College District No. 510, South Suburban College of Cook County and certificate of tax levy as attached.

**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

*Kim Pallotta*      12/2/20  
 Controller/Treasurer      Date

*Mark Soreau*      12/7/2020  
 Appropriate Vice President      Date

*Stokes*      12/7/2020  
 President      Date

**A RESOLUTION ADOPTING THE 2020 TAX LEVY  
FOR COMMUNITY COLLEGE DISTRICT #510  
COUNTY OF COOK, STATE OF ILLINOIS**

**WHEREAS**, The Board of Trustees of Community College District #510, County of Cook and State of Illinois (hereinafter referred to as the "District") estimates that its 2020 Tax Levy shall be less than 105% of the amount extended or estimated to be extended upon the levy of the preceding year; and

**WHEREAS**, the Board of Trustees of Community College District #510, ascertained that the 2020 taxes be levied as follows: Educational Fund \$12,485,532, Operations and Maintenance Fund \$3,187,298, Audit Fund \$119,732, Liability, Protection and Settlement Fund \$1,576,430, Social Security/ Medicare Insurance Fund Purposes \$313,817; for the year 2020 to be collected in the year 2021 and that the levy for the year 2020 be allocated 50% for fiscal year 2021 and 50% for fiscal year 2022: and

**WHEREAS**, the Board of Trustees of Community College District #510, agree it is in the best interest of the College to pass such Tax Levy, and a copy of that Levy is provided in Schedule A, attached to this Resolution; and

**WHEREAS**, it is the intent of District #510 to levy taxes as provided pursuant to Chapter 110, Illinois Compiled Statutes, 805/3-20.5 of the Illinois Public Community College Act; and

**WHEREAS**, it is the intent of District #510 to levy an additional tax as provided for in Chapter 110, Illinois Compiled Statutes, 805/3-14.3 of the Illinois Public Community College Act or in Chapter 110, Illinois Compiled Statutes, 805/3-1 of the Illinois Public Community College Act; and

**NOW THEREFORE BE IT RESOLVED** by the Board of Trustees of Community College District #510, County of Cook and State of Illinois, as follows:

**SECTION 1:** That there is hereby levied on the equalized assessed valuation of the taxable property of this District for the year 2020, the following sums:

Educational Fund	\$12,485,532
Operations and Maintenance Fund	3,187,298
Audit Fund	119,732
Liability, Protection and Settlement	1,576,430
Social/Medicare Insurance	313,817

**SECTION 2:** The Secretary of the Board shall file a certified copy of this resolution with the Cook County Clerk on or before December 29, 2020.

**SECTION 3:** This Resolution shall be effective from and after its passage and approval as provided by law.

made the motion to adopt

seconded

Adopted this 10<sup>th</sup> day of December 2020, at South Holland Illinois.

**AYES:**

**NAYS:**

**ABSENT:**

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**CHAIRMAN**

**ATTEST:**

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**SECRETARY**

Tax Levy Resolution

CERTIFICATE OF TAX LEVY

Community College District No. 510 County(ies) Cook

Community College District Name: South Suburban College and State of Illinois

We hereby certify that we require:

- the sum of \$ 12,485,532 to be levied as a tax for educational purposes(110 ILCS 805/3-1), and
- the sum of \$ 3,187,298 to be levied as a tax for operations and maintenance purposes (110 ILCS 805/3-1), and
- the sum of \$ 0 to be levied as an additional tax for educational and operations and maintenance purposes (110 ILCS 805/3-14.3), and
- the sum of \$ 1,576,430 to be levied as a special tax for purposes of the Local Governmental and Governmental Employees Tort Immunity Act (745 ICLS 10/9-107), and
- the sum of \$ 313,817 to be levied as a special tax for Social Security and Medicare insurance purposes (40 ILCS 5/21-110 and 5/21-110.1), and
- the sum of \$ 119,732 to be levied as a special tax for financial audit purposes (50 ILCS 310/9), and
- the sum of \$ 0 to be levied as a special tax for protection, health, and safety purposes (110 ILCS 805/3-20.3.01), and
- the sum of \$ 0 to be levied as a special tax for (specify) \_\_\_\_\_ purposes, on the taxable property of our community college district for the year 20\_\_.

Signed this 10 day of December, 2020

\_\_\_\_\_  
Chairman of the Board of Said Community College District

\_\_\_\_\_  
Secretary of the Board of Said Community College District

When any community college district is authorized to issue bonds, the community college board shall file in the office of the county clerk in which any part of the community college district is situated a certified copy of the resolution providing for their issuance and levying a tax to pay them. The county clerk shall each year during the life of a bond issue extend the tax for bonds and interest set forth in the certified copy of the resolution. Therefore, to avoid a possible duplication of tax levies, the community college board should not include in its annual tax levy a levy for bonds and interest.

Number of bond issues of said community college district which have not been paid in full Three

This certificate of tax levy shall be filed with the county clerk of each county in which any part of the community college district is located on or before the last Tuesday in December.

-----  
(DETACH AND RETURN TO COMMUNITY COLLEGE DISTRICT)

This is to certify that the Certificate of Tax Levy for Community College District No. \_\_\_\_\_ County(ies) of \_\_\_\_\_ and State of Illinois on the equalized assessed value of all taxable property of said community college district for the year 20\_\_ was filed in the office of the County Clerk of this county on \_\_\_\_\_, 20\_\_.

In addition to an extension of taxes authorized by levies made by the board of said community college district an additional extension(s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon. The total amount, as approved in the original resolution(s), for said purpose for the year 20\_\_ is \$ \_\_\_\_\_.

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Clerk and County

Levy Worksheet For  
Tax Year 2020

Fund	2019 Levy	2019 Rate	2020 Levy	2020 Rate	Maximum Rate
Educational	12,124,230	0.3917	12,485,532	0.3865	0.75
O&M	3,095,366	0.1000	3,187,298	0.0987	0.1
PH&S	0	0.0000	0	0.0000	0.1
Audit	\$116,267	0.0038	119,732	0.0037	0.005
Liability Insurance	1,530,812	0.0495	1,576,430	0.0488	N/A
SS/Medicare	\$304,706	0.0098	313,817	0.0097	N/A
Worker's Comp	0	0.0000	0	0.0000	N/A
Unemployment	0	0.0000	0	0.0000	N/A
<b>Total Operations &amp; Special Purposes:</b>	<b>\$17,171,381</b>	<b>0.5548</b>	<b>17,682,809</b>	<b>0.5473</b>	
Increase/Decrease				\$511,428	
% Increase/Decrease				2.98%	
Bond & Interest	\$2,215,500	0.0712	\$2,215,500	0.0686	N/A
Less: Abatement					
Plus: Uncollectables					
<b>Total Bond &amp; Interest</b>	<b>\$2,215,500</b>	<b>0.0712</b>	<b>\$2,215,500</b>	<b>0.0686</b>	
Increase/Decrease					
% Increase/Decrease					
<b>Adjusted Total</b>	<b>\$19,386,881</b>	<b>0.6260</b>	<b>\$19,898,309</b>	<b>0.6159</b>	
Increase/Decrease				\$511,428	
% Increase/Decrease				2.64%	
<b>Equalized Assessed Valuation</b>					
2016 EAV	\$ 2,985,543,407				
2017 EAV	\$ 2,997,805,050				
2018 EAV	\$ 3,230,750,406				
2019 EAV	\$ 3,120,446,454				
2020 EAV Estimate	\$ 3,078,584,185				

**TRUTH IN TAXATION**  
**CERTIFICATE OF COMPLIANCE**

I, Frank M. Zuccarelli, hereby certify that I am the presiding officer of the Board of Trustees of Community College District No. 510, County of Cook and State of Illinois, and as such presiding officer I certify that the levy ordinance, a copy of which is attached, was adopted pursuant to, and in all respects in compliance with the provisions of the Illinois Property Tax Code - Truth in Taxation Law, 35 ILCS 200/18-60 through 18-80.

This certificate applies to the 2020 levy.

Dated this 10<sup>th</sup> day of December, 2020.

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Frank M. Zuccarelli, Chairman  
Board of Trustees  
Community College District No. 510  
County of Cook and State of Illinois



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM: FY21.VI.D

Board Meeting Date: December 10, 2020

**BOARD COMMITTEE**

**FUNDING**

- Policy
- Finance
- Architectural
- Other

- Operating
- College Capital
- Protection, Health and Safety

- Grant Funded
- Student Life
- Special Levies

**PROPOSAL SUMMARY**

To adopt the attached resolution authorizing the County Clerk to reduce the levy amount in the education fund, if our total levy exceeds the tax cap limitations set forth by the Property Tax Extension Limitation Law.

**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**

To adopt the resolution directing the Cook County Clerk to reduce the 2020 levy should it be capped under the Property Tax Extension Limitation Law.

**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

*Steve Pallotta*  
 Controller/Treasurer      12/10/20  
 Date

*Mark Sarau*  
 Appropriate Vice President      12/7/2020  
 Date

*[Signature]*  
 President      12/7/2020  
 Date

**RESOLUTION DIRECTING THE COOK COUNTY  
CLERK HOW TO REDUCE THE 2020 LEVY  
SHOULD IT BE CAPPED UNDER THE PROPERTY  
TAX EXTENSION LIMITATION LAW**

**WHEREAS**, the Board of Trustees of Community College District #510, County of Cook, State of Illinois (the "Board") has by resolution adopted the 2020 Levy on December 10, 2020; and

**WHEREAS**, the adopted levy may exceed the amount permitted by the Property Tax Extension Limitation Law (PTELL) as determined by the Cook County Clerk; and

**WHEREAS**, the law requires the Board to notify the Cook County Clerk as to what funds should not be limited; and

**WHEREAS**, the law requires the Board to notify the Cook County Clerk as to what funds should be limited, either proportionately or otherwise; and

**WHEREAS**, it is in the best interest of South Suburban College to choose which funds should be reduced by the Cook County Clerk.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of Community College District #510, County of Cook and the State of Illinois, as follows:

**SECTION 1:** The following four funds should not be reduced:

Operations and Maintenance

Protection, Health and Safety

Audit

Social Security/Medicare



**SECTION 2:** One hundred percent (100%) of the money needed to reduce the levy should be taken from the following fund:

Education

**SECTION 3:** The Treasurer shall file a certified copy of this resolution with the Cook County Clerk on or before December 29, 2020.

**SECTION 4:** This Resolution shall be in full force and effect from and after its passage.

made the motion to adopt.

seconded.

Adopted this 10<sup>th</sup> day of December 2020 at South Holland, Illinois.

AYES:

NAYS:

ABSENT:

---

Chairman

ATTEST:

---

Secretary

PTELA Resolution



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY21-VI.E

Board Meeting Date: December 10, 2020

BOARD COMMITTEE

FUNDING

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

**PROPOSAL SUMMARY**

Recommend that the Board of Trustees approve the new Visual Communication Advanced certificate program for implementation in the fall semester 2021.

**ESTIMATED COST OR BENEFIT**

The cost of this program will be paid by the Communications & Humanities budget.

**JUSTIFICATION OF ACTION**

Based on the local economic development in the region this program will serve emerging labor market needs. 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 the Board of Trustees approve the new Visual Communication Advanced certificate program for implementation in the fall semester 2021.

Approvals:

- \* Are funds available in the budget?
- \* Is this related to any previous Board action?
- \* Is this part of a large project requiring additional funds? (Explain)

<u>Anna M. Helwig</u>	<u>12/1/2020</u>
Originator	Date
<u>Sasha S. Williams</u>	<u>12/1/2020</u>
Appropriate Vice President	Date
<u>[Signature]</u>	<u>12/10/2020</u>
President	Date

**Form 20: Application for *Permanent* Approval Career & Technical Education Curriculum**

**Illinois Community College Board  
Application for *Permanent* Approval Career & Technical Education Curriculum**

**Submit One Hard Copy & One Electronic Copy**

<b>College Name:</b>	South Suburban College	<b>5-Digit College #:</b>	51001
<b>Contact Person:</b>	Anna M. Helwig	<b>Phone:</b>	708-210-5706
<b>Email:</b>	Ahelwig@ssc.edu	<b>Fax:</b>	

**Curriculum Information**

<b>AAS Title:</b>		<b>Credit Hours:</b>		<b>CIP Code:</b>	
<b>AAS Title:</b>		<b>Credit Hours:</b>		<b>CIP Code:</b>	
<b>Certificate Title:</b>	Visual Communication (COM.CERT.VIS)	<b>Credit Hours:</b>	30	<b>CIP Code:</b>	09.0702
<b>Certificate Title:</b>	Visual Communication (COM.BASIC.VIS)	<b>Credit Hours:</b>	18	<b>CIP Code:</b>	09.0702

<b>Proposed Classification:</b>	District	<input checked="" type="checkbox"/>	Regional	<input type="checkbox"/>	Statewide	<input type="checkbox"/>
<b>Proposed Implementation Date:</b>	August 1, 2021					

<b>Submission Includes:</b>	
	Part A: Feasibility, Curriculum Quality And Cost Analysis
	Part B: Supportive Documentation And Data

<b>This Curriculum Was Approved By The College Board Of Trustees On:</b>	<b>Date:</b>	
<b>State Approval Is Hereby Requested:</b>		
<b>Required--Chief Administrative Officer Signature</b>		<b>Date</b>

<b>ICCB USE ONLY</b>			
<b>ICCB Approval Date:</b>	AAS:	<29ch Cert:	30+ ch Cert:
<b>IBHE Approval Date For AAS:</b>			

***Please Note: ICCB Use Only Box Must Remain On Front Page Of Application Form.***

**CURRICULUM STRUCTURE.**

NOTE: Provide a separate Curriculum Chart for EACH program if submitting multiple programs in one application.

**CURRICULUM STRUCTURE.**

**2. a) Curriculum Chart.** List general education, career and technical education, work-based learning, and elective courses within the proposed program. Asterisk "\*" courses with pre-requisites; *Italicize* transferrable courses.

**BOLD** new courses.

<b>Program Title:</b> Visual Communication Advanced Certificate					
	<b>Course Prefix/#</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Lecture Hours</b>	<b>Lab Hours</b>
General Education Courses ( <i>required</i> coursework). Specify Courses.					
<b>Total</b>					
Career and Technical Education (CTE) Courses ( <i>required</i> coursework)	ART 111	<i>Two-Dimensional Design</i>	3	0	6
	ART 130	<i>Computer Art I</i>	3	0	6
	ART 140	<i>Photography I-Digital</i>	3	0	6
	ART 251	<i>Graphic Design I</i>	3	0	6
	COM 105	<i>Mass Communication</i>	3	3	0
	COM 201	<i>Intro to Digital Video Production</i>	3	2	2
	COM 209	<i>Writing Across the Media</i>	3	3	0
	COM 220	<i>Digital and Social Media Marketing</i>	3	2	2
	BUS 211	<i>Principles of Advertising</i>	3	3	0
<b>Total</b>			27		
Work-Based Learning Courses (internship, practicum, apprenticeship, etc.)	COM 206	<i>Practicum in Media</i>	3	2	2
<b>Total</b>			3		
CTE Electives					
<b>Total</b>					
<b>Total Credit Hours Required For Completion</b>			30		

**2. b) Curriculum Sequence.** Provide a copy of the term-by-term sequence of courses required to complete the program as it will appear in the college's catalog.

Visual Communication Programs		
<b>ART 111*</b>	Two-Dimensional Design	S1
<b>ART 130*</b>	Computer Art I	S1
<b>COM 105</b>	Mass Communication	S1
<b>COM 201</b>	Intro to Digital Video Production	S1
<b>COM 209*</b>	Writing Across the Media	S1
<b>ART 140*</b>	Photography I-Digital	S2
<b>ART 251*</b>	Graphic Design I	S2
<b>COM 220*</b>	Digital and Social Media Marketing	S2
<b>BUS 211</b>	Principles of Advertising	S2
<b>COM 206</b>	Practicum in Media	S3

\*Denotes Basic certificate requirement



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY21-VI.F

Board Meeting Date: December 10, 2020

BOARD COMMITTEE

FUNDING

- Policy
- Finance
- Architectural
- Other

- Operating
- College Capital
- Protection, Health and Safety

- Grant Funded
- Student Life
- Special Levies

PROPOSAL SUMMARY

Recommend that the Board of Trustees approve the new Visual Communication Basic certificate program for implementation in the fall semester 2021.

ESTIMATED COST OR BENEFIT

The cost of this program will be paid by the Communications & Humanities budget.

JUSTIFICATION OF ACTION

Based on the local economic development in the region this program will serve emerging labor market needs. 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 the Board of Trustees approve the new Visual Communication Basic certificate program for implementation in the fall semester 2021.

Approvals:

- \* Are funds available in the budget?
- \* Is this related to any previous Board action?
- \* Is this part of a large project requiring additional funds? (Explain)

*Anna M. Helwig*

12/1/2020

Originator

Date

*Tasha L. Williams*

12/1/2020

Appropriate Vice President

Date

*Stokes*  
President

12/07/2020  
Date

**Form 20: Application for *Permanent* Approval Career & Technical Education Curriculum**

**Illinois Community College Board  
Application for *Permanent* Approval Career & Technical Education Curriculum**

**Submit One Hard Copy & One Electronic Copy**

<b>College Name:</b>	South Suburban College	<b>5-Digit College #:</b>	51001
<b>Contact Person:</b>	Anna M. Helwig	<b>Phone:</b>	708-210-5706
<b>Email:</b>	Ahelwig@ssc.edu	<b>Fax:</b>	

**Curriculum Information**

<b>AAS Title:</b>		<b>Credit Hours:</b>		<b>CIP Code:</b>	
<b>AAS Title:</b>		<b>Credit Hours:</b>		<b>CIP Code:</b>	
<b>Certificate Title:</b>	Visual Communication (COM.CERT.VIS)	<b>Credit Hours:</b>	30	<b>CIP Code:</b>	09.0702
<b>Certificate Title:</b>	Visual Communication (COM.BASIC.VIS)	<b>Credit Hours:</b>	18	<b>CIP Code:</b>	09.0702

<b>Proposed Classification:</b>	District	<input checked="" type="checkbox"/>	Regional		Statewide	
<b>Proposed Implementation Date:</b>	August 1, 2021					

<b>Submission Includes:</b>	
	Part A: Feasibility, Curriculum Quality And Cost Analysis
	Part B: Supportive Documentation And Data

<b>This Curriculum Was Approved By The College Board Of Trustees On:</b>	<b>Date:</b>	
<b>State Approval Is Hereby Requested:</b>		
<b>Required--Chief Administrative Officer Signature</b>		<b>Date</b>

<b>ICCB USE ONLY</b>			
<b>ICCB Approval Date:</b>	AAS:	<29ch Cert:	30+ ch Cert:
<b>IBHE Approval Date For AAS:</b>			

**Please Note: ICCB Use Only Box Must Remain On Front Page Of Application Form.**



**CURRICULUM STRUCTURE.**

NOTE: Provide a separate Curriculum Chart for EACH program if submitting multiple programs in one application.

**CURRICULUM STRUCTURE.**

**2. a) Curriculum Chart.** List general education, career and technical education, work-based learning, and elective courses within the proposed program. Asterisk "\*"courses with pre-requisites; *Italicize* transferrable courses.

**BOLD** new courses.

<b>Program Title:</b>		Visual Communication Basic Certificate			
	<b>Course Prefix/#</b>	<b>Course Title</b>	<b>Credit Hours</b>	<b>Lecture Hours</b>	<b>Lab Hours</b>
General Education Courses ( <i>required</i> coursework). Specify Courses.					
<b>Total</b>					
Career and Technical Education (CTE) Courses ( <i>required</i> coursework)	ART 111	<i>Two-Dimensional Design</i>	3	0	6
	ART 130	<i>Computer Art I</i>	3	0	6
	ART 140	<i>Photography I-Digital</i>	3	0	6
	ART 251	<i>Graphic Design I</i>	3	0	6
	COM 209	<i>Writing Across the Media</i>	3	3	0
	COM 220	<i>Digital and Social Media Marketing</i>	3	2	2
<b>Total</b>			18		
Work-Based Learning Courses (internship, practicum, apprenticeship, etc.)					
<b>Total</b>					
CTE Electives					
<b>Total</b>					
<b>Total Credit Hours Required For Completion</b>			18		



**2. b) Curriculum Sequence.** Provide a copy of the term-by-term sequence of courses required to complete the program as it will appear in the college's catalog.

Visual Communication Programs		
<b>ART 111*</b>	Two-Dimensional Design	S1
<b>ART 130*</b>	Computer Art I	S1
<b>COM 105</b>	Mass Communication	S1
<b>COM 201</b>	Intro to Digital Video Production	S1
<b>COM 209*</b>	Writing Across the Media	S1
<b>ART 140*</b>	Photography I-Digital	S2
<b>ART 251*</b>	Graphic Design I	S2
<b>COM 220*</b>	Digital and Social Media Marketing	S2
<b>BUS 211</b>	Principles of Advertising	S2
<b>COM 206</b>	Practicum in Media	S3

\*Denotes Basic certificate requirement



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY21-VI.G

Board Meeting Date: December 10, 2020

BOARD COMMITTEE

FUNDING

- Policy
- Finance
- Architectural
- Other

- Operating
- College Capital
- Protection, Health and Safety

- Grant Funded
- Student Life
- Special Levies

**PROPOSAL SUMMARY**

The proposal is to request that the Board grant permission for Vice President Martin Lareau to act as the local election official in place of Janet Rogers, Secretary of the Board, in order to receive petitions for the April 6, 2021 consolidated election of two members of the Board of Trustees.

**ESTIMATED COST OR BENEFIT**

[Empty box for estimated cost or benefit]

**JUSTIFICATION OF ACTION**

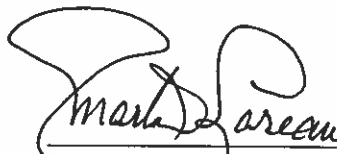
This action is needed to designate a College official to act in behalf of Janet Rogers, Secretary of the Board, to accept petitions from candidates for the April 6, 2021 consolidated election. This action aligns with Strategic Direction 4; Advance Community Engagement and Partnership.

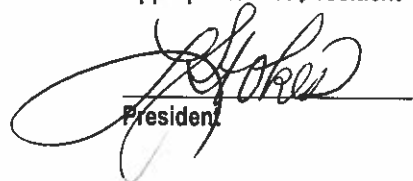
**MOTION**

Move that the Board grant permission for Vice President Martin Lareau to act as the local election official in place of Janet Rogers in order to receive petitions for the April 6, 2021 consolidated election of two members of the Board of Trustees.

**Approvals:**

- \* Are funds available in the budget?
- \* Is this related to any previous Board action?
- \* Is this part of a large project requiring additional funds? (Explain)

  
 Appropriate Vice President

  
 President

11/25/2020  
Date

12/07/2020  
Date



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

**Agenda Item FY21-VI.H**

For Board Information in December, 2020

Board Meeting Date: December 10, 2020

**BOARD COMMITTEE:**

- Policy
- Finance
- Architectural
- Other

**FUNDING:**

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

**PROPOSAL SUMMARY**

The proposal is to set the Board Meeting dates for 2021. The Board Meetings will be held the second Thursday of the month at 8:00 p.m. in the Board Room with one exception: the July meeting will be held at the Oak Forest Center.

**ESTIMATED COST OR BENEFIT**

N/A

**JUSTIFICATION OF ACTION**

State statute requires that the meeting dates for the Board of Trustees be set the previous year. (Strategic Plan/Core Values: Community – Providing transparency for our community.)

**MOTION**

Move that the Board of Trustees set the dates of the South Suburban College Board meetings for 2021.

- \* 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? No

**APPROVALS**

Mark Sarea 11/25/2020  
 Secretary to the Board Date

Stokes 12/1/2020  
 President Date



***South Suburban College  
South Holland, Illinois***

**TO:** Dr. Lynette Stokes  
**FROM:** Martin Lareau  
**DATE:** November 30, 2020  
**SUBJECT:** 2021 Board Meeting Dates

We respectfully request Board approval for the 2021 Board meeting dates. We have cross-referenced with the academic calendar and find no conflicts. The second Thursday of every month of 2021 is as follows:

January 14  
February 11  
March 11  
April 8  
May 13  
June 10  
July 8\*  
August 12  
September 9  
October 14  
November 11  
December 9

\*Meeting to be held at the Oak Forest Center

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# Personnel



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM: FY21-VII.C.1

For Board Action in December 2020  
Board Meeting Date: December 10, 2020

**BOARD COMMITTEE**

- Policy
- Finance
- Architectural
- Other

**FUNDING**

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

**PROPOSAL SUMMARY**

Move that the Board of Trustees grant permission to create and advertise to fill the full-time, grant-funded position of Project Manager, Workforce Equity Initiative Grant (WEI).

**ESTIMATED COST OR BENEFIT**

This is a full-time, grant-funded position, with a beginning annual salary of \$65,000; 40 hours per week, 52 weeks per year plus benefits. Continued employment is contingent upon receipt of grant funds.

**JUSTIFICATION OF ACTION**

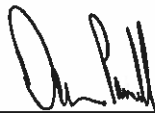

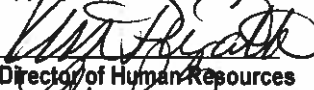
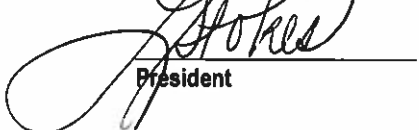
This action aligns with Strategic Direction 1.0; South Suburban College nurtures and empowers each student to succeed.

**MOTION**

Move that the Board of Trustees grant permission to create and advertise to fill the full-time, grant-funded position of Project Manager, Workforce Equity Initiative Grant (WEI).

**Approvals:**

- \* Are funds available in the budget?
- \* Is this related to any previous Board action?
- \* Is this part of a large project requiring additional funds? (Explain)

 _____ Originator	11/20/2020 Date
 _____ Appropriate Dean/Vice President	11/20/2020 Date
 _____ Director of Human Resources	12/7/20 Date
 _____ President	12/7/2020 Date



## SOUTH SUBURBAN COLLEGE Job Description

**Job Title:** Project Manager  
**Department:** Workforce Equity Initiative  
**Division:** Student & Enrollment Services  
**Supervisor:** Dean of Student Services  
**Type of Position:** Grant Funded (November 1- October 31, 2021)  
**Funding Source:** Illinois Community College Board  
**Prepared Date:** November 16, 2020

### POSITION SUMMARY

The Workforce Equity Initiative Grant Administrator is responsible for the successful implementation of the Workforce Equity Initiative Grant through State of Illinois. This position is responsible to facilitate and coordinate all aspects of the grant implementation and management process, including (but not limited to) participant records, documentation of expenditures, reporting, outreach, scheduling and all other administrative and operational requirements of the grant. This position is funded through October 31, 2021.

### ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Manage all aspects of the Workforce Equity Initiative (WEI) project including, but not limited to budget oversight, office staffing and productivity, project implementation and evaluation, reporting, participant tracking, project communication and meetings, student success monitoring, and progress towards meeting goals and objectives.
- Work closely with the Student Services and Academic Deans to plan and implement a successful grant-funding program aligned with the approved application, appropriate guidelines/processes/procedures for the result of successful attainment of project goals, objective and outcomes.
- Supervise all Workforce Equity Initiative staff. Lead the hiring process, training, evaluation and monitoring of all WEI supported positions. Review and process all time reports and payroll as appropriate. Develop and implement staff accountability tools and ensure high quality outputs, adherence to grant requirements, and attainment of project objectives and goals.
- Serve as the liaison between the grant identified offices and other campus units.
- Process the development of purchase requisitions, and monitor all expenditures within the program budget for payroll, procurement, travel, equipment inventory and personnel.
- Manage tracking and assigning expenditures to appropriate allocations, verifying allocation balances, and establishing financial management policies of the funder and College.
- Maintain accurate records of budgets, HR, participants, & other operations; manages Department functions and public events (as required); and oversees arrangements for visitors to the Department, including job candidates, guest speakers, and visiting instructors/scholars.
- Develop and present monthly, quarterly and annual grant and budget reports, coordinate monthly meetings with the grant advisory team, and provide regular updates regarding grant objectives and activities as requested.
- Collaborate with faculty, administrators, and campus departments to support participant needs and coordinate programming.
- Responsible for the implementation and attainment of approved grant application programming and activities, goals, objectives, and outcomes.
- Monitor the project staff for adherence to documentation requirements.
- Support College-wide goals and objectives as outlined in the College's strategic plan.
- Perform other duties as assigned.

## **QUALIFICATIONS**

### **EDUCATION/CERTIFICATION:**

Bachelor's degree required, Masters preferred

### **REQUIRED KNOWLEDGE:**

2-3 years of progressive administrative experience at an educational institution and/or government agency.

### **EXPERIENCE REQUIRED:**

- Demonstrated experience with grant management and outcomes-driven projects
- Demonstrated ability to adopt new technologies and administrative systems
- Demonstrated problem solving and analytical skills
- Ability to analyze and present data
- Strong written, digital and oral communication skills, including tact, diplomacy, and discretion
- Agility and adaptability in new situations
- Ability to work independently, professionally, and proactively with a high degree of reliability and accuracy
- Demonstrated collaborative work style and ability to work well in a diverse workplace
- Proven organization and multi-tasking skills in a fast-paced, demanding environment
- Good interpersonal and public relations skills; confidence in establishing new relationships
- Solid analytical, creative, and problem-solving abilities with ability to collect, interpret, and report on both quantitative and qualitative data as it relates to both job opportunities and student experiences
- Project management skills, being able to simultaneously work on multiple initiatives
- Experience working with college-aged and returning adult populations
- Ability to interact and engage with diverse stakeholders and produce high level results
- Possess cultural competency, experience working with diverse and underrepresented population, and a strong commitment to racial equity

### **SKILLS/ABILITIES:**

- Excellent writing skills
- Strong presentation skills
- Data interpretation skills

### **APPLICATION PROCEDURE:**

Submit cover letter, resume, licensure credentials (if required), and unofficial transcripts via email to [resumebank@ssc.edu](mailto:resumebank@ssc.edu). Please include the title of the position applying for in the subject line. Board approval and criminal background check required.





**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM: FY21-VII.C.2

For Board Action in December 2020  
Board Meeting Date: December 10, 2020

**BOARD COMMITTEE**

**FUNDING**

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

**PROPOSAL SUMMARY**

Move that the Board of Trustees grant permission to create and advertise to fill the full-time, grant-funded position of Workforce Coordinator, Workforce Equity Initiative Grant (WEI).

**ESTIMATED COST OR BENEFIT**

This is a full-time, grant-funded position, with a beginning annual salary of \$55,000; 40 hours per week, 52 weeks per year plus benefits. Continued employment is contingent upon receipt of grant funds.

**JUSTIFICATION OF ACTION**

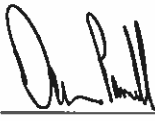


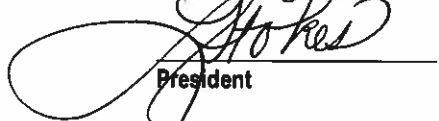
This action aligns with Strategic Direction 1.0; South Suburban College nurtures and empowers each student to succeed.

**MOTION**

Move that the Board of Trustees grant permission to create and advertise to fill the full-time, grant-funded position of Workforce Partnership Coordinator, Workforce Equity Initiative Grant (WEI).

**Approvals:**

- \* Are funds available in the budget?
- \* Is this related to any previous Board action?
- \* Is this part of a large project requiring additional funds? (Explain)

	<u>11/20/2020</u>
Originator	Date
	<u>11/20/2020</u>
Appropriate Dean/Vice President	Date
	<u>12/7/20</u>
Director of Human Resources	Date
	<u>12/4/2020</u>
President	Date



## **SOUTH SUBURBAN COLLEGE**

### **Job Description**

**Job Title:** Workforce Coordinator

**Department:** Workforce Equity Initiative

**Division:** Student & Enrollment Services

**Supervisor:** Workforce Equity Initiative Project Manager / Dean of Student Development

**Type of Position:** Grant Fund (November 1- October 31, 2021)

**Funding Source:** Illinois Community College Board

**Prepared Date:** November 16, 2020

#### **POSITION SUMMARY**

Under the direction of the Dean of Student Development, the Workforce Coordinator identifies, organizes, maintains, and coordinates South Suburban College partnerships with business, industry, and community. The Workforce Coordinator communicates with workforce partners and employers regarding job requirements, job shadowing, internships and placement and collaborates with program deans to increase successful placement of participants in high wage employment positions, and tracks employment of participants. This position is funded through October 31, 2021.

#### **ESSENTIAL FUNCTIONS AND BASIC DUTIES:**

- Develop and formalize partnerships with at least 30 employers with career placement opportunities for participants in approved WEI programs.
- Coordinate regular opportunities for participants to engage in internships, job shadowing, networking, and job placement activities with an extensive pool of potential employers in targeted careers.
- Responsible for the implementation and attainment of approved grant application programming and activities, goals, objectives, and outcomes.
- Provide support and information for project participants.
- Coordinate with all areas within the College to provide services and opportunities for participants.
- Facilitate the successful full-time work placement of participants in WEI approved program at wages reflecting 30% above livable wage.
- Facilitate and support workshops, seminars, fairs, meetings and other events/activities related to career development, workforce partnerships, and job placement.
- Maintain appropriate documentation and records for all participants, and activities, events, partnerships, meetings and other programming elements.
- Coordinate with other WEI project staff and College faculty/staff to engage participants in programming and activities.
- Meet regularly with internal and external partners including WEI staff, program Deans, Counseling, Dual Credit staff, and Career Development and Job Center staff to collaborate and coordinate project efforts.
- Provide reports and presentations as requested.
- Attend grant project, and other meetings as requested.
- Actively participate in the retention and recruitment of students.
- Perform all other duties as assigned.

#### **QUALIFICATIONS**

##### **EDUCATION/CERTIFICATION:**

Bachelor's degree required, Masters preferred

##### **REQUIRED KNOWLEDGE:**

2-3 years of experience with Career Pathways, Workforce Initiatives and Partnerships, and Job Placement.

**EXPERIENCE REQUIRED:**

- Good interpersonal and public relations skills; confidence in establishing new relationships.
- Solid analytical, creative, and problem-solving abilities with ability to collect interpret and report on both quantitative and qualitative data as it relates to both job opportunities and student experiences.
- Project coordination skills, being able to simultaneously work on multiple initiatives.
- Able to work well independently.
- Database management and reporting experience.
- Experience working with college-aged and returning adult populations.
- Ability to interact and engage with diverse stakeholders and produce high level results.
- Possess cultural competency, experience working with diverse and underrepresented population, and a strong commitment to racial equity.

**SKILLS/ABILITIES:**

- Excellent writing skills
- Strong presentation skills
- Data interpretation skills

**APPLICATION PROCEDURE:**

Submit cover letter, resume, licensure credentials (if required), and unofficial transcripts via email to [resumebank@ssc.edu](mailto:resumebank@ssc.edu). Please include the title of the position applying for in the subject line. Board approval and criminal background check required.



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY21-VII.D.1

Board Meeting Date: December 10, 2020

BOARD COMMITTEE

FUNDING

- Policy
Finance
Architectural
Other

- x Operating
College Capital
Protection, Health and Safety

- Grant Funded
Student Life
Special Levies

PROPOSAL SUMMARY

Move that the Board of Trustees grant permission to advertise to fill the full-time position of Trades II Maintenance Worker in the Physical Plant Department, as needed.

ESTIMATED COST OR BENEFIT

As placed on the Support Staff Salary Schedule.

JUSTIFICATION OF ACTION

Administration is requesting permission to advertise the vacant position created by the passing of John Callahan. 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 grant permission to advertise to fill the full-time position of Trades II Maintenance Worker in the Physical Plant Department, as needed.

Approvals:

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

Signatures and dates for Originator, Director of Human Resources, Appropriate Vice President, and President.



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY21-VII.E.1

Board Meeting Date: December 10, 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 South Suburban College Faculty Association Contract, effective 2020-2024.

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION


This action is in alignment with Strategic Direction 3.0; Ensure the financial, physical and technological resources necessary to support educational programs and promote continuous innovation and sustainability. **Confidential information will be provided under separate cover.**

MOTION

Move that the Board of Trustees approve the South Suburban College Faculty Association Contract, effective 2020-2024.

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

  
President

12/7/2020  
Date

**SSC/SSCFA Collective Bargaining**

**Tentative Agreement**

**December 10, 2020**

**4-year contract**

2020/2021 – One full step SPRING 2021

2021/2022 – One full step SPRING 2022

2022/2023 – One full step SPRING 2023

2023/2024 – One full step SPRING 2024

**Insurance Benefits (increase in Flex dollars per faculty per year):**

2020/2021 – \$400

2021/2022 – \$400

2022/2023 – \$400

2023/2024 – \$400

**Tentatively agreed: December 10, 2020**