



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

May 13, 2021



BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE

15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS

KINDIG PERFORMING ARTS CENTER

Livestream the SSC Board of Trustees Meeting:

<https://www.ssc.edu/event/board-of-trustees-meeting-2021-2021-05-13/2021-05-13/>

FINANCE COMMITTEE MEETING AGENDA

DEFILIPPO, CHAIR; DALY AND ROGERS

THURSDAY, MAY 13, 2021

7:50 PM

-
- I. Recommendation to approve the contract between South Suburban College District #510 and Follett Higher Education Group for the purpose of outsourcing the Bookstore operations.



BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE
15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS
KINDIG PERFORMING ARTS CENTER
REGULAR BOARD MEETING AGENDA
THURSDAY, MAY 13, 2021
8:00 PM

I. CALL TO ORDER/ROLL CALL

II. PLEDGE OF ALLEGIANCE

III. PUBLIC PARTICIPATION / ACCESS

Please click the following link to livestream the meeting:

<https://www.ssc.edu/event/board-of-trustees-meeting-2021-2021-05-13/2021-05-13/>

IV. PRESENTATIONS/REPORTS

A. Virtual Art Presentation (A. Babinec)

V. APPROVAL OF MINUTES OF PREVIOUS MEETINGS

A. Audit Committee Meeting held April 8, 2021

B. Finance Committee Meeting held April 8, 2021

C. Regular Board Meeting held April 8, 2021

VI. NEW BUSINESS

A. Oath of Office for Student Trustee Elect (M. Lareau)

B. Monthly Financial Report (T. Pollert)

C. Approval of the payment of bills for May, 2021 (T. Pollert)

D. Approval the resolution to adopt the State Universities Retirement System Deferred Compensation Plan (M. Lareau)

E. Approval of the election results as certified by the Cook County Board of Elections for the April 6, 2021 South Suburban College District 510 Trustees' Elections (M. Lareau)

VII. PERSONNEL RECOMMENDATIONS

A. Memorandum of Understanding (Jeanette Metcalf)

B. Retirements/Resignations/Terminations

C. Grant Permission to Advertise

D. Appointments

VIII. CLOSED SESSION

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

IX. MISCELLANEOUS

X. ADJOURNMENT SINE DIE



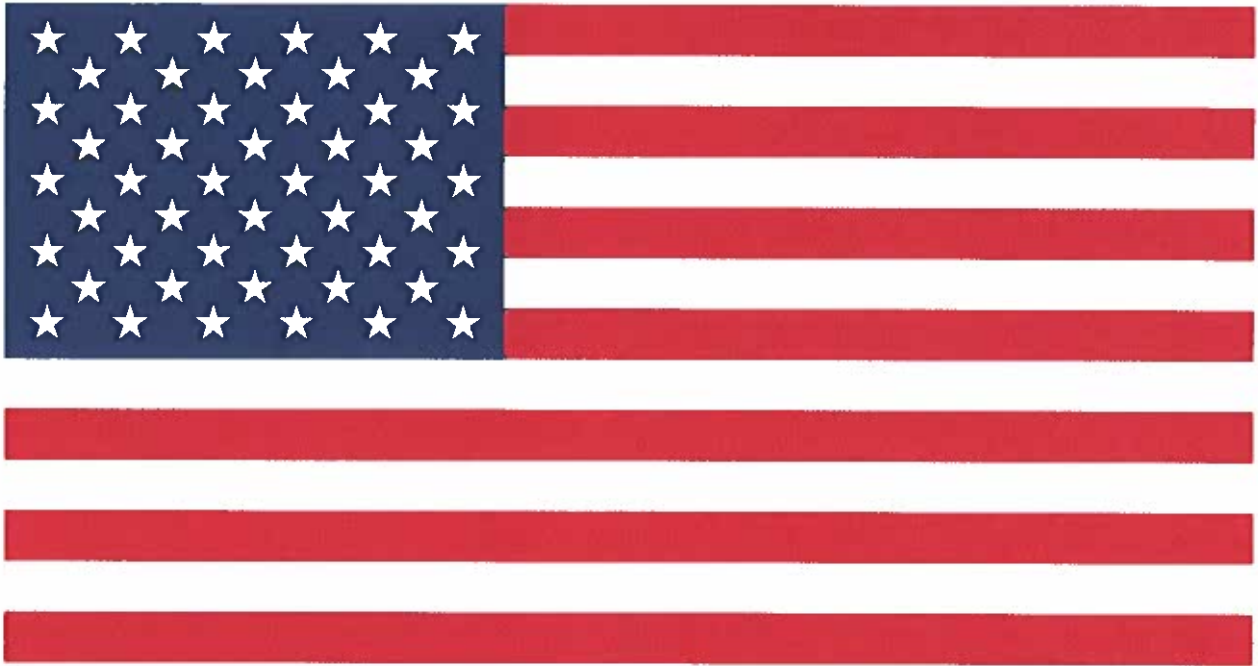
**BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE
RECONVENED MEETING AND INSTALLATION OF NEW BOARD MEMBERS
REORGANIZATION OF THE BOARD
15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS
KINDIG PERFORMING ARTS CENTER
RECONVENED BOARD MEETING AGENDA
THURSDAY, MAY 13, 2021**

I. CALL TO ORDER/ROLL CALL

II. NEW BUSINESS

- A. Oath of Office for newly elected Trustees
- B. Appointment of Chairman Pro Tempore
- C. Nomination and Election of Chairperson
- D. Nomination and Election of Vice Chairperson
- E. Appointment of Clerk to the Board of Trustees
- F. Appointment of ICCTA Representative
- G. Appointment of ICCTA Representative Alternate
- H. Appointment of Secretary of the Board
- I. Appointment of Secretary to the Board
- J. Appointment of Treasurer for the Board of Trustees
- K. Adoption of the Board Policies/Rules
- L. Appointment of Board Committees
 - 1. Architectural
 - 2. Audit
 - 3. Finance
 - 4. Legislative
 - 5. Policy

III. ADJOURNMENT



Pledge of Allegiance

Minutes

BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE

15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS

VIRTUAL ATTENDANCE VIA ZOOM MEETINGS

MINUTES OF THE FINANCE COMMITTEE

THURSDAY, APRIL 8, 2021

Trustee Janet Rogers called the meeting of the Finance Committee to order at 8:10 p.m.

Committee members present: Trustees John Daly and Janet Rogers.

Committee members absent: Trustee Anthony DeFilippo.

Other Board members in attendance: Trustees Terry Wells and Joseph Whittington.

Other Board members absent: Trustees Vivian Payne, 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 authorize the Treasurer to make an inter-fund loan from the Working Cash Fund to the Educational Fund in the amount of \$7,213,941.00, as per the attached resolution.

Trustee Rogers recommended the Board authorize the Treasurer to make an inter-fund loan from the Working Cash Fund to the Educational Fund in the amount of \$7,213,941.00, as per the attached resolution, at the regular Board of Trustees meeting.

II. Recommendation to accept the College Insurance Committee's recommendation for the annual renewal of health and life insurance, and recommend Vista National as the insurance broker of record for fiscal year 2022.

Trustee Rogers recommended the Board accept the College Insurance Committee's recommendation for the annual renewal of health and life insurance, and recommend Vista National as the insurance broker of record for fiscal year 2022 at the regular Board of Trustees meeting.

The meeting adjourned at 8:14 p.m.

BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE

15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS

VIRTUAL ATTENDANCE VIA ZOOM MEETINGS

MINUTES OF THE AUDIT COMMITTEE

THURSDAY, APRIL 8, 2021

Trustee Joseph Whittington called the Audit Committee meeting to order at 7:52 p.m.

Committee members present: Trustees John Daly and Joseph Whittington.

Committee members absent: Anthony DeFilippo.

Other Board members in attendance: Trustees Janet Rogers and Terry Wells.

Other Board members absent: Trustees Vivian Payne, 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 approve the Comprehensive Annual Financial Audit Report, Internal Controls over Financial Reporting and Professional Standards (SAS 114) as presented by Crowe, LLP, for the fiscal year ending June 30, 2020

Trustee Whittington recommended the Board of Trustees approve the Comprehensive Annual Financial Audit Report, Internal Controls over Financial Reporting and Professional Standards (SAS 114) as presented by Crowe, LLP, for the fiscal year ending June 30, 2020, at the regular Board meeting.

- II. Recommendation to approve the OMB Circular A-133 Audit Report for the fiscal year ending June 30, 2020

Trustee Whittington recommended the Board of Trustees approve the OMB Circular A-133 Audit Report for the fiscal year ending June 30, 2020 at the regular Board meeting.

- III. Recommendation to appoint the firm Crowe, LLP, to conduct the Audit of the College financial statements and the Single Audit of Federal Funds for the fiscal year ending June 30, 2021

Trustee Whittington recommended the Board of Trustees appoint the firm Crowe, LLP, to conduct the Audit of the College financial statements and the Single Audit of Federal Funds for the fiscal year ending June 30, 2021 at the regular Board meeting.

The meeting was adjourned at 8:09 p.m.

BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE

15800 SOUTH STATE STREET, SOUTH HOLLAND, ILLINOIS

REGULAR BOARD MEETING MINUTES

VIRTUAL ATTENDANCE VIA ZOOM MEETINGS

THURSDAY, APRIL 8, 2021

I. CALL TO ORDER & ROLL CALL:

At 8:15 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 Vice Chairman John Daly. The meeting was held virtually via Zoom.

Present: Trustees John Daly, Janet Rogers, Terry Wells and Joseph Whittington.

Absent: Trustees Anthony DeFilippo, Vivian Payne, Frank M. Zuccarelli 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 T. Kusper.

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Vice Chairman John Daly.

III. PUBLIC PARTICIPATION:

There was none.

IV. REPORTS/PRESENTATIONS

There were none.

V. PREVIOUS MEETING MINUTES

A. Finance Committee meeting held March 11, 2021

Trustee Wells moved and Trustee Whittington seconded to approve the minutes of the Finance Committee meeting held March 11, 2021. On roll call, John Daly, Janet Rogers, Terry Wells, and Joseph Whittington voted aye. Nays: None. Motion carried.

B. Regular Board meeting held March 11, 2021

Trustee Whittington moved and Trustee Wells seconded to approve the minutes of the Regular Board of Trustees meeting held March 11, 2021. On roll call, John Daly, Janet Rogers, Terry Wells, and Joseph Whittington voted aye. Nays: None. Motion carried.

VI. NEW BUSINESS

A. Monthly Financial Report

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

B. Bills Payable for April 2021

Trustee Rogers moved and Trustee Wells seconded to authorize the Treasurer to pay the list of bills payable for April, 2021, in the amount of \$3,554,175.72. On roll call, John Daly, Janet Rogers, Terry Wells, and Joseph Whittington voted aye. Nays: None. Motion carried.

C. Approval to accept the Comprehensive Annual Financial Audit Report, Internal Controls over Financial Reporting and Professional Standards (SAS 114) as presented by Crowe, LLP, for the fiscal year ended June 30, 2020

Trustee Whittington moved and Trustee Wells seconded to accept the Comprehensive Annual Financial Audit Report, Internal Controls over Financial Reporting and Professional Standards (SAS 114) as presented by Crowe, LLP, for the fiscal year ended June 30, 2020. On roll call, John Daly, Janet Rogers, Terry Wells, and Joseph Whittington voted aye. Nays: None. Motion carried.

D. Approval to accept the OMB Circular A-133 Audit Report for the year ended June 30, 2020, as presented

Trustee Whittington moved and Trustee Wells seconded to accept the OMB Circular A-133 Audit Report for the year ended June 30, 2020, as presented. On roll call, John Daly, Janet Rogers, Terry Wells, and Joseph Whittington voted aye. Nays: None. Motion carried.

E. Approval to appoint the firm Crowe, LLP, to conduct an audit of the College financial statements and the Single Audit of Federal Funds for the fiscal year ending June 30, 2021

Trustee Whittington moved and Trustee Rogers seconded to appoint the firm Crowe, LLP, to conduct an audit of the College financial statements and the Single Audit of Federal Funds for the fiscal year ending June 30, 2021. On roll call, John Daly, Janet Rogers, Terry Wells, and Joseph Whittington voted aye. Nays: None. Motion carried.

F. Approval to authorize the Treasurer to make an inter-fund loan from the Working Cash Fund to the Educational Fund in the amount of \$7,213,941.00, as per the attached resolution

Trustee Rogers moved and Trustee Wells seconded to authorize the Treasurer to make an inter-fund loan from the Working Cash Fund to the Educational Fund in the amount of \$7,213,941.00, as per the attached resolution. On roll call, John Daly, Janet Rogers, Terry Wells, and Joseph Whittington voted aye. Nays: None. Motion carried.

G. Approval to accept the College Insurance Committee's recommendation for the annual renewal of health and life insurance, and recommend Vista National as the insurance broker of record for fiscal year 2022

Trustee Rogers moved and Trustee Whittington seconded to accept the College Insurance Committee's recommendation for the annual renewal of health and life insurance, and recommend Vista National as the insurance broker of record for fiscal year 2022. On roll call, John Daly, Janet Rogers, Terry Wells, and Joseph Whittington voted aye. Nays: None. Motion carried.

H. Approval of the new Solar Photovoltaic (PV) Installation Technician Certificate Program for implementation in the fall semester of 2021

Trustee Wells moved and Trustee Whittington seconded to approve the new Solar Photovoltaic (PV) Installation Technician Certificate Program for implementation in the fall semester of 2021. On roll call, John Daly, Janet Rogers, Terry Wells, and Joseph Whittington voted aye. Nays: None. Motion carried.

VII. PERSONNEL RECOMMENDATIONS

A. Retirements/Resignations/Terminations

Trustee Whittington moved and Trustee Wells seconded to approve the retirement of Rhonda Browne, full-time Administrative Assistant I in the Information Technology Department, effective June 30, 2021. On roll call, John Daly, Janet Rogers, Terry Wells, and Joseph Whittington voted aye. Nays: None. Motion carried.

Trustee Rogers moved and Trustee Wells seconded to approve the resignation of Tangelia Burton, full-time, grant-funded Youth Career Coach in the Job Training Department, effective March 22, 2021, and grant permission to advertise to fill the vacated, grant-funded position, as needed.

B. Approval of the Rightsizing Plan for the South Suburban College Support Staff Association

Trustee Whittington moved and Trustee Wells seconded to approve the Rightsizing Plan for the South Suburban College Support Staff Association. On roll call, John Daly, Janet Rogers, Terry Wells, and Joseph Whittington voted aye. Nays: None. Motion carried.

ADJOURNMENT

At 8:42 p.m., Trustee Wells moved and Trustee Rogers seconded that the Board Meeting be adjourned. On roll call, John Daly, Janet Rogers, Terry Wells, and Joseph Whittington voted aye. Nays: None. Motion carried.

Janet Rogers, Secretary of the Board

John Daly, Vice Chairman of the Board

New Business



0 SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY21-VI.A

Board Meeting Date: **May 13, 2021**

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 swear in the South Suburban College Student Trustee Elect, Dion Ruben.

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION

Student Trustee Election of April, 2021. This action supports Strategic direction 2, SSC 2.6 by engaging students in all aspects of their college experience.

MOTION

Move to swear in Dion Ruben as the South Suburban College Student Trustee effective May 13, 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)

Appropriate Vice President

5/3/21
Date

President

05/10/2021
Date



South Suburban College Office of the President

"Our Mission is to Serve our Students and the Community through lifelong learning."

To: Dr. Lynette D. Stokes, President
From: Dr. Deborah King, Vice President of Student and Enrollment Services
Date: May 5, 2021
RE: **Results of Student Trustee Election**

The Division of Student and Enrollment Services initiated the Student Trustee Election process in March. This process yielded six (6) potential Student Trustee Candidates, of which one (1) emerged as the clear winner of the election.

I am pleased to present Mr. Dion Ruben (see photo below) for approval and swearing in as Student Trustee for the period beginning May 13, 2021 - April 30, 2022. Dion is a returning SSC student that is currently pursuing an Associate in Science degree.



This action aligns with **Strategic Direction 2, SSC 2.6 by engaging students in all aspects of their college experience**, as outlined in the College's 2020-2025 Strategic Plan.



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: **FY21-VI.B**

Board Meeting Date: May, 2021

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 March 31, 2021. 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

	<u>5-7-21</u>
Controller/Treasurer	Date
	<u>5-7-21</u>
Appropriate Vice President	Date
	<u>05-10-2021</u>
President	Date

SOUTH SUBURBAN COLLEGE
 South Holland, Illinois

To: Board of Trustees
 From: Tim Pollert
 Date: May 4, 2021
 Subject: Financial Report For The Period Ending March 31, 2021

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

<u>Monthly Revenue</u>	<u>Year to Date Revenue</u>
\$3,205,110.73	\$20,651,339.48
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$2,009,358.12	\$21,445,483.00

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>
\$4,309,851.11	\$32,608,234.03
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$3,267,425.74	\$33,638,598.67
<u>Net Monthly Position</u>	<u>Year to Date Net Position</u>
\$1,042,425.37	(\$1,030,364.64)

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>
\$9,907,148.29	3.23%	-10

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	\$1,848,251.85	\$200,798.15	\$2,049,050.00
October	\$1,978,528.15	\$219,528.15	\$2,198,056.30
November	\$2,085,185.80	\$210,852.15	\$2,296,037.95
December	\$990,851.15	\$147,852.15	\$1,138,703.30
January	\$2,105,851.58	\$218,852.48	\$2,324,704.06
February	\$1,985,482.58	\$243,851.58	\$2,229,334.16
March	\$2,997,582.15	\$207,528.58	\$3,205,110.73
April			
May			
June			
YTD	\$18,678,990.24	\$1,972,349.24	\$20,651,339.48

	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	\$1,604,261.52	\$208,172.57	\$1,812,434.09
October	\$2,029,649.56	\$301,688.81	\$2,331,338.37
November	\$1,798,270.30	\$373,928.40	\$2,172,198.70
December	\$1,971,707.84	\$274,890.04	\$2,246,597.88
January	\$2,185,668.14	\$381,407.69	\$2,567,075.83
February	\$1,924,835.87	\$310,281.43	\$2,235,117.30
March	\$1,716,225.40	\$293,132.72	\$2,009,358.12
April			
May			
June			
YTD	\$18,518,072.65	\$2,927,410.35	\$21,445,483.00

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	\$3,317,578.35	\$3,261,125.97	\$56,452.38
October	\$3,146,715.10	\$3,046,661.91	\$100,053.19
November	\$3,309,815.85	\$3,303,577.40	\$6,238.45
December	\$2,985,158.35	\$3,888,456.26	(\$903,297.91)
January	\$3,869,485.15	\$4,168,067.68	(\$298,582.53)
February	\$3,751,851.85	\$3,829,356.23	(\$77,504.38)
March	\$4,309,851.11	\$3,267,425.74	\$1,042,425.37
April			
May			
June			
YTD	\$32,608,234.03	\$33,638,598.67	(\$1,030,364.64)

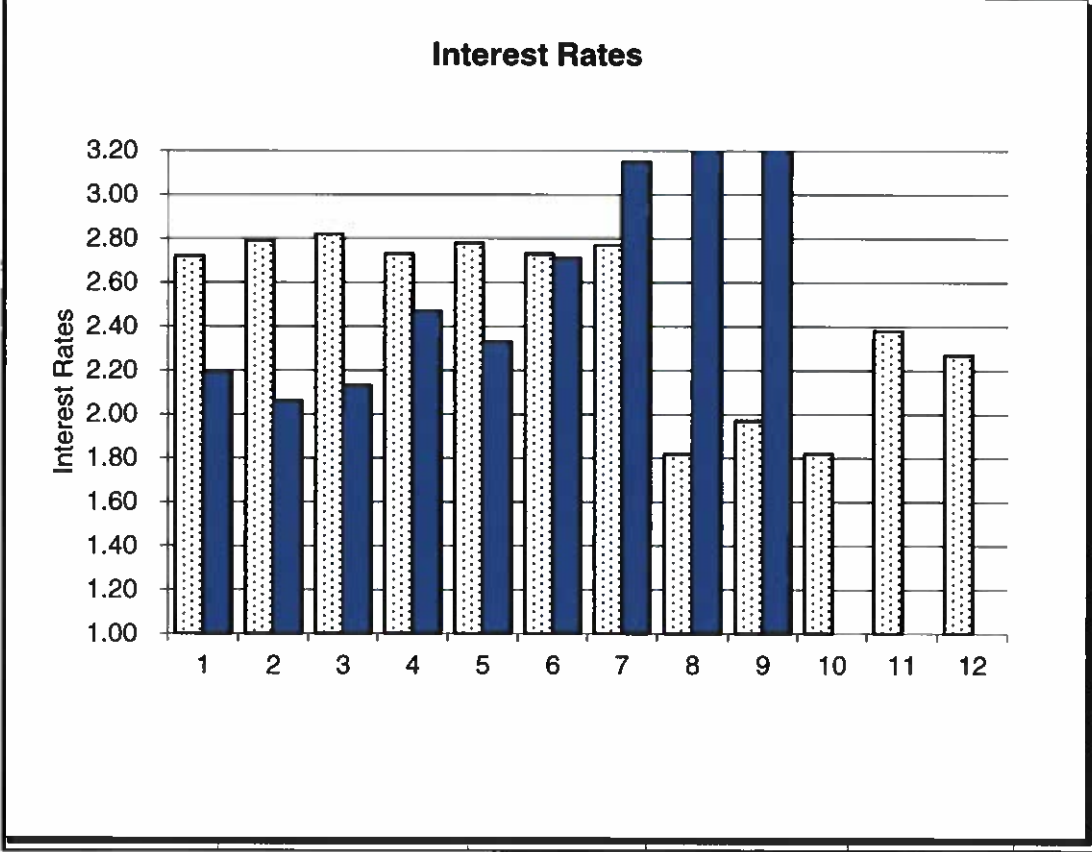
	Investment Total	Average Rate of Return	Basis Point Change from Last Month
July	\$10,420,100.73	2.19%	(8)
August	\$10,659,249.00	2.06%	(13)
September	\$11,306,235.94	2.13%	7
October	\$11,722,381.96	2.47%	34
November	\$11,250,177.98	2.33%	(14)
December	\$7,430,838.18	2.71%	38
January	\$5,954,861.06	3.15%	44
February	\$5,462,704.05	3.33%	18
March	\$9,907,148.29	3.23%	(10)
April			
May			
June			

SOUTH SUBURBAN COLLEGE

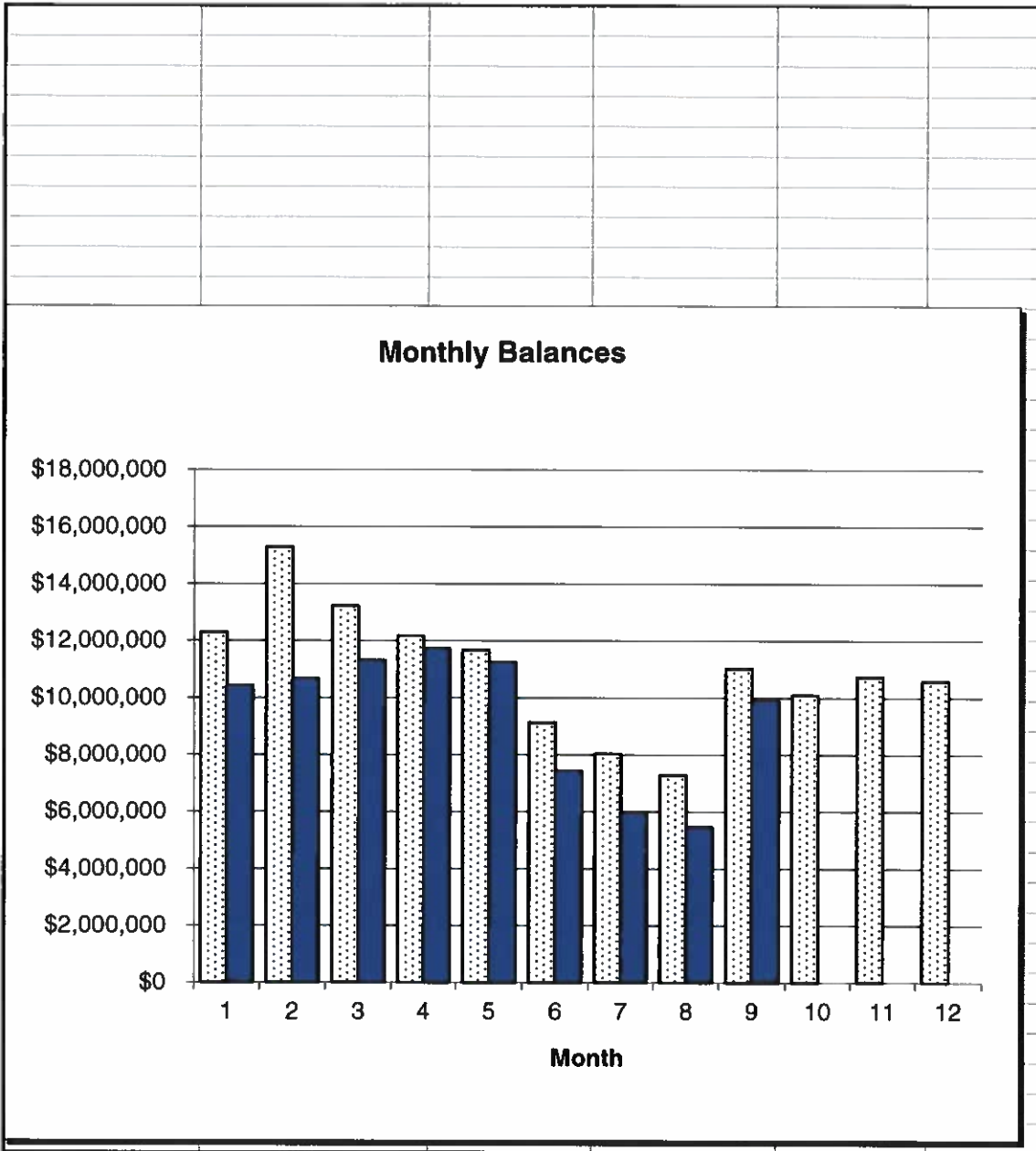
	Investment	Page 4	Page 6	Total	Percent to Total
10	U. S. Government Securities	0.00	0.00	0.00	0%
20	Time Deposits	0.00	0.00	0.00	0%
30	Commercial Paper	0.00	0.00	0.00	0%
40	Mutual Funds	0.00	0.00	0.00	0%
50	Illinois Funds	482,491.34	0.00	482,491.34	5%
60	Repurchase Agreements	0.00	0.00	0.00	0%
90	Other	9,424,656.95	0.00	9,424,656.95	95%
	Total	9,907,148.29	0.00	9,907,148.29	100%
	Average %	3.23			

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	11,306,236	2.13
October	12,171,590	2.73	11,722,382	2.47
November	11,674,854	2.78	11,250,178	2.33
December	9,132,270	2.73	7,430,838	2.71
January	8,035,221	2.77	5,954,861	3.15
February	7,295,271	1.82	5,462,704	3.33
March	11,031,711	1.97	9,907,148	3.23
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.C

Board Meeting Date: May 13, 2021

BOARD COMMITTEE

FUNDING

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

PROPOSAL SUMMARY

[Empty box for proposal summary]

ESTIMATED COST OR BENEFIT

[Empty box for estimated cost or benefit]

JUSTIFICATION OF ACTION

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

MOTION

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


Education Fund	\$1,829,191.39
Operations & Maintenance Fund	\$301,951.86
Operation and Maintenance Fund Restricted	\$45,046.62
Auxiliary Enterprise Fund	\$95,374.14
Restricted Funds	\$1,093,633.54
Special Levies Fund	\$34,667.37
Audit Fund	\$1,000.00
Flex Plan Fund	\$7,544.93
Total	\$3,408,409.85

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

 5-7-21
 Controller/Treasurer Date

 5-7-21
 Appropriate Vice President Date

 05-10-2021
 President Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY21-VI.D

Board Meeting Date: May 13, 2021

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 contract between South Suburban College District No. 510 and Follett Higher Education Group for the purpose of outsourcing the Bookstore operations for 5 years.

ESTIMATED COST OR BENEFIT

Expected benefit to the College is minimally \$80,000 guaranteed for the first year and 90% of the guarantee amount for years 2 through 5. The College will realize an increased percentage on commissions of 12.5% on amounts up to \$1 million and 13.5% on commissions for amounts over \$1 million. The College will also receive 8% in commissionable sales of all digital course materials.

JUSTIFICATION OF ACTION

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

MOTION

Move that the Board of Trustees approve the contract between South Suburban College District No. 510 and Follett Higher Education Group for the purpose of outsourcing the Bookstore operations for 5 years.

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

Marta Garcaud 5/10/21
 Appropriate Vice President Date

Sherrill Stokes 05/10/2021
 President Date



SOUTH SUBURBAN COLLEGE

15800 S. State St.
South Holland, IL
60473-1200
(708) 596-2000

Board of Trustees

Frank M. Zuccarelli,
Chairman

John A. Daly,
Vice-Chair

Anthony P. DeFilippo

Vivian Payne

Janet M. Rogers
Secretary

Terry R. Wells

Joseph Whittington Jr.

Dr. Lynette D. Stokes,
College President

Our Mission
Is to **Serve** our
Students and
the **Community**
Through Lifelong
Learning.

To: Dr. Lynette Stokes
President

From: Martin Lareau
Vice President, Administration

Date: May 10, 2021

Subject: Bookstore Requests For Proposals Recommendation

Dr. Stokes,

As you know, the division of Administrative Services recently sent out a request for proposals (RFP) to outsource our bookstore. In response to our RFP, the college received proposals from Follett Higher Education Group, Barnes and Noble, and Valore.

In order to evaluate the proposals submitted, a 4 member committee was formed to consider the proposals that will meet the educational needs of our students and provide financial benefits to the college. In a unanimous decision, Follett Higher Education Group was selected.

Follett submitted a minimum guarantee of \$80,000 in the first year of operation and a 90% guarantee in years 2 through 5 of the minimum guarantee (\$72,000). Follett's proposal also included 12.5% commission on all sales up to \$1 million and 13.5% commission on sales that are greater than \$1 million. Additionally, Follett proposal included an 8% commissions on all digital course materials.

During the last fiscal year alone, the Bookstore losses amounted to \$112,700 and total losses of \$315,000 during the last 3 years. In order for the college to minimize our expenses and increase revenue, it is my recommendation to seek permission from our Board of Trustees for their approval to outsource our bookstore and select Follett Higher Education Group for their services to operate the bookstore.



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY21-VI.E

Board Meeting Date: May 13, 2021

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 approve the resolution to adopt the State Universities Retirement System Deferred Compensation Plan.

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION

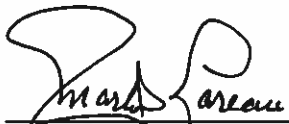
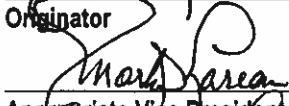
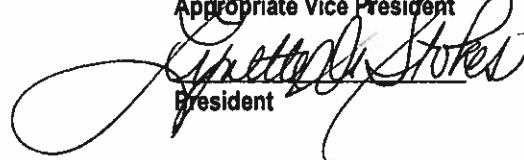
This action supports Strategic Direction 3.0; South Suburban College will ensure the financial, physical and technological resources necessary to support educational programs and promote continuous innovation and sustainability.

MOTION

Move that the Board of Trustees approve the resolution to adopt the State Universities Retirement System Deferred Compensation Plan.

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


 Originator 5/10/21
Date

 Appropriate Vice President 5/10/21
Date

 President 05-10-2021
Date

STATE UNIVERSITIES RETIREMENT SYSTEM

DEFERRED COMPENSATION PLAN

RESOLUTION TO ADOPT PLAN

WHEREAS, the State Universities Retirement System Deferred Compensation Plan ("Plan") is an eligible deferred compensation plan under Section 457(b) of the Internal Revenue ("Code") established and is administered by the State Universities Retirement System ("System") pursuant to Section 15-202 of the Illinois Pension Code, 40 ILCS 5 et seq.;

WHEREAS, the Plan is funded by elective deferrals, and if elected by the Employer in the Employer Participation Agreement, discretionary employer contributions;

WHEREAS, contributions to the Plan are held in Trust by SURS as Trustee pursuant to the State Universities Retirement System Master Trust Agreement ("Trust Agreement") and are invested in investment options selected and monitored by SURS;

WHEREAS, SURS has contracted with certain service providers ("Service Providers") to administer the Plan in accordance with its written terms and applicable law;

WHEREAS, Section 15-202 of the Illinois Pension Code, 40 ILCS 5, et seq., and Section 2.02(v) of the Plan provide that an employer that is subject to Article 15 of the Illinois Pension Code and that is an eligible employer within the meaning of Code Section 457(e)(1)(A) offer the Plan to its eligible employees;

WHEREAS, the Employer is an employer subject to Article 15 of the Illinois Pension Code, and is an eligible employer within the meaning of Code Section 457(e)(1)(A); and

WHEREAS, the Employer has reviewed the Plan, is authorized by law to adopt this Resolution, and is concurrently executing an Employer Participation Agreement for the Plan, which shall constitute a part of the written terms of the Plan.

NOW THEREFORE the governing body of the Employer hereby resolves:

Section 1. The Employer adopts the Plan for the benefit of its eligible employees, including the Employer Participation Agreement which is attached hereto and made a part of this Resolution.

Section 2. The Employer agrees to abide by the terms of the Plan and the Trust Agreement, including amendments to the Plan and the Trust Agreement, and all applicable provisions of the Code, the Illinois Pension Code, and other applicable law.

Section 3. The Employer agrees to enroll only those individuals who are employees, as defined in Section 15-107 of the Illinois Pension Code, of the Employer. An employee does not include an individual who is a leased employee under Code Section 414(n)(2).

Section 4. The Employer acknowledges that all assets held in connection with the Plan, including all contributions to the Plan, all property and rights acquired or purchased with such amounts and all income attributable to such amounts, property or rights shall be held in the Trust for the exclusive benefit of participants and their beneficiaries under the Plan. No part of the assets and income of the Plan shall be used for, or diverted to, purposes other than for the exclusive benefit of participants and their beneficiaries and for defraying reasonable expenses of the Plan. All contributions to the Plan shall

be held, managed, invested and distributed as part of the Trust in accordance with the provisions of the Plan. All benefits under the Plan shall be distributed solely from the Trust pursuant to the terms of the Plan.

Section 5. This Resolution and an Employer Participation Agreement shall be submitted to SURS. SURS shall determine whether the Resolution and the Employer Participation Agreement comply with the Plan, and, if they do, shall provide appropriate forms to the Employer to implement employee participation in the Plan. SURS may refuse to approve a Resolution and/or an Employer Participation Agreement from an employer that does not have state statutory authority to participate in the Plan. The Employer hereby acknowledges that it is responsible for assuring that this Resolution and the Employer Participation Agreement are adopted and executed in accordance with the requirements of applicable law.

Adopted by the Employer as of the date set forth below in accordance with applicable law.

By: _____

Print Name: Frank M. Zuccarelli

Title: Chairman of the Board

Date: May 13, 2021



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: **FY21-VI.F**

Board Meeting Date: **May 13, 2021**

BOARD COMMITTEE

FUNDING

- Policy
- Finance
- Architectural
- Other

- Operating
- College Capital
- Protection, Health and Safety

- Grant Funded
- Student Life
- Special Levies

PROPOSAL SUMMARY

On April 6, 2021, a district-wide election was held to select two individuals to serve six-year terms on the Community College District 510 Board of Trustees. The following individuals were selected:
John Daly
Janet Rogers
 The Secretary to the Board will administer the installation and Oath of Office to these Board Members.

ESTIMATED COST OR BENEFIT

Not Applicable

JUSTIFICATION OF ACTION

This action is needed to validate the results of the April 6, 2021 College Trustees' election. This action aligns Strategic Direction #1; Nurture and Empower Each Student to Succeed.

MOTION

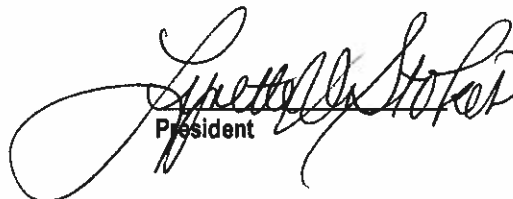
Move to accept the resolution of the proclamation of results, received from the Cook County Clerk, of the April 6, 2021 South Suburban College District 510 Trustees' election.

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? (Explain) No


 Secretary to the Board

5/10/21
 Date


 President

05-10-2021
 Date

Cook County Clerk's Office

Suburban Cook County Election Results

[Back to Election Summary Results](#)

[Print Results](#)

Official Certificate of Results

April 06, 2021 Consolidated General Election

The Cook County Clerk, having completed a canvass of all votes cast for Trustee, South Suburban College 510, 6yr, hereby certifies the following vote totals:

Candidates	Percentage	Votes
Janet Rogers	42.73%	14,210
John Daly	30.52%	10,150
Max Solomon	15.17%	5,044
Albert Abney	11.57%	3,849
Total:	100%	33,253

This election having been certified to me as 2 to be elected results in Janet Rogers & John Daly being elected.

Below is the abstract of votes by precinct.

Dated this April 27, 2021.



Karen A. Yarbrough, Cook County Clerk

Township - Trustee, South Suburban College 510, 6yr

Personnel



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: **FY21-VII.A.1**

Board Meeting Date: **May 13, 2021**

BOARD COMMITTEE

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

FUNDING

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

PROPOSAL SUMMARY

Request that the Board of Trustees accept the Memorandum of Understanding between Community College District No. 510 and Jeanette Metcalf, Information Receptionist in the Counseling Department.

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION

This action aligns with Strategic Direction 3.0; The 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 accept the Memorandum of Understanding between Community College District No. 510 and Jeanette Metcalf, Information Receptionist in the Counseling Department.

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

5/3/21
Date

Human Resources

5/10/21
Date

President

05-10-2021
Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY21-VII.B.1

Board Meeting Date: May 13, 2021

BOARD COMMITTEE

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

FUNDING

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

PROPOSAL SUMMARY

Request that the Board of Trustees approve the retirement of Jeanette Metcalf, full-time Information Receptionist in the Counseling Department, effective June 30, 2021.

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION

Please see the attached retirement letter from Jeanette Metcalf. This action aligns with Strategic Direction 3.0; The College will ensure the financial, physical and technological resources necessary to support educational programs and promote continuous innovation and sustainability.

MOTION

Request that the Board of Trustees approve the retirement of Jeanette Metcalf, full-time Information Receptionist in the Counseling Department, effective June 30, 2021.

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]
Appropriate Vice President 5/10/21
Date

[Signature]
Human Resources 5/10/21
Date

[Signature]
President 05-10-2021
Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY21-VII.B.2

Board Meeting Date: May 13, 2021

BOARD COMMITTEE

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

FUNDING

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

PROPOSAL SUMMARY

Request that the Board of Trustees approve the retirement of Carolyn Givens, full-time Testing Coordinator in the Assessment Center, effective July 31, 2021, and approve the advertisement and posting of this position.

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION

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

MOTION

Request that the Board of Trustees approve the retirement of Carolyn Givens, full-time Testing Coordinator in the Assessment Center, effective July 31, 2021, and approve the advertisement and posting of this position.

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

5/3/21
Date

Human Resources

5/10/21
Date

President

05-10-2021
Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY21-VII.C.1

Board Meeting Date: May 13, 2021

BOARD COMMITTEE

- Policy
- Finance
- Architectural
- Other

FUNDING

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

PROPOSAL SUMMARY

Move that the Board of Trustees grant permission to advertise to fill the full-time position of Administrative Assistant II for Extension Services at the Oak Forest Campus.

ESTIMATED COST OR BENEFIT

This is a regular, full-time position; salary and benefits will be based on placement on the Support Staff Salary Schedule.

JUSTIFICATION OF ACTION

This action is needed in order to fill the vacancy created by the passing of Renee Maltese. This action aligns with Strategic Direction #4; Advance community engagement and partnership.

MOTION

Move that the Board of Trustees grant permission to advertise to fill the full-time position of Administrative Assistant II for Extension Services at the Oak Forest Campus.

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] 5-10-21
 Director of Human Resources Date

[Signature] 5-10-2021
 Appropriate Vice President Date

[Signature] 05-10-2021
 President Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY21-VII.D.1

Board Meeting Date: **March 13, 2021**

BOARD COMMITTEE

- Policy
- Finance
- Architectural
- Other

FUNDING

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

PROPOSAL SUMMARY

Request that the Board of Trustees approve the hiring of Alexandra Glumac as Project Manager, Office of Violence Against Women (OVW) Grant, effective June 1, 2021.

ESTIMATED COST OR BENEFIT

This is a full-time, grant funded position, 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 approve the hiring of Alexandra Glumac Project Manager, OVW Grant effective June 1, 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)

Ken Pappalardo 5-10-21
 Director of Human Resources Date

[Signature] 5/3/21
 Appropriate Vice President Date

Grette M. Stokes 05/10/2021
 President Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY21-VII.D.2

Board Meeting Date: May 13, 2021

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

Move that the Board of Trustees appoint Melvin Jenkins as a full-time Campus Police Officer in the Campus Police Department, effective May 17, 2021.

ESTIMATED COST OR BENEFIT

This is a full-time position; 35 hours per week, 52 weeks a year; classified Grade XI on the Support Staff Salary Schedule with a beginning annual salary of \$43,555 plus benefits.

JUSTIFICATION OF ACTION



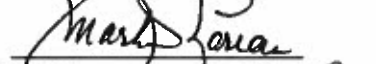
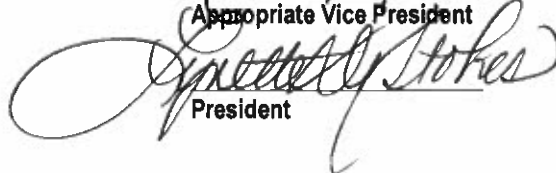
This action is to fill the vacancy created by the resignation of Oscar A. Galarza. This action supports Strategic Direction #2, SSC 2.21; to provide an attractive, safe, healthy and welcoming learning environment for all students.

MOTION

Move that the Board of Trustees appoint Melvin Jenkins as a full-time Campus Police Officer in the Campus Police Department, effective May 17, 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>5-5-21</u>
Originator	Date
	<u>5-5-21</u>
Director of Human Resources	Date
	<u>5/10/21</u>
Appropriate Vice President	Date
	<u>05-10-2021</u>
President	Date