



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

**June 10, 2021**



**BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE**  
**15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS**  
**KINDIG PERFORMING ARTS CENTER**  
**LINK FOR PUBLIC VIEWING: <https://bit.ly/3io0nnL>**  
**FINANCE COMMITTEE MEETING AGENDA**  
**DEFILIPPO, CHAIR; DALY AND ROGERS**  
**THURSDAY, JUNE 10, 2021**  
**7:50 PM**

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- I. Recommendation to approve the previously tabled contract between South Suburban College District #510 and Follett Higher Education Group for the purpose of outsourcing the Bookstore operation.
- II. Recommendation to approve the Resource Allocation Management Plan (R.A.M.P.), as presented.



**BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE**  
**15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS**  
**KINDIG PERFORMING ARTS CENTER**  
**REGULAR BOARD MEETING AGENDA**  
**THURSDAY, JUNE 10, 2021**  
**8:00 PM**

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- I. CALL TO ORDER/ROLL CALL**
- II. PLEDGE OF ALLEGIANCE**
- III. PUBLIC PARTICIPATION / ACCESS**  
Livestream the SSC Board of Trustees Meeting:  
<https://bit.ly/3io0nnL>
- IV. PRESENTATIONS/REPORTS**  
There are none.
- V. APPROVAL OF MINUTES OF PREVIOUS MEETINGS**
  - A. Finance Committee Meeting held May 13, 2021
  - B. Regular Board Meeting held May 13, 2021
  - C. Closed Session Meeting held May 13, 2021
- VI. NEW BUSINESS**
  - A. Monthly Financial Report (T. Pollert)
  - B. Approval of the payment of bills for June, 2021 (T. Pollert)
  - C. Approval of the previously tabled contract between South Suburban College District #510 and Follett Higher Education Group for the purpose of outsourcing the Bookstore operations (A. DeFilippo)
  - D. Approval of the Resource Allocation Management Plan (R.A.M.P.), as presented (A. DeFilippo)
  - E. Approval to hold the July 8, 2021 Board of Trustees Meeting at the Main Campus of South Suburban College (M. Lareau)
- VII. PERSONNEL RECOMMENDATIONS**
  - A. Retirements/Resignations/Terminations
  - B. Appointments
  - C. Approval of the Non-Credit Reorganization Plan
  - D. Approval to Abolish Position
- 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**

# Minutes

**BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE**

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

**KINDIG PERFORMING ARTS CENTER**

**MINUTES OF THE FINANCE COMMITTEE**

**THURSDAY, MAY 13, 2021**

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Trustee Anthony DeFilippo called the meeting of the Finance Committee to order at 8:21 p.m.

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

Committee members absent: None.

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

Other Board members absent: Trustee Joseph Whittington.

*Also present:* College President Lynette D. Stokes; 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 contract between South Suburban College District 510 and Follett Higher Education Group for the purpose of outsourcing the Bookstore operations.

Trustee DeFilippo recommended the Board table the motion to approve the contract between South Suburban College District 510 and Follett Higher Education Group for the purpose of outsourcing the Bookstore Operations.

The meeting adjourned at 8:29 p.m.

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

15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS

KINDIG PERFORMING ARTS CENTER

REGULAR BOARD MEETING MINUTES

THURSDAY, MAY 13, 2021

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

At 8:30 p.m., Chairman Frank M. Zuccarelli called the Regular Meeting of the Board of Trustees of South Suburban College, Illinois Community College District No. 510 to order. The meeting was held in the Kindig Performing Arts Center.

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

*Absent:* Trustee Joseph Whittington.

*Also present:* Lynette D. Stokes, President; 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. Kuser.

## **II. PLEDGE OF ALLEGIANCE**

Chairman Frank M. Zuccarelli led the Pledge of Allegiance.

## **III. PUBLIC PARTICIPATION:**

There was none.

## **IV. REPORTS/PRESENTATIONS**

### **A. Art Purchase Awards**

The Board of Trustees purchased artwork from South Suburban College students to add to the College's permanent collection.

## **V. PREVIOUS MEETING MINUTES**

### **A. Audit Committee meeting held April 8, 2021**

Trustee Wells moved and Trustee Rogers seconded to approve the minutes of the Finance Committee meeting held April 8, 2021. On roll call John Daly, Janet Rogers and Terry Wells voted aye. Trustees Anthony DeFilippo, Vivian Payne, Chairman Frank M. Zuccarelli and Student Trustee Babatunde Adamson passed. Nays: None. Motion carried.

### **B. Finance Committee meeting held April 8, 2021**

Trustee Daly moved and Trustee Wells seconded to approve the minutes of the Finance Committee meeting held April 8, 2021. On roll call John Daly, Janet Rogers and Terry Wells voted aye. Trustees Anthony DeFilippo, Vivian Payne, Chairman Frank M. Zuccarelli and Student Trustee Babatunde Adamson passed. Nays: None. Motion carried.

**C. Regular Board of Trustees Meeting held April 8, 2021**

Trustee Rogers moved and Trustee Wells seconded to approve the minutes of the Regular Board of Trustees meeting held on April 8, 2021. On roll call John Daly, Anthony DeFilippo, Janet Rogers and Terry Wells voted aye. Trustees Vivian Payne, Chairman Frank M. Zuccarelli and Student Trustee Babatunde Adamson passed. Nays: None. Motion carried.

**VI. NEW BUSINESS**

**A. Oath of Office for Student Trustee Elect**

Trustee DeFilippo moved and Trustee Wells seconded to approve the Oath of Office as administered to new Student Trustee Elect Dion Ruben, as administered by Secretary to the Board Martin Lareau. On roll call John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Terry Wells and Frank M. Zuccarelli voted aye. Nays: None. Motion carried.

**B. Monthly Financial Report**

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

**C. Bills Payable for May 2021**

Trustee Rogers moved and Trustee Payne seconded to authorize the Treasurer to pay the list of bills payable for May, 2021 in the amount of \$3,408,409.85. On roll call John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Terry Wells, Frank M. Zuccarelli and Student Trustee Dion Ruben voted aye. Nays: None. Motion carried.

**D. Approval of the contract between South Suburban Community College District #510 and Follett Higher Education Troup for the purpose of outsourcing the Bookstore operations for 5 years.**

Trustee DeFilippo moved and Trustee Rogers seconded to table the motion to approve the contract between South Suburban College and Follett High Education Group. On roll call John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Terry Wells, Frank M. Zuccarelli and Student Trustee Dion Ruben voted aye. Nays: None. Motion carried.

**E. Approval of the resolution to adopt the State Universities Retirement System Deferred Compensation Plan**

Trustee Daly moved and Trustee Wells seconded to approve the resolution to adopt the State Universities Retirement System Deferred Compensation Plan. On roll call John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Terry Wells, Frank M. Zuccarelli and Student Trustee Dion Ruben voted aye. Nays: None. Motion carried.

**F. 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**

Trustee DeFilippo moved and Trustee Payne seconded to approve the election results as certified by the Cook County Board of Elections for the April 6, 2021 South Suburban College District 510 Trustees' Elections. On roll call John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Terry Wells, Frank M. Zuccarelli and Student Trustee Dion Ruben voted aye. Nays: None. Motion carried.

**VII. PERSONNEL RECOMMENDATIONS**

**A. Memorandum of Understanding (Jeanette Metcalf)**

Trustee DeFilippo moved and Trustee Rogers seconded to approve the Memorandum of Understanding between South Suburban Community College District 510 and Jeanette Metcalf extending the application

deadline for the South Suburban College early retirement incentive. On roll call John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Terry Wells, Frank M. Zuccarelli and Student Trustee Dion Ruben voted aye. Nays: None. Motion carried.

#### **B. Retirements/Resignations/Terminations**

Trustee Wells moved and Trustee Rogers seconded to approve the following retirements:

1. Retirement of Jeanette Metcalf, full-time Information Receptionist in the Counseling Department effective June 30, 2021.
2. Retirement of Carolyn Givens, full-time Testing Coordinator in the Assessment Center, effective July 31, 2021, and grant permission to advertise to fill the vacated position, as needed.

On roll call John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Terry Wells, Frank M. Zuccarelli and Student Trustee Dion Ruben voted aye. Nays: None. Motion carried.

#### **C. Grant Permission to Advertise**

Trustee Payne moved and Trustee DeFilippo seconded to grant permission to advertise the full-time position of Administrative Assistant II for the Extension Services Department. On roll call John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Terry Wells, Frank M. Zuccarelli and Student Trustee Dion Ruben voted aye. Nays: None. Motion carried.

#### **D. Appointments**

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

1. Appointment of Alexandra Glumac as a full-time, grant-funded Project Manager for the Office of Violence Against Women (OVW) Grant, effective June 1, 2021.
2. Appointment of Melvin Jenkins as a full-time Police Officer in the Campus Police Department, effective May 17, 2021.

On roll call John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Terry Wells, Frank M. Zuccarelli and Student Trustee Dion Ruben voted aye. Nays: None. Motion carried.

#### **VIII. Closed Session**

At 9:45 p.m., the Board entered into Closed Session for the discussion of the hiring, discipline, performance, and compensation of certain personnel, dismissal of specific volunteers, matters of collective bargaining, acquisition of real property, and matters of pending, probable, or imminent litigation on a motion made by Trustee DeFilippo and seconded by Trustee Wells. On roll call John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Terry Wells, Frank M. Zuccarelli and Student Trustee Dion Ruben voted aye. Nays: None. Motion carried.

The Board resumed open session at 10:22 p.m. on a motion made by Trustee DeFilippo and seconded by Trustee Rogers. On roll call John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Terry Wells, Frank M. Zuccarelli and Student Trustee Dion Ruben voted aye. Nays: None. Motion carried.

#### **ADJOURNMENT**

At 10:23 p.m., Trustee Daly moved and Trustee Payne seconded to adjourn the Board of Trustees meeting sine die. On roll call John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Terry Wells, Frank M. Zuccarelli and Student Trustee Dion Ruben voted aye. Nays: None. Motion carried.



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

15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS

KINDIG PERFORMING ARTS CENTER

MINUTES OF THE RECONVENED MEETING OF THE BOARD OF TRUSTEES

THURSDAY, MAY 13, 2021

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

At 10:24 p.m., Chairman Frank M. Zuccarelli called the Reconvened Meeting of the Board of Trustees of South Suburban College, Illinois Community College District No. 510 to order. The meeting was held in the Kindig Performing Arts Center.

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

*Absent:* Trustee Joseph Whittington.

*Also present:* Lynette D. Stokes, President; 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. Kuser.

### **II. NEW BUSINESS:**

#### **A. Oath of Office for newly elected Trustees**

Trustees John Daly and Janet Rogers have been elected to serve full terms as members of the South Suburban College Board of Trustees. Secretary to the Board Martin Lareau administered the Oath of Office to Trustees John Daly and Janet Rogers.

#### **B. Appointment of Chairman Pro-Tempore**

Chairman Zuccarelli appointed Martin Lareau to serve as Chairman Pro-Tempore.

#### **C. Nomination and Election of Chairperson of the Board**

Trustee Wells made a motion seconded by Trustee Rogers to nominate Frank M. Zuccarelli to serve as Chairman of the Board. Frank M. Zuccarelli accepted the nomination. On roll call John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Terry Wells and Student Trustee Dion Ruben voted aye. Nays: None. Motion carried. Frank M. Zuccarelli passed. Trustee Rogers closed the nomination and election of Chairperson of the Board.

#### **D. Nomination and Election of Vice-Chairperson of the Board**

Chairman Zuccarelli made a motion seconded by Trustee DeFilippo to nominate John Daly to serve as Vice Chairman of the Board. John Daly accepted the nomination. On roll call John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Terry Wells, Frank M. Zuccarelli and Student Trustee Dion Ruben voted aye. Nays: None. Motion carried.

Trustee Daly made the motion seconded by Trustee Wells to approve the following appointments and Board of Trustees Committee Assignments:

**E. Appointment of Clerk to the Board**

Chairman Zuccarelli recommended the appointment of Christin T. Miller as Clerk to the Board.

**F. Appointment of ICCTA Representative**

Chairman Zuccarelli recommended the appointment of Joseph Whittington as ICCTA Representative for the Board.

**G. Appointment of ICCTA Representative Alternate**

Chairman Zuccarelli recommended the appointment of Terry Wells as ICCTA Representative Alternate for the Board.

**H. Appointment of Secretary of the Board**

Chairman Zuccarelli recommended the appointment of Janet Rogers as Secretary of the Board.

**I. Appointment of Secretary to the Board**

Chairman Zuccarelli recommended the appointment of Martin Lareau as Secretary to the Board and Special Assistant to the Secretary of the Board.

**J. Appointment of Treasurer for the Board**

Chairman Zuccarelli recommended the appointment of Tim Pollert as Treasurer for the Board.

**K. Adoption of Board Policies/Rules**

Chairman Zuccarelli recommended the adoption of the Board Policies as published.

**L. Appointment of Board Committees**

Chairman Zuccarelli recommended approval of the following Board Committee appointments:

1. Architectural Committee: Payne, Chair; Daly and Whittington
2. Audit Committee: Whittington, Chair; Daly and DeFilippo
3. Finance Committee: DeFilippo, Chair; Daly, Rogers and Student Trustee Ruben
4. Legislative Committee: Wells, Chair; DeFilippo, Rogers
5. Policy Committee: Rogers, Chair; Payne and Wells

On roll call John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Terry Wells, Frank M. Zuccarelli and Student Trustee Dion Ruben voted aye. Nays: None. Motion carried.

**ADJOURNMENT**

At 10:35 p.m., Trustee Rogers moved and Trustee Payne seconded to adjourn the reconvened meeting of the Board of Trustees Sine Die. On roll call John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Terry Wells, Frank M. Zuccarelli and Student Trustee Dion Ruben voted aye. Nays: None. Motion carried.

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**Janet Rogers, Secretary of the Board**

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**Frank M. Zuccarelli, Board Chairman**

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# New Business

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SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY21-VI.A

Board Meeting Date: June 10, 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 April 30, 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

*John Pallett* \_\_\_\_\_ 6/7/21  
 Controller/Treasurer Date

*Maria Lova* \_\_\_\_\_ 6/7/21  
 Appropriate Vice President Date

*John Pallett* \_\_\_\_\_ 6/7/21  
 President Date

**SOUTH SUBURBAN COLLEGE**  
South Holland, Illinois

To: Board of Trustees  
 From: Tim Pollert  
 Date: June 2, 2021  
 Subject: Financial Report For The Period Ending April 30, 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>
\$2,192,005.06	\$22,843,344.54
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$1,891,333.52	\$23,336,816.52

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>
\$4,398,158.58	\$37,006,392.61
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$4,019,506.86	\$37,658,105.53
<u>Net Monthly Position</u>	<u>Year to Date Net Position</u>
\$378,651.72	(\$651,712.92)

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>
\$12,336,280.70	2.55%	-68

**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	\$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	\$1,985,153.48	\$206,851.58	\$2,192,005.06
May			
June			
YTD	\$20,664,143.72	\$2,179,200.82	\$22,843,344.54

	<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	\$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	\$1,662,418.37	\$228,915.15	\$1,891,333.52
May			
June			
YTD	\$20,180,491.02	\$3,156,325.50	\$23,336,816.52

**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	\$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	\$4,398,158.58	\$4,019,506.86	\$378,651.72
May			
June			
YTD	\$37,006,392.61	\$37,658,105.53	(\$651,712.92)

	<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	\$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	\$12,336,280.70	2.55%	(68)
May			
June			





SOUTH SUBURBAN COLLEGE

INVESTMENT WORKSHEET					
Description	Date	Fund 4 Bond & Int.	Fund 5 Auxiliary	Fund 6 Restricted	Fund 7 Working Cash
53 Money Market Bond		0.00	0.00	0.00	0.00
53 Investment account		0.00	0.00	0.00	0.00
PMA/I S D L A F + = ISDMAX		0.00	0.00	0.00	0.00
Illinois Funds		0.00	0.00	0.00	0.00
53 Contributory Trust		0.00	0.00	0.00	0.00
IIIT Money Market/UMB		0.00	0.00	0.00	0.00
53 Financial Money Market		0.00	0.00	0.00	0.00
Totals	4/1	0.00	0.00	0.00	0.00
<b>Transactions:</b>					
Illinois Fund MM deposit from Comptroller	4/5				
Illinois Fund MM deposit from Comptroller	4/5				
Illinois Fund MM deposit from Comptroller	4/5				
Illinois Fund MM deposit from Comptroller	4/5				
Illinois Fund MM deposit from Comptroller	4/5				
Illinois Fund MM deposit from Comptroller	4/6				
Illinois Fund MM deposit from Comptroller	4/7				
Illinois Fund MM deposit from Comptroller	4/7				
Illinois Fund MM deposit from Comptroller	4/12				
Illinois Fund MM deposit from Comptroller	4/12				
Illinois Fund MM deposit from Comptroller	4/12				
Illinois Fund MM deposit from Comptroller	4/13				
Illinois Fund MM deposit from Comptroller	4/16				
Illinois Fund MM deposit from Comptroller	4/16				
Illinois Fund MM deposit from Comptroller	4/16				
Illinois Fund MM deposit from Comptroller	4/16				
Illinois Fund MM deposit from Comptroller	4/20				
Illinois Fund MM deposit from Comptroller	4/20				
Illinois Fund MM deposit from Comptroller	4/20				
Illinois Fund MM deposit from Comptroller	4/26				
Illinois Fund MM deposit from Comptroller	4/26				
Illinois Fund MM deposit from Comptroller	4/27				
Illinois Fund MM deposit from Comptroller	4/27				
Illinois Fund MM deposit from Comptroller	4/27				
Illinois Fund MM deposit from Comptroller	4/28				
Illinois Fund MM deposit from Comptroller	4/30				
Illinois Fund MM deposit from Comptroller	4/30				
		0.00	0.00	0.00	0.00
53 Money Market Bond		0.00	0.00	0.00	0.00
53 Investment account		0.00	0.00	0.00	0.00
PMA/I S D L A F + = ISDMAX		0.00	0.00	0.00	0.00
Illinois Funds		0.00	0.00	0.00	0.00
53 Contributory Trust		0.00	0.00	0.00	0.00
IIIT Money Market/UMB		0.00	0.00	0.00	0.00
53 Financial Money Market		0.00	0.00	0.00	0.00
Totals	4/30	0.00	0.00	0.00	0.00

SOUTH SUBURBAN COLLEGE

INVESTMENT WORKSHEET					
Description	Date	Fund 10 T & A	Fund 11 Audit	Fund 12 Special Levies	Total
53 Money Market Bond		0.00	0.00	0.00	0.00
53 Investment account		0.00	0.00	0.00	4,695,720.64
PMA/I S D L A F + = ISDMAX		0.00	0.00	0.00	32.79
Illinois Funds		0.00	0.00	0.00	453,904.82
53 Contributory Trust		0.00	0.00	0.00	148,148.78
IIIT Money Market/UMB		0.00	0.00	0.00	28,586.52
53 Financial Money Market		7,157.01	0.00	0.00	4,580,754.74
<b>Totals</b>	<b>4/1</b>	<b>7,157.01</b>	<b>0.00</b>	<b>0.00</b>	<b>9,907,148.29</b>
					Ck. Balance
<b>Transactions:</b>					0.00
Illinois Fund MM deposit from Comptroller	4/5				1,050.00
Illinois Fund MM deposit from Comptroller	4/5				835.00
Illinois Fund MM deposit from Comptroller	4/5				490.00
Illinois Fund MM deposit from Comptroller	4/5				1,050.00
Illinois Fund MM deposit from Comptroller	4/5				420.00
Illinois Fund MM deposit from Comptroller	4/6				166,923.21
Illinois Fund MM deposit from Comptroller	4/7				51,810.22
Illinois Fund MM deposit from Comptroller	4/7				9,708.50
Illinois Fund MM deposit from Comptroller	4/12				54,746.55
Illinois Fund MM deposit from Comptroller	4/12				1,790.00
Illinois Fund MM deposit from Comptroller	4/12				1,200,000.00
Illinois Fund MM deposit from Comptroller	4/13				312,243.43
Illinois Fund MM deposit from Comptroller	4/16				15,035.00
Illinois Fund MM deposit from Comptroller	4/16				88,150.25
Illinois Fund MM deposit from Comptroller	4/16				93,557.13
Illinois Fund MM deposit from Comptroller	4/16				99,619.34
Illinois Fund MM deposit from Comptroller	4/20				132,901.93
Illinois Fund MM deposit from Comptroller	4/20				51,810.22
Illinois Fund MM deposit from Comptroller	4/20				9,708.50
Illinois Fund MM deposit from Comptroller	4/26				1,160.00
Illinois Fund MM deposit from Comptroller	4/26				1,560.00
Illinois Fund MM deposit from Comptroller	4/27				51,810.22
Illinois Fund MM deposit from Comptroller	4/27				9,708.50
Illinois Fund MM deposit from Comptroller	4/27				23,574.41
Illinois Fund MM deposit from Comptroller	4/28				48,680.00
Illinois Fund MM deposit from Comptroller	4/30				160.00
Illinois Fund MM deposit from Comptroller	4/30				630.00
					0.00
					0.00
					0.00
					0.00
		7,157.01	0.00	0.00	12,336,280.70
53 Money Market Bond		0.00	0.00	0.00	0.00
53 Investment account		0.00	0.00	0.00	4,695,720.64
PMA/I S D L A F + = ISDMAX		0.00	0.00	0.00	32.79
Illinois Funds		0.00	0.00	0.00	2,883,037.23
53 Contributory Trust		0.00	0.00	0.00	148,148.78
IIIT Money Market/UMB		0.00	0.00	0.00	28,586.52
53 Financial Money Market		7,157.01	0.00	0.00	4,580,754.74
<b>Totals</b>	<b>4/30</b>	<b>7,157.01</b>	<b>0.00</b>	<b>0.00</b>	<b>12,336,280.70</b>
					0.00



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	2,911,623.75	0.00	2,911,623.75	24%
60	Repurchase Agreements	0.00	0.00	0.00	0%
90	Other	9,424,656.95	0.00	9,424,656.95	76%
	Total	12,336,280.70	0.00	12,336,280.70	100%
	Average %	2.55			

SOUTH SUBURBAN COLLEGE

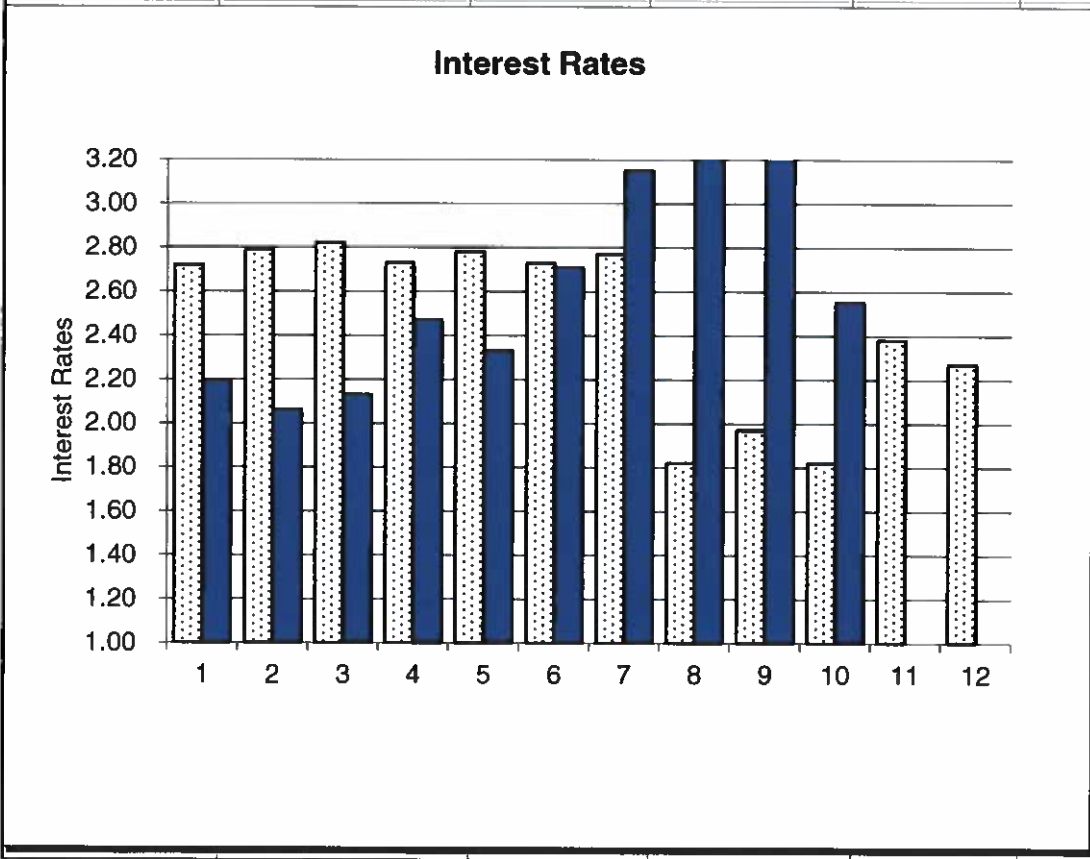
**INVESTMENT SUMMARY**

Fund	Interest Rate	Amount	Purchase Date	Maturity Date	Type Code	Certificate Number / Institutions	
<i>Total carryover</i>							0.00
							40.99
							28,273,872.48
							3,171,340.95
							4,287.98
							0.00
							0.00
							0.00
							0.00
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						0.00	
						0.00	
<b>Total</b>		0.00					31,449,542.40

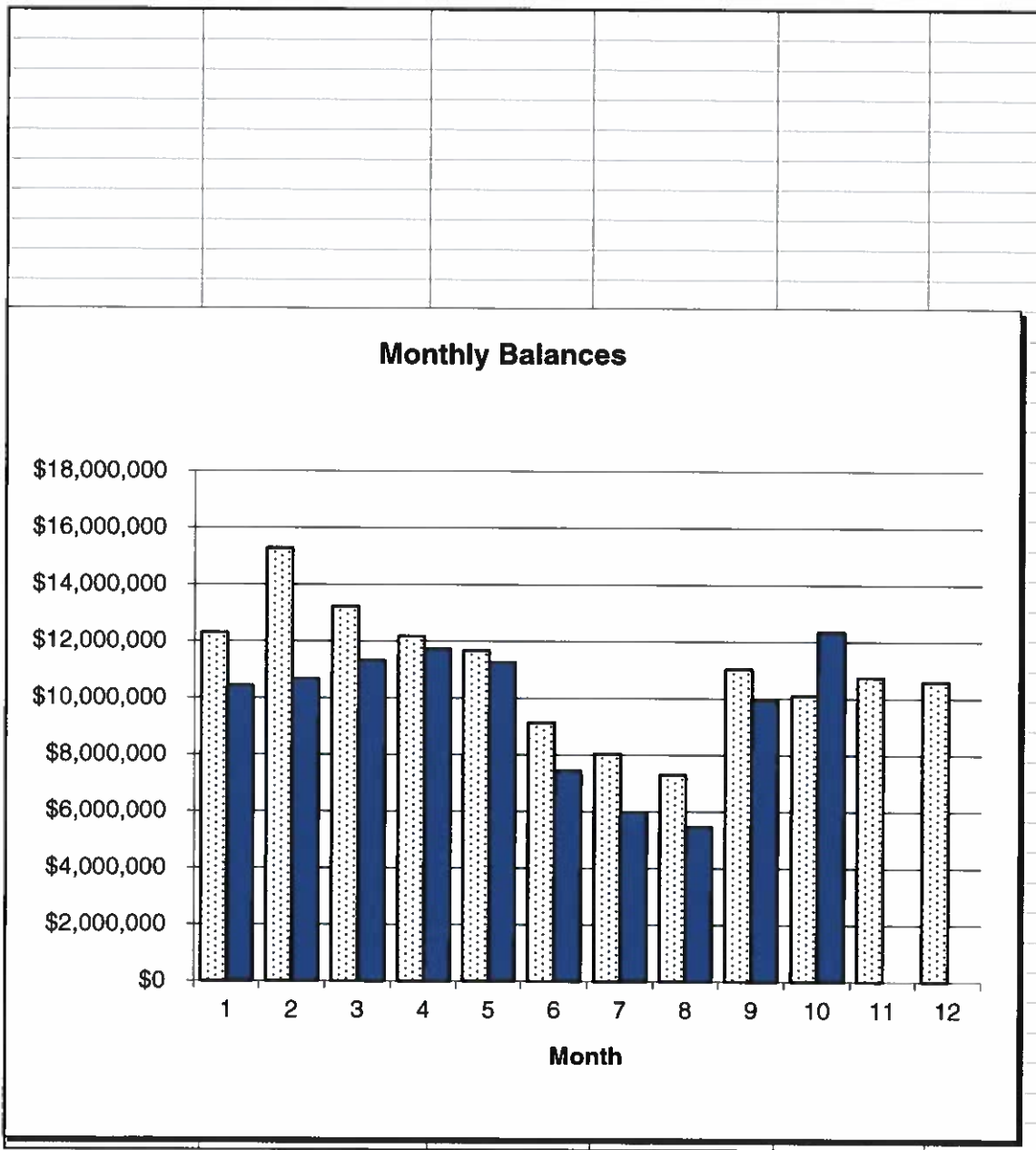
##  
##

**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	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	12,336,281	2.55
May	10,744,365	2.38		
June	10,587,248	2.27		



South Suburban College







**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM: **FY21-VI.B**

Board Meeting Date: **June 10, 2021**

**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	\$1,613,342.16
Operations & Maintenance Fund	\$240,051.10
Operation and Maintenance Fund Restricted	\$55,314.68
Auxiliary Enterprise Fund	\$59,777.14
Restricted Funds	\$369,275.79
Special Levies Fund	\$35,864.24
Audit Fund	\$16,300.00
Flex Plan Fund	\$4,793.75
Total	\$2,394,718.86

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 Pallitto* 6/7/21  
 Controller/Treasurer Date

*Maria Lanza* 6/7/21  
 Appropriate Vice President Date

*Stokes* 6/7/21  
 President Date





**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM: FY21-VI.C

Board Meeting Date: June 10, 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.

**ESTIMATED COST OR BENEFIT**

[Empty box for estimated cost or benefit]

**JUSTIFICATION OF ACTION**

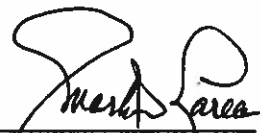
This action aligns with Strategic Direction 3.0; The College will ensure the financial, physical and technological resources necessary to support educational programs and promote continuous innovation and sustainability.


**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.

**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

  
 \_\_\_\_\_  
 President

6/7/21  
 Date

6/7/21  
 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: Follett Higher Education Group Contract**

**Dr. Stokes,**

At our last Board meeting I advised the Board that I would like to table the recommendation to enter into an agreement with Follett Higher Education Group until the administration has reviewed and made changes to the contract while Academics, Communication Services, Information Technology and Financial Aid worked out the logistics of the transfer of the Bookstore to the new vendor.

Now that the College and Follett have worked out the details of the transfer of the Bookstore, it is my recommendation to seek permission from our Board of Trustees for their approval to outsource our bookstore and enter into a contract with Follett Higher Education Group for their services.



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM: FY21-VI.D

Board Meeting Date: June 10, 2021

**BOARD COMMITTEE**

**FUNDING**

- Policy
- Finance
- Architectural
- Other

- Operating
- College Capital
- Protection, Health and Safety

- Grant Funded
- Student Life
- Special Levies

**PROPOSAL SUMMARY**

Annually we are required to submit the College Capital Resource Allocation Management Plan (RAMP) for capital requests for ICCB funding.

**ESTIMATED COST OR BENEFIT**

The possible benefit to the College is \$13,141,152. The College is required to match 25% of the total cost of the projects in the amount of \$3,285,288.

**JUSTIFICATION OF ACTION**


The ICCB requires the Board of Trustees to approve the college's capital RAMP requests for State funding. 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**

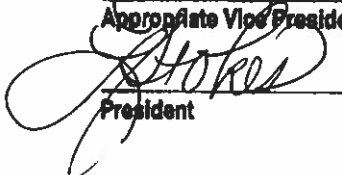
Move to accept the Resource Allocation Management Plan (R.A.M.P.), as presented.

**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

  
 Originator

  
 Appropriate Vice President

  
 President

6/1/21  
Date

6/7/21  
Date

6/7/21  
Date



Lazaro Lopez, Ed.D.  
Chairman

Brian Durham, Ed.D.  
Executive Director

Illinois Community College Board

### Capital Project Application

Complete one application for each project.

District/College: 510 / SOUTH SUBURBAN COLLEGE

District #: 51001

5 Digit Code (e.g., 50101)

ICCB Project # Identifier: 510-01R2023-1

District #, type (NC, R, SP, U, SI or DF), Fiscal Year – District Ranking # (e.g., 500-01NC2021-1)

Project Type: Remodel

(New Construction, Remodel, Site Purchase, Utilities, Site Improvement and Deferred Maintenance)

Project Title: Renovate Labs

District Project Rank # (1 of 3): 1

(Top 3 receive full prioritization points, 4 and beyond are reduced progressively)

Estimated Local Funds: \$748,976  
(25% minimum)

Estimated State Funds: \$2,246,927

Estimated Total Funds: \$2,995,902

#### Budget Detail

BLDGS, ADDITIONS, AND/OR STRUCTURES:

LAND:

EQUIPMENT:

UTILITIES:

REMODELING & REHABILITATION:

\$2,995,902

SITE IMPROVEMENTS:

PLANNING:

Other:

TOTAL Funds Requested:

\$2,995,902

**Project Scope:**

The general scope of work entails the renovation of two biology labs and two physics labs. The current labs are outdated and have equipment that is over 20 years old. Their current layout and equipment do not meet today's high-tech standards for learning environments.

**Demolition:**

Remove existing ceilings, floor finishes, casework, lighting fixtures, workstations, loose furniture, plumbing fixtures, wall mounted boards as required to leave a clean room with just four walls.

**New Construction;**

The new learning environment in each lab shall consist of 4 chair student workstations with center isles for circulation. The new spaces will serve a dual function for lecturing and lab work. New ceilings with new dimmable LED lighting appropriate for the working environment. Walls will be repaired and painted along with a new chemical resistant epoxy floor system will be installed. New electrical power will be provided as required along with new plumbing, air and gas as needed for new student work stations. An ADA work station will be a part of the new student workstations. The existing HVAC system and temperature controls will be upgraded as required to provide comfort in the space. New fixed equipment such as base and wall cabinets with glass doors will be installed. A new teacher work station with the flexibility to lecture and instruct during lab sessions will also be installed. New markerboard(s) and a new smart board will be installed. Existing emergency shower and fume hoods will be upgraded or replaced.

**Project Justification:**

If project includes **Missing Core Campus Components** 1501.603 h)2); **Program Considerations** 1501.603 h)1); **Prior ICCB or State obligations** 1501.603 h)6) or **Structural Considerations** 1501.603 h)7), then please use this space for justification as this will greatly affect priority status.

The success of a student is not only related to the amount of time spent studying outside the classroom but the quality and functionality of the learning environment they spend time in. Having hi-tech instructional environments not only benefits the student's prospects of succeeding, but allows them to be up to par with other learning institutions who invest in their facilities.

The current biology and physics labs have started to show wear and tear after 20+ years of use. Water, gas and air supply to existing workstations no longer work or are in need of replacement. Repairs can be costly and therefore overlooked. The teaching environment is outdated with the layout of the student work stations restricting one-on- one interaction with the instructor. Today's learning environment requires one-on-one interaction between the student and the instructor.

The lighting in the classrooms are less than ideal. Teachers are not able to dim the existing lights when presenting on smartboards or whiteboards using their laptops. The existing light fixtures are not energy efficient and are not LED and require maintenance. Dimmable light fixtures would solve the above problems.

The existing floor is vinyl composition tile and is not chemical resistant. Replacing the existing floor with epoxy flooring provide the chemical resistance should a student drop anything hazardous.

The existing workstations as mentioned are lined up in continuous rows and spaced close together limiting quick interaction with students and instructors. Egress is also hindered by the existing layout.

Some services to existing workstations are no longer operational and costly to fix. But the most important factor is that the exact conditions of piping that is not visible is unknown and can pose a hazard.

Casework is showing it's age with the amount of use it gets. In house repairs have to be made due to hardware being difficult to obtain. Surfaces are worn and cannot be refinished. Casework was constructed to fit antiquated equipment and in some cases newer equipment will not fit in existing cabinets.

In order to attract new students and excite existing students, updated labs are a must. Many students base their college attendance on how up to date instructional facilities are. It is very easy for a prospective student to go to another local college just because their facilities are more modern. Updated facilities can also aid in obtaining top notch professors.



**Additional Documentation Required Prior to Funding (this will be required before funding is released):**

- For New Construction please see requirements referenced in Administrative Rules section 1501.603 b).
- For Remodel and Rehab please see requirements referenced in Administrative Rules section 1501.603 c).
- For Secondary Site Purchase please see requirements referenced in Administrative Rules section 1501.603 d).

**Do project criteria meet Section 1501.603 a) of ICCB Administrative Rules?**

Yes  No

**Does this project have the approval of your local governing board?**

Yes  No      **Date of Board Meeting** June 10, 2021

**District Contact Name** Justin Papp

**District Contact Email Address:** jpapp@ssc.edu

**District Contact Phone Number:** (708) 210-5727

**Signature**



**Date**

6/1/21



Lazaro Lopez, Ed.D.  
Chairman

Brian Durham, Ed.D.  
Executive Director

Illinois Community College Board

### Capital Project Application

Complete one application for each project.

District/College: 510 / SOUTH SUBURBAN COLLEGE

District #: 51001

5 Digit Code (e.g., 50101)

ICCB Project # Identifier: 510-01-R2023-1

District #, type (NC, R, SP, U, SI or DF), Fiscal Year -- District Ranking # (e.g., 500-01NC2021-1)

Project Type: Remodel

(New Construction, Remodel, Site Purchase, Utilities, Site Improvement and Deferred Maintenance)

Project Title: Replace Deteriorated Galvanized Domestic Water Piping

District Project Rank # (1 of 3): 2

(Top 3 receive full prioritization points, 4 and beyond are reduced progressively)

Estimated Local Funds: \$2,630,250  
(25% minimum)

Estimated State Funds: \$7,515,000

Estimated Total Funds: \$10,145,250

#### Budget Detail

BLDGS, ADDITIONS, AND/OR STRUCTURES:

LAND:

EQUIPMENT:

UTILITIES:

\$10,020,000

REMODELING & REHABILITATION:

SITE IMPROVEMENTS:

PLANNING:

Other:

TOTAL Funds Requested:

\$10,020,000



**Project Scope:**

**Scope:**

The scope includes but is not limited to the removal of all existing galvanized piping providing potable water supply to all areas of the building. Install new copper piping throughout the entire building. Copper piping not only is lighter than galvanized pipe which makes it easier to work with, saving on labor cost, but it is also easier to extend over long stretches without supports. It is also more economical. The advantages of replacing the galvanized piping with copper piping far outweigh the continued use of repairing the existing pipes. Copper piping is relatively non-toxic, does not suffer easily from corrosion, is durable making them cost effective over time and have a minimal impact on the environment.

**Project Justification:**

If project includes **Missing Core Campus Components 1501.603 h)2); Program Considerations 1501.603 h)1); Prior ICCB or State obligations 1501.603 h)6) or Structural Considerations 1501.603 h)7)**, then please use this space for justification as this will greatly affect priority status.

The health and well being of students, faculty and visitors within a learning institution should be a priority when it comes to the available water sources inside a building. Many unforeseen elements may be lurking in the water supply without the occupants being aware.

South Suburban College was built in 1970. Just like many buildings built during that time period, galvanized piping was used for domestic water supply. As galvanized pipes age, the zinc coating erodes and pipes corrode from the inside out due to the exposure of water. Lead buildup may occur over time as well. The corrosion in the pipes can cause rust buildup inside the pipes leading to low water pressure, uneven distribution of water, discoloration of the water and leaks to name a few. The existing galvanized piping has been leaking and breaking due to the weakness of the pipe walls. The aging pipes have become a burden on the College because the galvanized pipes require constant repairs and replacement. The replacement of the damaged pipes mostly are performed in small sections and seldom are long lengths of pipe replaced due to budget constrains. The most worrisome factor of aging galvanized pipes are the contaminants that can be transmitted from these pipes.

**Additional Documentation Required Prior to Funding (this will be required before funding is released):**

- For New Construction please see requirements referenced in Administrative Rules section 1501.603 b).
- For Remodel and Rehab please see requirements referenced in Administrative Rules section 1501.603 c).
- For Secondary Site Purchase please see requirements referenced in Administrative Rules section 1501.603 d).

**Do project criteria meet Section 1501.603 a) of ICCB Administrative Rules?**

Yes       No

**Does this project have the approval of your local governing board?**

Yes       No      **Date of Board Meeting** June 10, 2021

**District Contact Name** Justin Papp

**District Contact Email Address:** jpapp@ssc.edu

**District Contact Phone Number:** (708) 210-5727

Signature



Date

6/11/21



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM: **FY21-VI.E**

Board Meeting Date: **June 10, 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 approval to hold the July 8, 2021 Board of Trustees Meeting at the Main Campus of South Suburban College to allow for adequate social distancing.

**ESTIMATED COST OR BENEFIT**

**JUSTIFICATION OF ACTION**

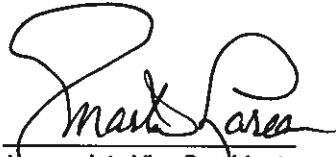
This action aligns with Strategic Direction 3.0; The College will ensure the financial, physical and technological resources necessary to support educational programs and promote continuous innovation and sustainability.

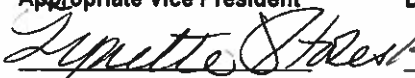
**MOTION**

Move that the Board of Trustees grant approval to hold the July 8, 2021 Board of Trustees Meeting at the Main Campus of South Suburban College to allow for adequate social distancing.

**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      6/7/21  
 Date

  
 President      6/7/21  
 Date

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# Personnel

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**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM: FY21-VII.A.1

Board Meeting Date: June 10, 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 resignation of Jennifer Malmquist, full-time Campus Store Clerk II in the SSC Bookstore, effective May 10, 2021.

**ESTIMATED COST OR BENEFIT**

N/A

**JUSTIFICATION OF ACTION**

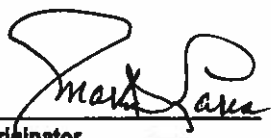


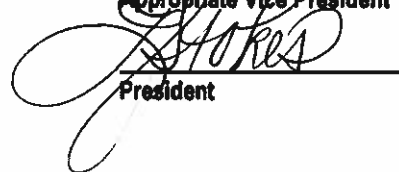
See the attached resignation letter from Jennifer Malmquist. This action supports Strategic Direction 3.0; South Suburban College will ensure the financial, physical and technological resources necessary to support educational programs and promote continuous innovation and sustainability.

**MOTION**

Move that the Board of Trustees approve the resignation of Jennifer Malmquist, full-time Campus Store Clerk II in the SSC Bookstore, effective May 10, 2021.

**Approvals:**

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

	<u>6/7/21</u>
Originator	Date
	<u>5/13/21</u>
Director of Human Resources	Date
	<u>6/7/21</u>
Appropriate Vice President	Date
	<u>6/7/21</u>
President	Date



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM: FY21-VII.B.1

Board Meeting Date: June 10, 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 Ms. Joanna Tassin, Administrative Assistant II-Liberal Arts & Sciences, effective July 1, 2021.

**ESTIMATED COST OR BENEFIT**

This is a Grade IX position on the support staff salary schedule. The position is 35 hours per week for 52 weeks. Annual salary of \$40,562, plus benefits.

**JUSTIFICATION OF ACTION**

This action supports Strategic Direction 2, SSC 2.1 and will assist in the effort to provide credit courses and associate degree programs for an academically prepared student body. In addition, this action supports our mission, vision and core values.

**MOTION**

Move that the Board of Trustees approve the hiring of Ms. Joanna Tassin, Administrative Assistant II-Liberal Arts & Sciences.

**Approvals:**

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

additional funds? (Explain)

*Anna M. Helwig*  
\_\_\_\_\_  
Date 06/01/2021

*[Signature]*  
\_\_\_\_\_  
Director of Human Resources Date 6/7/21

*[Signature]*  
\_\_\_\_\_  
Appropriate Vice President Date 6/2/21

*[Signature]*  
\_\_\_\_\_  
President Date 6/7/21



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM: FY21-VII.B.2

Board Meeting Date: June 10, 2021

**BOARD COMMITTEE**

**FUNDING**

- Policy
- Finance
- Architectural
- Other

- Operating
- College Capital
- Protection, Health and Safety

- Grant Funded
- Student Life
- Special Levies

**PROPOSAL SUMMARY**

Request that the Board of Trustees approve the hiring of Ms. Janice Allen, Administrative Assistant II-Liberal Arts & Sciences, effective July 1, 2021.

**ESTIMATED COST OR BENEFIT**

This is a Grade IX position on the support staff salary schedule. The position is 35 hours per week for 52 weeks. Annual salary of \$52,314 plus benefits.

**JUSTIFICATION OF ACTION**

This action supports Strategic Direction 2, SSC 2.1 and will assist in the effort to provide credit courses and associate degree programs for an academically prepared student body. In addition, this action supports our mission, vision and core values.

**MOTION**

Move that the Board of Trustees approve the hiring of Ms. Janice Allen, Administrative Assistant II-Liberal Arts & Sciences, effective July 1, 2021.

**Approvals:**

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

additional funds? (Explain)

*Anna M. Helwig*  
\_\_\_\_\_  
Date 06/02/2021

Originator  
*[Signature]*  
\_\_\_\_\_  
Date 6/7/21

Director of Human Resources  
*Jasha S. Wellem*  
\_\_\_\_\_  
Date 6/2/21

Appropriate Vice President  
*[Signature]*  
\_\_\_\_\_  
Date 6/7/21

President  
*[Signature]*  
\_\_\_\_\_  
Date





**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM: FY21-VII.B.3

Board Meeting Date: June 10, 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 Ms. Hella Bowker, Administrative Assistant II-Liberal Arts & Sciences, effective July 1, 2021.

**ESTIMATED COST OR BENEFIT**

This is a Grade IX position on the support staff salary schedule. The position is 35 hours per week for 52 weeks. Annual salary of \$40,562 plus benefits.

**JUSTIFICATION OF ACTION**

This action supports Strategic Direction 2, SSC 2.1 and will assist in the effort to provide credit courses and associate degree programs for an academically prepared student body. In addition, this action supports our mission, vision and core values.

**MOTION**

Move that the Board of Trustees approve the hiring of Ms. Hella Bowker, Administrative Assistant II-Liberal Arts & Sciences effective July 1, 2021.

**Approvals:**

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

additional funds? (Explain)

<i>Anna M. Helwig</i>	06/02/2021
_____ Originator	_____ Date
<i>[Signature]</i>	6/7/21
_____ Director of Human Resources	_____ Date
<i>Janka L. Willem</i>	6/2/21
_____ Appropriate Vice President	_____ Date
<i>[Signature]</i>	6/7/21
_____ President	_____ Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY21-VII.B.4

Board Meeting Date: June 10, 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 appoint Darlene Bancroft as a full-time Administrative Assistant II in the Information Technology Department, effective July 1, 2021, and grant permission to advertise to fill the vacated position.

**ESTIMATED COST OR BENEFIT**

This is a full-time position; 35 hours per week, 52 weeks a year; classified Grade IX on the Support Staff Salary Schedule with a beginning annual salary of \$44,861 plus benefits.

**JUSTIFICATION OF ACTION**

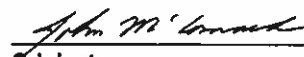


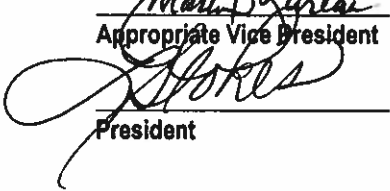
This action aligns with Strategic Direction 1.0; South Suburban College nurtures and empowers each student to succeed.

**MOTION**

Move that the Board of Trustees appoint Darlene Bancroft as a full-time Administrative Assistant II in the Information Technology Department, effective July 1, 2021, and grant permission to advertise to fill the vacated position.

Approvals:

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

	<u>06/07/21</u>
Originator	Date
	<u>6/7/21</u>
Director of Human Resources	Date
	<u>6/7/21</u>
Appropriate Vice President	Date
	<u>6/7/21</u>
President	Date



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM: FY21-VII.B.5

Board Meeting Date: June 10, 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 Veretta Brooks as an Administrative Assistant II in the Allied Health Program, effective July 01, 2021.

**ESTIMATED COST OR BENEFIT**

This is a Grade IX position on the support staff salary schedule. The position is 35 hours per week for 52 weeks. Annual salary of \$40,569, plus benefits.

**JUSTIFICATION OF ACTION**

Permission to advertise to fill this position was granted during a prior Board meeting. Replacement of this position will assist in providing credit courses and associate degree programs for an academically prepared student body. (Strategic Direction # 2 - Student Success and Completion, Goal - SSC 2.1)

**MOTION**

Move that the Board of Trustees approve the hiring of Veretta Brooks as an Administrative Assistant II in the Allied Health Program, effective July 01, 2021.

**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) NQ

Dr. Jeffrey J. Waddy  
Originator

06/01/2021  
Date

[Signature]  
Director of Human Resources

6/7/21  
Date

[Signature]  
Appropriate Vice President

6/1/21  
Date

[Signature]  
President

6/9/21  
Date



## SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY21-VII.B.6

Board Meeting Date: June 10, 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 appoint Debbie Lamoureux as a full-time Administrative Assistant II in the Publications Department, effective July 1, 2021.

### ESTIMATED COST OR BENEFIT

This is a full-time position; 35 hours per week, 52 weeks a year; classified Grade IX on the Support Staff Salary Schedule with a beginning annual salary of \$41,509 plus benefits.

### JUSTIFICATION OF ACTION

This action aligns with Strategic Direction 2.1; Strengthen internal and external communications to enhance awareness and visibility of the College.

### MOTION

Move that the Board of Trustees appoint Debbie Lamoureux as a full-time Administrative Assistant II in the Publications Department, effective July 1, 2021.

### 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

\_\_\_\_\_  
Originator  
6/7/21  
Date  
  
\_\_\_\_\_  
Director of Human Resources  
6/7/21  
Date

\_\_\_\_\_  
President  
6/7/21  
Date



## SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY21-VII.B.7

Board Meeting Date: June 10, 2021

### BOARD COMMITTEE

Policy  
 Finance  
 Architectural  
 Other

Operating  
 College Capital  
 Protection, Health and  
Safety

### FUNDING

Grant Funded  
 Student Life  
 Special Levies

### PROPOSAL SUMMARY

Move that the Board of Trustees accept the appointment of JoAnn Mabry to Administrative Assistant II in Academic Services Nursing effective July 1, 2021.

### ESTIMATED COST OR BENEFIT

This is a full-time Support Staff position for 35 hours a week, 52 weeks per year. Classified Grade IX salary schedule with a beginning annual salary of \$40,564 with benefits.

### JUSTIFICATION OF ACTION

Permission to advertise to fill this position was granted during a prior Board meeting. Replacement of this position will assist in providing credit courses and associate degree programs for an academically prepared student body. (Strategic Direction # 2 - Student Success and Completion, Goal - SSC 2.1)

### MOTION

Move that the Board of Trustees appoint JoAnn Mabry as Administrative Assistant II in the Academic Services Department in Nursing effective July 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)

Linda Brown-Aldridge, DNP, RN

6/2/2021

Originator

Date

[Signature]  
Director of Human Resources

Date

[Signature]  
Appropriate Vice President

6/2/21  
Date

[Signature]  
President

6/7/21  
Date



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM: FY21-VII.B.8

Board Meeting Date: June 10, 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	<input type="checkbox"/> Special Levies
<input type="checkbox"/> Other	<input type="checkbox"/> Safety	

**PROPOSAL SUMMARY**

Move that the Board of Trustees grant permission to appoint Candace Stanley as a full-time Administrative Assistant II in the Physical Plant Department, effective July 1, 2021.

**ESTIMATED COST OR BENEFIT**

This is a full-time position; 35 hours per week, 52 weeks per year, Grade IX on the Support Staff Salary Schedule with a beginning annual salary of \$40,554 plus benefits.

**JUSTIFICATION OF ACTION**



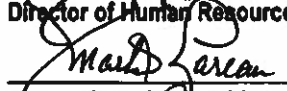

This action aligns with Strategic Direction 3.8; Provide learning environments that are safe, welcoming, functional and sustainable.

**MOTION**

Move that the Board of Trustees grant permission to appoint Candace Stanley as a full-time Administrative Assistant II in the Physical Plant Department, effective July 1, 2021.

**Approvals:**

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

	<u>6/3/21</u>
Originator	Date
	<u>6/7/21</u>
Director of Human Resources	Date
	<u>6/7/21</u>
Appropriate Vice President	Date
	<u>6/7/21</u>
President	Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY21-VII.B.9

Board Meeting Date: June 10, 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 Ramona Orellana as a full time Executive Assistant to the Vice President of Administration, effective June 14, 2021.

**ESTIMATED COST OR BENEFIT**

This is a full-time, Technical Professional Exempt (TPE) position; 40 hours per week, 52 weeks per year, with a beginning annual salary of \$54,000 plus benefits.

**JUSTIFICATION OF ACTION**

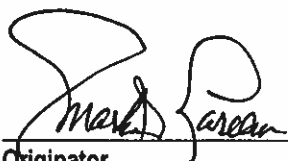

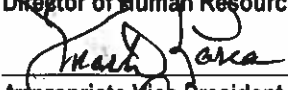
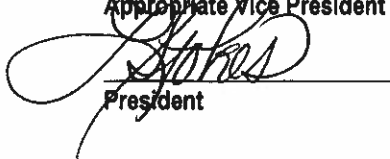
This action aligns with Strategic Direction 1.0; South Suburban College nurtures and empowers each student to succeed.

**MOTION**

Move that the Board of Trustees appoint Ramona Orellana as a full time Executive Assistant to the Vice President of Administration, effective June 14, 2021.

Approvals:

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

	<u>6/7/21</u>
Originator	Date
	<u>6/7/21</u>
Director of Human Resources	Date
	<u>6/7/21</u>
Appropriate Vice President	Date
	<u>6/7/21</u>
President	Date





**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM: FY21-VII.B.10

Board Meeting Date: June 10, 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 appoint Lorena Del Valle as the full-time, grant-funded, Youth Career Coach in the Job Training Program, effective Monday, June 14, 2021, pending a satisfactory criminal background check.

**ESTIMATED COST OR BENEFIT**

This is a full-time, 100% grant-funded position, with an annual salary of \$35,000, plus benefits, through the duration of the grant. The position requires 40 hours a week, 52 weeks a year. Continued employment is contingent upon receipt of grand funds.

**JUSTIFICATION OF ACTION**


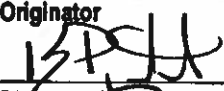

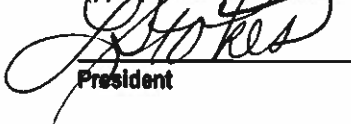
Permission was granted to fill this position at a prior Board meeting. **Strategic Direction 4.6:** Coordinate partnerships between career programs and community employers to bridge skill gaps.

**MOTION**

Move to appoint Lorena Del Valle as the full-time, grant-funded, Youth Career Coach in the Job Training Program, effective Monday, June 14, 2021, pending a satisfactory criminal background check.

Approvals:

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

	5/19/21
Originator	Date
	6/7/21
Director of Human Resources	Date
	6-7-2021
Appropriate Vice President	Date
	6/7/21
President	Date







SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY21-VII.B.12

Board Meeting Date: June 10, 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 appointment of Jane Kawanna, full-time Purchasing Coordinator in Administrative Services, effective June 14, 2021, and grant permission to advertise to fill the vacated position.

**ESTIMATED COST OR BENEFIT**

This is a full-time Support Staff position; 35 hours a week, 52 weeks per year, classified Grade XI on the Support Staff Salary Schedule with a beginning annual salary of \$47,627 plus benefits.

**JUSTIFICATION OF ACTION**


See attachment of Personnel Recommendation. 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 appointment of Jane Kawanna, full-time Purchasing Coordinator in Administrative Services, effective June 14, 2021, and grant permission to advertise to fill the vacated position.


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)

  
 \_\_\_\_\_  
 Originator 6/7/21  
 Date 6/7/21

  
 \_\_\_\_\_  
 Director of Human Resources 6/7/21  
 Date 6/7/21

  
 \_\_\_\_\_  
 Appropriate Vice President 6/7/21  
 Date 6/7/21

  
 \_\_\_\_\_  
 President 6/7/21  
 Date 6/7/21



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM: FY21-VII.B.13

Board Meeting Date: June 10, 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 grant permission to appoint Miguel Pagan as a full-time position of a Custodian I (day shift) in the Physical Plant Department, effective July 6, 2021, pending successful completion of a criminal background investigation.

**ESTIMATED COST OR BENEFIT**

This is a full-time position; 35 hours per week, 52 weeks per year, Grade IV on the Support Staff Salary Schedule with a beginning annual salary of \$32,808 plus benefits.

**JUSTIFICATION OF ACTION**

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

**MOTION**

Move that the Board of Trustees grant permission to appoint Miguel Pagan as a full-time position of a Custodian I (day shift) in the Physical Plant Department, effective July 6, 2021, pending successful completion of a criminal background investigation.

**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

	6/1/21
Originator	Date
	6/1/21
Director of Human Resources	Date
	6/7/21
Appropriate Vice President	Date
	6/7/21
President	Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY21-VII.C.1

Board Meeting Date: June 10, 2021

BOARD COMMITTEE

- Policy
Finance
Architectural
Other

FUNDING

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

PROPOSAL SUMMARY

Request that the Board of Trustees approve the Non-Credit Reorganization Plan.

ESTIMATED COST OR BENEFIT

The overall cost savings to the general operating budget will be \$142,756.00.

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 Non-Credit Reorganization Plan.

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

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




## South Suburban College Office of the President

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

**To:** Frank M. Zuccarelli  
Chairman of the Board

**CC:** Board of Trustees

**From:** Lynette D. Stokes, Ed.D.  
President 

**Date:** June 2, 2021

**RE:** **Non-Credit Reorganization Plan**

Dear Chairman Zuccarelli:

Administration has worked to develop a plan for the reorganization of the College's Non-Credit Division that achieves financial solvency, improves efficiency, and is driven by continuous growth and innovation. I have reviewed the final Non-Credit Reorganization Plan, and I agree the proposal is in alignment with the ICCB Workforce Initiative and 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. With the approval of the Board of Trustees, the Non-Credit Reorganization Plan will go into effect on July 1, 2021.

Thank you for the opportunity to develop a plan that is rooted in revitalization and transformative change.

*Dr. Lynette D. Stokes*



## Office of the Associate Vice President of Accreditation & Institutional Effectiveness

“Our Mission is to **S**erve our **S**tudents and the **C**ommunity through lifelong learning.”

### INTEROFFICE MEMORANDUM

**To:** Dr. Lynette Stokes, President

**From:** Dr. Ronald Kawanna, Jr., Associate Vice President of Accreditation & Institutional Effectiveness

**CC:** Dr. Tasha S. Williams, Vice President of Academic Services  
Kimberly Pigatti, Director of Human Resources

**Date:** May 5, 2021

**Subject:** **Non-Credit Reorganization Plan**

In an ongoing effort to maximize efficiency and to align with “**Strategic Direction #3: Ensure institutional resources and sustainability, Goal 3.0: South Suburban College will ensure the financial, physical and technological resources necessary to support educational programs and promote continuous innovation and sustainability**”, as outlined in South Suburban College’s 2020-2025 Strategic Plan, the colleges proposes a restructuring on all non-credit programs, including Adult Education, Continuing Education, Business and Career Institute (BCI), and Job Training.

BCI and the Continuing Education Department have been losing substantial amounts of money each year over the past several years and this trend is not sustainable. In addition, the existing business model that both areas have utilized is no longer viable and there is also a duplication of services that needs to be addressed. Three- year profit/loss information is provided below:

	FY18	FY19	FY20	3Year Profit/Loss
Department				
Continuing Education	- \$121,018.44	-\$120,122.83	-\$117,414.81	-\$358,556.08
Business & Career Institute	- \$484,318.00	-\$177,298.00	-\$428,814.00	-\$1,090,430.00
Total:				-\$1,448,986.00



The Illinois Department of Commerce & Economic Opportunity through its Office of Employment and Training as well as the ICCB, supports innovative workforce programs, career training, and employment services that connect employers to a highly skilled workforce. The college is recommending the reengineering of its Adult Education, Continuing Education and Corporate Training Programs to better align with the State's Unified Workforce Plan 2020-2024.

The proposed plan could achieve multiple purposes:

1. Reverse the substantial cost and losses attributed to the BCI and Continuing Education Department at the college. This plan will include increased utilization of grants to fund personnel costs and better alignment of duties and responsibilities for positions across the Division to address and meet the needs of the college.
2. Eliminate duplication of services and consolidation of areas to better serve our students, community, and workforce partners.
3. Reinvestment in the college offering a variety of educational experiences and activities that respond to business, lifelong learning, and personal needs of the community.
4. Rename position titles and enhance the duties that align with the current needs of students, community, and business partners.
5. Establish new programs that expand opportunities for our residents including Apprenticeship Programs.
6. Ensure that the college is more proactive in the acquisition of grants related to workforce development.
7. Transform the services offered at the Oak Forest Center so that it becomes a more viable workforce development center for our college district.
8. Define critical occupations for economic and workforce development for national, state, and regional areas. This includes defining clusters of occupations relevant to policy, program, or research initiatives, such as high-skill, high-demand occupations; science, technology, engineering, and mathematics occupations; career pathways; green jobs; etc.
9. Develop skill transferability and worker assessment tools for use in placing adults in jobs, rapid response to layoffs, and supporting economic development.
10. Identify appropriate education and training options for displaced and transitioning workers.
11. Collaborate with Academic Services to develop high quality programs aligned with regional needs.
12. Improved understanding of the Regional Labor Market Population.
13. Define needed skills and credentials in collaboration with Employers.
14. Assist employers in human resource management activities, including employee recruitment, retention, and development

**With the proposed reorganization plan for the non-credit arm of the college the following outcomes are expected:**

- **Non-credit enrollment growth will be increased by:**
  - 25% for Adult Education
  - 15% for Continuing Education
  - 15% for Community Education
  - 10% for Corporate Education
  
- **Revenue projections will increase by;**
  - 25% in Continuing Education
  - 25% in Corporate Training
  
- **Job Placement will be at a minimum of 90%+ each grant year for Adults, Dislocated Workers and Youth**
  
- **New grants generated will be increased by 5% each academic year at a minimum award amount of \$100,000 (This goal might be achieved within multiple grant awards.)**

### **Extension Services & BCI**

1. Motion to create a new division within the college: **Extension Services & Workforce Development**. The Adult Education, Continuing Education, BCI, and Job Training departments will be included in the new division. The Associate Vice President of Accreditation and Institutional Effectiveness will provide administrative oversight of the new division.
  
2. Motion to eliminate the job title of full-time Director of Extension Services and create full-time **Executive Director of Extension Services & Workforce Development**-see attached job description.
  
3. Motion to appoint **Dr. Matthew Beasland** to the position of full-time **Executive Director of Extension Services & Workforce Development** with a salary of \$97,000. All areas in this Division will report directly to Executive Director of Extension Services & Workforce Development and include oversight of the Oak Forest Center. The position will report directly to the Associate Vice President of Accreditation and Institutional Effectiveness. **Internal promotion\***
  
4. Motion to eliminate the position of full-time **Workforce Development Program Coordinator** in BCI.



5. Motion to eliminate the position of full-time **Client Solutions Employer Liaison Coordinator** in BCI.
6. Motion to eliminate the position of full-time **Client Solutions Specialist** in BCI.
7. Motion to eliminate the position of full-time **Client Solution Support Specialist** in BCI

### **Adult Education**

1. Motion to eliminate the position of full-time Dean of Adult & Continuing Education and create the full-time **Director of Adult Education**-see attached job description.
2. Motion to appoint **Chris McElroy** to the position of full-time **Director of Adult Education** with a salary of \$67,000 (**100% grant funded**). This position will report directly to the Executive Director of Extension Services & Workforce Development. **Internal promotion\***
3. Motion to appoint **Raylynn Stokes** to the position of full-time Manager of Adult Education with a salary of \$62,000 (**100% grant funded**). This position will report directly to the Director of Adult Education. **Internal promotion\***
4. Motion to eliminate the position of full-time Adult Volunteer Literacy Coach.
5. Motion to create the position of full-time **Adult Literacy Grants Manager**-see attached job description.
6. Motion to appoint **Dianne Needles** to the position of full-time **Adult Literacy Grants Manager** with a salary of \$56,888.00 (**100% grant funded**). This position will report to the Director of Adult Education. **Internal promotion\***
7. Motion to approve the reduction-in-force of **Blythe Wesley**, full-time Adult Education Secretary position due to redundancy of job responsibilities, with an effective date of June 30, 2021.

### **Continuing Education**

1. Motion to rename the Continuing Education Department to **Continuing, Corporate, and Community Education (C3)**.

2. Motion to eliminate the position of full-time Director of Continuing Education and create the full-time position of **Director of Continuing, Corporate, and Community Education (C3)**-see attached job description.
3. Motion to appoint **Shirley Drewenski** to the position of full-time **Director of Continuing, Corporate, and Community Education (C3)** with a salary of \$95,123. This position will report directly to the Executive Director of Extension Services & Workforce Development. **Internal promotion\***
4. Motion to create the position of full-time **Manager of Continuing, Corporate, and Community Education (C3)** - see attached job description.
5. Motion to appoint Gervaise Edwards to the position of full-time **Manager of Continuing, Corporate, and Community Education (C3)** with a salary of \$53,500. This position will report directly to the Director of Continuing, Corporate, and Community Education (C3). **Internal promotion\***
6. Motion to create the position of **C3 Database and Program Compliance Coordinator**-see attached job description.
7. Motion to appoint **Donna Bradford** to the position of full-time **C3 Database and Program Compliance Coordinator** with a salary of \$40,000. This position will report directly to the Director of Continuing, Corporate, and Community Education (C3). **Internal promotion\***

The Administrative Assistant II for Adult & Continuing Education will be shared by the Director of Adult Education and the Director of Continuing, Corporate, and Community Education (C3) (No additional cost incurred)

Continuing, Corporate, and Community Education (C3) will absorb the Highway Construction Careers and Training Program grant. The Highway Construction Program will remain at the Oak Forest Campus.

### **Job Training**

1. Motion to rename the Job Training Department to the **Workforce Development** Department.
2. Motion to create and advertise the position of full-time **Director of Workforce Development** with a starting salary of \$67,000 (**100% grant funded**). - see attached job

description. This position will report directly to the Executive Director of Extension Services and Workforce Development.

3. Motion to change job title of full time Manager of Job Training to full-time **Manager of Workforce Development**.
4. Motion to appoint **Brianna Wells** to the position of full-time **Manager of Workforce Development** with an effective date of October 1, 2021 with a starting salary of \$53,500.00 (100% grant funded). This position will report directly to the Director of Workforce Development. **Internal promotion\***

**As a result of the reorganizational plan for non-credit programs, the overall cost savings to the general operating budget will be \$142,756.00 for the FY2022 budget year.**

\*No other salary increases will be provided in FY22 for staff who receive internal promotions as a part of this plan.

SOUTH SUBURBAN COLLEGE  
South Holland, Illinois

**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	Executive Director of Extension Services & Workforce Development
<b>FSLA STATUS:</b>	Exempt
<b>DEPARTMENT:</b>	Extension Services & Workforce Development
<b>SUPERVISOR:</b>	Associate Vice President of Accreditation & Institutional Effectiveness
<b>DATE:</b>	March 15, 2021

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**JOB SUMMARY:**

Under the general direction of the Associate Vice President of Accreditation & Institutional Effectiveness, the Executive Director of Extension Services and Workforce Development will be responsible for coordinating the college's efforts to offer vital vocational programs for our community; overseeing selected departmental areas, in particular those doing workforce education. Collaboratively working with the Vice President of Academic Services and the Academic Deans to develop and implement programs to address industry and community needs. Creating strategies to address initiatives related to workforce development and monitoring programs for effectiveness. Under the direction of the Associate Vice President of Accreditations and Institutional Effectiveness, the Executive Director of Extension Services and Workforce Development is responsible for providing effective Administrative leadership to the Directors and Managers in the areas associated with non-credit programs such as Continuing, Corporate, and Community Education; Adult Education; Workforce Development, Job Training and Apprenticeship Programs. The Executive Director will also be responsible for the oversight of the day-to-day facility operations of the Oak Forest Center. The Director of Extension Services and Workforce Development will provide highly responsible academic and administrative staff support to the Associate Vice President of Accreditation and Institutional Effectiveness and coordinate assigned activities with other College areas and departments.

**RESPONSIBILITIES AND DUTIES:**

- Provide administrative oversight for all areas associated with Workforce Development and job training, Continuing, Corporate, and Community Education, non-credit programs, and Adult Education.
- Oversee all fiscal and contractual elements of workforce and continuing education programs, including operations, budgetary strategic initiatives, and planning and management.
- Build and nurture external relationships with workforce, chamber, community organizations and economic development agencies in the region. Serve as the institutional liaison to a variety of career and workforce training agencies.
- Lead process of researching and securing additional clients, partners, contracts, and other revenue sources to ensure long term program sustainability. Identify, prepare, and manage grants in support of workforce development programs.
- Build collaborative relationships with deans and faculty to ensure the alignment of workforce development programs with academic, industry and public/private sector employment needs and expectations.
- Plan and manage market research and environmental scanning on an ongoing basis to make strategic recommendations to improve existing programs and expansion into new programming and new geographic markets.
- Conduct analysis of workforce and continuing education needs based on information from business and industry partners (non-credit certificate programs, industry specific licensure, certifications other credentials) and lead the development of new programs and offerings.

- Work with community leaders to develop innovative leisure and community program that supports lifelong learning.
- Employ evidence-based enrollment management strategies to facilitate program growth, including key decisions about programmatic structure and course delivery (e.g., online, hybrid)
- Develop, implement, and assess strategies to improve the quality and effectiveness of programs and courses.
- Collaborate with other academic deans to build pathways for students from non-credit to credit programs.
- Ensures obtainment of accreditation and/or approval for specific programs as applicable.
- Facilitate, and enhance articulation of training programs with corporate and community leaders.
- Develops, implements, and maintains short- and long-term area strategic planning in order to meet programming, fiscal, and workforce goals.
- Uses data analytics to inform and update stakeholders on progress towards student headcount, gross and net revenue generation, and program quality.
- Provide and seek ongoing professional development among staff.
- Provide effective planning and evaluation of departmental initiatives by developing and achieving annual goals and objectives consistent with those adopted by the Board of Trustees and the executive team.
- Work in collaboration with all Vice Presidents, Deans, department chairpersons and other personnel in developing and implementing programs and credit and non-credit classes at OFC.
- Ensure effective and efficient utilization of OFC for internal and external users.
- Prepare and manage budgets for areas of responsibility; engage in sound fiscal management practices
- Available to work a flexible schedule that may include evenings and weekends to attend monthly Board meetings and other college events and public relations activities.
- Other duties as assigned.

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

### **MINIMUM QUALIFICATIONS:**

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

- Master's Degree from a regionally accredited institution.
- 3-5 years of direct experience in professional management in a corporate, government, or academic setting.
- Knowledge of workforce, education and training policies and programs, and economic, employment /occupational needs.
- Demonstrated leadership, planning, project management, and supervisory skills.
- Proven ability to work with stakeholders including students, funders, state agencies, faculty, staff, business, and industry.
- Financial management skills including budget reporting and data analysis experience.
- Strong organizational and interpersonal skills and the ability to develop staff members.
- Must successfully pass a criminal background check.

### **Preferred Qualifications:**

- **Doctoral Degree from a regionally accredited institution.**
- **Two years of experience in higher education, community college experienced preferred.**



SOUTH SUBURBAN COLLEGE  
South Holland, Illinois

**JOB DESCRIPTION**

**JOB TITLE:** Director of Adult Education  
**DEPARTMENT:** Adult Education  
**SUPERVISOR:** Executive Director of Extension Services & Workforce Development  
**DATE:** March 15, 2021

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**JOB SUMMARY:**

Under the direct supervision of the Executive Director of Extension Services & Workforce Development, the Director of Adult Education is responsible for providing leadership for supervision, planning, coordination, scheduling, assessment, instruction and ICCB & SOS reporting in all Adult Basic Education/Adult Secondary Education, English –as-a –Second Language and Volunteer Literacy locations, as well as any additional parameters for other grants awarded to the Adult Education Department. This includes all mandatory meetings, grant writing and budget projections. The Director coordinates services with other areas of the college to increase retention, graduation and transfer of adult education students into post-secondary education and/or work.

**RESPONSIBILITIES AND DUTIES:**

1. Responsible for developing, implementing, and evaluating an effective means for assessment, orientation, and coaching adult education students.
2. Directs supervisors in the continuous improvement of services, activities, programs, and State & Federal compliance reporting.
3. Works with instructors to develop curriculum that is aligned with ICCB's College and Career Readiness Standards for Adult Education.
4. Develops and maintains appropriate budgeting within the Department in compliance with mandates from ICCB, SOS and other grant agencies.
5. Develops training plans for staff improvement, professional development, and conducts training classes as needed.
6. Conducts performance evaluations with instructors and support staff on an annual basis.
7. Develops remediation plans for instructors or staff who demonstrate performance deficiencies.
8. Serves as Chairperson of Adult Education Area Planning Council #510.
9. Develops and maintains positive relationships with members of the community, members of the Area Planning Council #510, local libraries and community groups.
10. Represents the College at local, state and national meetings when necessary, especially those mandated for grant compliance.
11. Analyzes program data and prepares reports for executive staff.
12. Plans and coordinates annual Adult Education Graduation Ceremony.
13. Performs related management, supervisory and administrative duties as needed.

**MINIMUM QUALIFICATIONS:**

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

**EDUCATION and/or EXPERIENCE:**

- Bachelor's Degree required, Master's Degree in Education or related field preferred.
- Five years of Adult Education experience demonstrating growth and increased responsibilities required.
- Working knowledge of ICCB DAIS-I Database, Colleague, ICAPS Programing, Secretary of State's Grants, and Illinois Community College Board Adult Education and Family Literacy Grants.
- Strong analytical, interpersonal and communications skills both orally and in writing.
- Demonstrated ability to work effectively with a diverse faculty, staff and student population
- Subject to background check.

MPB



SOUTH SUBURBAN COLLEGE  
South Holland, Illinois

**JOB DESCRIPTION**

**JOB TITLE:** Adult Literacy Grants Manager

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**FSLA STATUS:** GRANT FUNDED

**DEPARTMENT:** Adult Education

**SUPERVISOR:** Director of Adult Education

**DATE:** March 2021

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**JOB SUMMARY:**

The Adult Literacy Grants Manager is responsible for developing and fostering relationships with social service, community agencies, and businesses that serve the adult population of District #510. The Adult Literacy Grants Manager will work with various community organizations such as local municipalities, businesses, libraries, places of worship, school districts, and social service agencies throughout the District to educate and inform about Adult Literacy Grant services offered through the college and maintain community partnerships. The Adult Literacy Grants Manager reports to the Director, establishing the accomplishment of the goals set forth by the -Illinois Secretary of State's Literacy and Workplace Skills Enhancement Grants, the Illinois Community College Board Adult Education Grants, as well as those of the Adult Education Department of South Suburban College.

**RESPONSIBILITIES AND DUTIES:**

1. Educate and inform local community organizations such as local municipalities, businesses, libraries, places of worship, school districts, and social service agencies about Adult Education and Literacy services provided by South Suburban College.
2. Recruit volunteer tutors for the Adult Volunteer Literacy Program of South Suburban College, coordinating marketing and recruitment efforts with outside agencies.
3. Possess knowledge of adult learning theory, learning styles and strategies, creating a minimum of twelve hours of new training modules per year to train volunteer tutors.
4. Works with community organizations such as local municipalities, businesses libraries, places of worship, school districts, and social service agencies to develop and maintain a good working relationship and works to establish new adult education & literacy partnerships in the community.
5. Implements goals and procedural directives of the Adult Education Department, specifically implementing the directives of the yearly Secretary of State's Literacy Grant proposals.
6. Recruits potential participants who test below a 9.0 reading level on the Test of Adult Basic Education (TABE).
7. Schedules ABE/ASE/ESL classes at local businesses in compliance with Secretary of State's Grants.
8. Monitors student attendance and identifies patterns of non-attendance and assists in the development of retention strategies.
9. Submits required Secretary of State Literacy/Workplace Skills Enhancement Grant reports.
10. Works with volunteer tutors to evaluate students' abilities and pre and post-test assessments.
11. Meets with students to discuss progress, as necessary.
12. Attends staff developmental workshops and conferences as relates to training and knowledge of position.
13. Writes for Secretary of State's Literacy & Workforce Skills Enhancement grants.
14. Informs Adult Education students, faculty, and staff about services provided by local social service agencies that can assist with the persistence, retention, and completion of Adult Education students.
15. Other duties as assigned by the Director of Adult Education.

### **MINIMUM QUALIFICATIONS:**

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

### **EDUCATION and/or EXPERIENCE:**

- Bachelor's Degree required, Master's Degree preferred.
- Must have experience in grant writing.
- Possess excellent interpersonal and communication skills, with a strong background in English.
- Must be highly organized with a history of record keeping.
- Supervisory experience required.

MPB

SOUTH SUBURBAN COLLEGE  
South Holland, Illinois

**JOB DESCRIPTION**

**JOB TITLE:** Director of Continuing, Corporate, and Community Education (C3)  
**DEPARTMENT:** Continuing, Corporate, and Community Education (C3)  
**SUPERVISOR:** Executive Director of Extension Services and Workforce Development  
**DATE:** March 15, 2021

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**JOB SUMMARY:**

Under the direct supervision of the Executive Director of Extension Services & Workforce Development, the Director of C3 is responsible for providing leadership for supervision, planning, coordination, scheduling, assessment, instruction, and internal reporting for all Continuing, Corporate, and Community educational programs, as well as any additional parameters for other grants awarded to the C3 Department. This includes all mandatory meetings, grant writing and budget projections. The Director coordinates services with other areas of the college to increase completion of non-credit credentials and to support student transitions into an industry career.

**RESPONSIBILITIES AND DUTIES:**

1. Prepares and manages budget for the C3 department
2. Responsible for developing, implementing, and evaluating short-term career certificate programs, corporate training workshops, and special interest classes.
3. Directs supervisors in the continuous improvement of services, activities, programs, and State & Federal compliance reporting.
4. Works with Academic Dean to develop short-term career certificates that are aligned with the State of Illinois WIOA Unified State Plan.
5. Assists credit and non-credit college administrators in identifying, applying/writing for, planning, and executing workforce/career program grants.
6. Works with businesses and industry to develop customized corporate training programs.
7. Hires and evaluates instructors and staff for the C3 department.
8. Conducts performance evaluations with instructors and support staff on an annual basis.
9. Develops remediation plans for instructors or staff who demonstrate performance deficiencies.
10. Develops non-credit schedule and works with the college public relations department for targeted and district wide marketing plan that highlights short-term career certificates, WIOA approved programs, and special interest classes.
11. Represents the College at local, state and national meetings when necessary, especially those mandated for grant or program compliance.
12. Analyzes program data and prepares reports for executive staff.
13. Performs related management, supervisory and administrative duties as needed.

**MINIMUM QUALIFICATIONS:**

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

**EDUCATION and/or EXPERIENCE:**

- Bachelor's Degree required, Master's Degree in Education or related field preferred.
- Five years of higher education experience demonstrating growth and increased responsibilities required.
- Working knowledge of Ellucian Colleague.
- Strong analytical, interpersonal and communications skills both orally and in writing.
- Demonstrated ability to work effectively with a diverse faculty, staff and student population
- Subject to background check.

MPB

SOUTH SUBURBAN COLLEGE  
South Holland, Illinois

**JOB DESCRIPTION**

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**JOB TITLE:** Manager of Continuing, Corporate, and Community Education (C3)

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**FSLA STATUS:**

**DEPARTMENT:** Continuing, Corporate, and Community Education (C3)

**SUPERVISOR:** Director of Continuing, Corporate, and Community Education (C3)

**DATE:** March 2021

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**JOB SUMMARY:**

Under the direct supervision of the Director of C3, the Manager of C3 is responsible for providing effective leadership and coordination with activities associated for non-credit course offerings in the area of Continuing, Corporate, and Community educational programs, as well as any additional parameters for other grants awarded to the C3 Department. This may include assisting the Director of C3 with mandatory meetings, grant writing and budget projections. Assist the Director of C3 with coordinating services with other areas of the college to increase completion of non-credit credentials and to support student transitions into an industry career.

**RESPONSIBILITIES AND DUTIES:**

1. Assist in the preparation and management of budgets for the C3 department
2. Assist in the development, implementation, and evaluation of short-term career certificate programs, corporate training workshops, and special interest classes.
3. Assist in the continuous improvement of services, activities, programs, and State & Federal compliance reporting..
4. Assist in identifying, applying/writing for, planning, and executing workforce/career program grants.
5. Assist in ensuring the cost effectiveness of programs and course offerings
6. Works with businesses and industry to develop customized corporate training programs.
7. Hires and evaluates instructors and staff for the C3 department.
8. Conducts performance evaluations with instructors and support staff on an annual basis.
9. Develops remediation plans for instructors or staff who demonstrate performance deficiencies.
10. Assist in the development of a non-credit schedules.
11. May represents the College at local, state and national meetings when necessary, especially those mandated for grant or program compliance.
12. Assist in analyzing program data and prepares reports for executive staff.
13. Liaison with companies to obtain job orders
14. Connect job orders and clients seeking employment with key South Suburban College Departments
15. Analyze data to evaluate and ensure effectiveness and quality of program and make improvements as needed
16. Generate sales leads, sell contract training, deliver contract training and supervise on-going training programs
17. Work with support staff to see that all contractual documents are generated and delivered to clients and instructors
18. Work closely with support staff to assure timely and accurate registration of all contract-training participants
19. Collaborate with Student Services with all Career Fair events hosted by the College
20. Aid with screening and interviewing candidates for training grants
21. Assist with business contracts related to the Adult Literacy Grants

22. Assist with testing needs related to grants and training contracts
23. Performs related management, supervisory and administrative duties as needed

**MINIMUM QUALIFICATIONS:**

- Experience in job placement, preferable in a manufacturing environment
- Any combination of education and experience that demonstrates possession of the essential job responsibilities
- Strong organizational and project management skills, with the ability to coordinate multi-dimensional activities
- simultaneously; self-motivated and able to establish priorities amongst competing task demands
- Strong oral, written and interpersonal skills
- Strong knowledge of MS Office: Word, Excel, PowerPoint to produce high quality reports, presentations or other documents

**PREFERRED QUALIFICATIONS:**

- Associate Degree

SOUTH SUBURBAN COLLEGE  
South Holland, Illinois

**JOB DESCRIPTION**

**JOB TITLE:** C3 DATABASE AND PROGRAM COMPLIANCE COORDINATOR  
**DEPARTMENT:** Continuing, Corporate, and Community Education (C3)  
**SUPERVISOR:** Director of Continuing, Corporate, and Community Education (C3)  
**DATE:** March 15, 2021

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**JOB SUMMARY:**

The C3 Database and Program Compliance Coordinator is responsible for collecting data and ensuring program compliance in the C3 department. The C3 Database and Program Compliance Coordinator provides the C3 department with monthly reports monitoring enrollment and cost analysis. These reports will guide the department in selecting class offerings. The C3 Database and Program Compliance Coordinator reports to the Director of C3, establishing the accomplishment of the goals set forth by the Illinois Community College Board, as well as those of the C3 department of South Suburban College.

**RESPONSIBILITIES AND DUTIES:**

1. Develops enrollment and fiscal reports indicating cost effectiveness for SSC administration.
2. Monitors and assists C3 instructors with timely grade submission.
3. Works with academic deans for timely submission of grades on cross-listed classes.
4. Collect and analyze course evaluations from students and businesses.
5. Compiles C3 department orders for Administrative Assistant to create purchase orders or check requests.
6. Works with C3 department and the college's recruitment and public relations teams to advertise C3 programs and initiatives.
7. Maintains positive relationships with the college's internal and external stakeholders.
8. Attends staff developmental workshops and conferences as relates to training and knowledge of position.
9. Assists in grant writing departmental grants.
10. Other duties as assigned by the Director of C3.

**MINIMUM QUALIFICATIONS:**

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

**EDUCATION and/or EXPERIENCE:**

- Associate's Degree, Bachelor's Degree hours preferred.
- Must have experience in event planning/coordination.
- Process excellent interpersonal and communication skills, with a strong background in English.
- Must be highly organized with a history of record keeping.



SOUTH SUBURBAN COLLEGE  
South Holland, Illinois

**JOB DESCRIPTION**

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<b>JOB TITLE:</b>	Director of Workforce Development
<b>FSLA STATUS:</b>	Exempt
<b>DEPARTMENT:</b>	Workforce Development
<b>SUPERVISOR:</b>	Executive Director of Extension Services and Workforce Development
<b>DATE:</b>	March 15, 2021

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**JOB SUMMARY:**

Under the direction of the Executive Director of Extension Service and Workforce Development, the Director of Workforce Development is responsible for the research, communications and continuous improvement activities that support the area of workforce development. The Director of Workforce Development must maintain strong partnerships with internal and external partners. The Director of Workforce Development will demonstrate creativity and resourcefulness to identify and secure the necessary internal and external resources to ensure efficient and effective execution of all Workforce Development initiatives. The Director of Workforce Development is involved in full scope of managerial duties including long and short-term program planning, budgeting, procurement, grants, establishing procedures and standards that govern the administration of the workforce development program. This also includes, but is not limited to, seeking funding through various federal, state, and partner programs, grants, and other organizations.

The Director of Workforce Development will work closely with partners internal and external to South Suburban College to launch new workforce-related projects, manage and/or coordinate short-term strategic workforce related-opportunities and help scale existing workforce programs.

The Director of Workforce Development provides strategic and operational leadership and coordination in the development and delivery of workforce education, training, and services designed to position South Suburban College as a primary resource in advancing and responding to the economic development needs of the region. Oversight responsibility and guidance over all workforce development operations and initiatives within the college for job training including Workforce Innovation and Opportunity Act (WIOA) programs and Apprenticeship programs.

**RESPONSIBILITIES AND DUTIES:**

1. Conduct analysis of workforce education needs based on information from college and community stakeholders, relevant market data, and other forms of input (e.g., survey responses)
2. Lead the development, implementation, supervision, and expansion of workforce programs that lead to a meaningful certificate of completion or related credential
3. Forge and maintain essential partnerships with community, business, and legislative constituents.
4. Work with employer, industry and community partners to identify training needs.
5. Assist academic deans in the planning and hosting of CTE advisory council meetings.
6. Engage employers, industry, and community partners for internship, apprenticeship, and job placement opportunities.
7. Provide workforce data and research to academic deans for CTE grants and programs.
8. Employ evidence-based enrollment management strategies to facilitate program growth, including key decisions about programmatic structure and course delivery (e.g., online, hybrid)
9. Oversight responsibility to manage all fiscal and contractual elements of workforce education programs, including operations, budgetary strategic initiatives, contract negotiation/approval, and space planning and management.
10. Market and promote programs in workforce development education.



11. Identify promising grant opportunities to facilitate possible additional funding sources for the college. Develop and write grant proposals to obtain support for division efforts.
12. Oversight responsibilities to work with managers to ensure compliance with all grants under his/her supervision.
13. Develop, implement, and assess strategies to improve the quality and effectiveness of programs and courses.
14. Lead the development, implementation, supervision, and expansion of workforce programs that lead to a meaningful certificate of completion or related credentials
15. Forge and maintain essential partnerships with community, business, and legislative constituents
16. Employ evidence-based enrollment management strategies to facilitate program growth, including key decisions about programmatic structure and course delivery (e.g., online, hybrid).
17. Develop and oversee research, communication and continuous improvement activities that support divisional and area strategic goals in collaboration with senior leadership and stakeholders.
18. Identify and evaluate innovative strategies and solutions, experimental designs and practices and successful implementations from a variety of settings (e.g., education, business and industry and not-for profit) to support divisional and college goals and help drive continuous improvement across the area and the division.
19. Stay current with emerging trends in workforce development, economic development career services and adult education.
20. Attend and represent SSC at local, statewide, and national Workforce, WIOA, and LWIB meetings.
21. Manage special projects as assigned by the Executive Director of Extension Services and Workforce Development

### **MINIMUM QUALIFICATIONS:**

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

- Bachelor's degree in a relevant field from a regionally-accredited institution.
- At least two years of leadership experience in workforce development and/or continuing education at an institution of higher education.
- Demonstrated experience managing self-supporting College level programs
- Demonstrated commitment to a diverse, non-traditional, first-generation student population.
- Excellent communication skills (oral & written) and ability to speak effectively to a variety of stakeholders from all different backgrounds
- Strong writing skills with the ability to convey complex subject matter clearly and accurately.
- Demonstrated experience working in a busy, diverse environment with multiple stakeholders.
- Poised, professional and energetic with a positive and confident demeanor
- Demonstrated drive for innovation and problem-solving.
- Ability to think creatively to leverage the college's resources in delivery of workforce training needs.
- Computer spreadsheet, database and word processing experience
- Exceptional interpersonal skills.
- Strong organizational skills.
- Ability to work independently with minimal supervision.

### **Preferred Qualifications**

- Master's degree in a relevant field from a regionally-accredited institution
- Demonstrated experience in program planning, development, implementation, and evaluation.
- Demonstrated ability to establish and maintain relationships with community, business, and legislative partners, particularly in the delivery of workforce-related initiatives.
- Demonstrated experience in managing the budget and operations of a complex program, organization, or initiative.
- Demonstrated ability to identify workforce and/or continuing education needs.
- Successful experience as a college-level instructor, particularly at a public, non-profit institution



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY21-VII.D.1

Board Meeting Date: June 10, 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 abolish the position of Bookstore Clerk II in the Campus Bookstore, effective July 12, 2021.

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

Move that the Board of Trustees abolish the position of Bookstore Clerk II in the Campus Bookstore, effective July 12, 2021.

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

Maria Garcia      6/7/21  
 Originator      Date

[Signature]      6/7/21  
 Director of Human Resources      Date

Maria Garcia      6/7/21  
 Appropriate Vice President      Date

[Signature]      6/8/21  
 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

Subject: Abolishment of Bookstore Clerk II Position

Date: June 3, 2021

In an effort to control our expenses and generate revenue, Administrative Services has recommended the outsourcing of our Bookstore as part of the College's reorganization and revitalization plan. As a result of that plan, the College will enter into an agreement with Follett Higher Education Group with the Board of Trustees approval. If the Board of Trustees approve the partnership with Follett, it is my recommendation to abolish the position of Bookstore Clerk II as outlined in our reorganization and revitalization plan.

The abolishment of the Bookstore Clerk II position is the only position that is affected in the outsourcing of the Bookstore. All of the other staff members that worked in the Bookstore have either retired or have resigned from the College.