

SOUTH SUBURBAN COLLEGE



January 20, 2022

Regular Meeting of the
Board of Trustees



BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE
KINDIG PERFORMING ARTS CENTER
REGULAR BOARD MEETING AGENDA
THURSDAY, JANUARY 20, 2022
8:00 PM

- I. **CALL TO ORDER/ROLL CALL**
- II. **PLEDGE OF ALLEGIANCE**
- III. **APPOINTMENT OF CHAIRPERSON OF THE BOARD**
 - A. Approval to appoint Chairperson of the Board (V. Payne)
- IV. **PUBLIC PARTICIPATION**
- V. **PRESENTATIONS/REPORTS**

There are none.
- VI. **APPROVAL OF MINUTES OF PREVIOUS MEETINGS**
 - A. Special Board of Trustees meeting held December 9, 2021
 - B. Finance Committee meeting held December 9, 2021
 - C. Regular Board of Trustees meeting held December 9, 2021
 - D. Closed Session meeting held December 9, 2021
- VII. **NEW BUSINESS**
 - A. Approval to adopt the resolution in memoriam of Frank M. Zuccarelli (L. Stokes)
 - B. Monthly Financial Report (T. Pollert)
 - C. Approval of the payment of bills for January 2022 (T. Pollert)
 - D. Approval of the Lobbying Services Agreement between Community College District No. 510 and Maren Ronan, Ltd. (L. Stokes)
 - E. Approval to release closed session minutes and destroy closed session audio tapes in accordance with the Illinois Open Meetings Act. The written minutes of January 14, 2021 shall be released. The written minutes of June 10, 2021 and December 9, 2021 shall remain closed. The audio recordings of September 18, 2019, January 9, 2020 and February 13, 2020 are authorized to be destroyed (M. Lareau)
 - F. Approval of the revised Board of Trustees meeting times, effective February 10, 2022 (M. Lareau)
- VIII. **PERSONNEL RECOMMENDATIONS**
 - A. Retirements/Resignations/Terminations
 - B. Appointments
 - C. Grant Permission to Advertise
- IX. **CLOSED SESSION**

The Board to consider meeting in Closed Session pursuant to 5 ILCS 120/2(c)(3) of the Open Meetings Act for the discussion of the selection of a person to fill a public office, as defined in the Open Meetings Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, and pursuant to 5 ILCS 120/2(c)(1) - (c)(11) for the

discussion of 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.

X. APPOINTMENT OF NEW TRUSTEE

A. Approval to appoint a Trustee to fill the vacancy created by the passing of Frank M. Zuccarelli (Board Chairperson)

XI. OATH OF OFFICE TO NEWLY APPOINTED TRUSTEE

XII. MISCELLANEOUS

XIII. ADJOURNMENT

Appointment of
Board Chairperson



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY22-III.A

Board Meeting Date: January 20, 2022

BOARD COMMITTEE

- Policy
- Finance
- Architectural
- Other

FUNDING

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

PROPOSAL SUMMARY

Move that the Board of Trustees approve the appointment of a Chairperson of the Board.

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION

This action supports with the South Suburban College Mission Statement; to serve our students and the community through lifelong learning.

MOTION

Move that the Board of Trustees approve the appointment of a Chairperson of the Board.

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

Vivian Payrol 1-18-22
 Vice Chairperson Date

BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE

15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS

KINDIG PERFORMING ARTS CENTER

MINUTES OF THE SPECIAL BOARD OF TRUSTEES MEETING

THURSDAY, DECEMBER 9, 2021

I. CALL TO ORDER & ROLL CALL:

At 7:51 p.m. the Special Meeting of the Board of Trustees of South Suburban College, Illinois Community College District No. 510 was called to order by Chairman Frank M. Zuccarelli. The meeting was held in the Kindig Performing Arts Center.

Present: Chairman Frank M. Zuccarelli, Trustees Vivian Payne, Janet Rogers and Joseph Whittington.

Absent: Trustees Anthony DeFilippo, Terry Wells and Student Trustee Dion Ruben.

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. Kusper.

II. PLEDGE OF ALLEGIANCE

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

III. PUBLIC PARTICIPATION:

There was none.

IV. CLOSED SESSION:

There was none.

V. NEW BUSINESS

A. Approval to appoint a Trustee to fill the vacancy created by the passing of John A. Daly, Sr. Trustee Rogers moved and Trustee Whittington seconded to appoint Vincent Lockett to fill the vacancy created by the passing of John A. Daly Sr. On roll call, Trustees Vivian Payne, Janet Rogers, Joseph Whittington and Chairman Frank M. Zuccarelli voted aye. Nays: None. Motion carried.

VI. ADJOURNMENT

At 7:56 p.m., Trustee Payne moved and Trustee Whittington seconded that the Board Meeting be adjourned. On roll call John Daly Anthony DeFilippo, Janet Rogers, Terry Wells, Joseph Whittington, Frank M. Zuccarelli voted aye. Nays: None. Motion carried.

Secretary of the Board

Vice Chairperson of the Board

BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE

15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS

KINDIG PERFORMING ARTS CENTER

MINUTES OF THE FINANCE COMMITTEE

THURSDAY, DECEMBER 9, 2021

Trustee Anthony DeFilippo called the meeting of the Finance Committee to order at 8:41 p.m.

Committee members present: Trustees Anthony DeFilippo and Janet Rogers

Committee members absent: Student Trustee Dion Ruben

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

Other Board members absent: Trustee Terry Wells

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 adopt the resolution concerning the proposed 2021 tax levy of Community College District No. 510, South Suburban College of Cook County and certificate of tax levy, as attached.

Trustee DeFilippo recommended the Board adopt the resolution concerning the proposed 2021 tax levy of Community College District No. 510, South Suburban College of Cook County and certificate of tax levy, as attached, at the Regular Board of Trustees meeting.

II. Recommendation to adopt the resolution directing the Cook County Clerk to reduce the 2021 levy should it be capped under the Property Tax Extension Limitation Law.

Trustee DeFilippo recommended the Board adopt the resolution directing the Cook County Clerk to reduce the 2021 levy should it be capped under the Property Tax Extension Limitation Law at the Regular Board of Trustees meeting.

The meeting adjourned at 8:44 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, DECEMBER 9, 2021

I. CALL TO ORDER & ROLL CALL:

At 8:45 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, Trustees Anthony DeFilippo, Vincent Lockett, Vivian Payne, Janet Rogers and Joseph Whittington.

Absent: Trustee Terry Wells and Student Trustee Dion Ruben.

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. Kusper.

II. PLEDGE OF ALLEGIANCE

Chairman Frank M. Zuccarelli led the Pledge of Allegiance.

III. OATH OF OFFICE TO NEWLY APPOINTED TRUSTEE

The Oath of Office was administered by Martin Lareau to the newly appointed Trustee Vincent Lockett.

IV. APPOINTMENT OF VICE CHAIRPERSON

Trustee Rogers moved and Trustee Whittington seconded to appoint Trustee Vivian Payne as the Vice Chairperson of the Board. On roll call Trustees Anthony DeFilippo, Vincent Lockett, Vivian Payne, Janet Rogers, Joseph Whittington and Chairman Zuccarelli voted aye. Nays: None. Motion carried.

V. PUBLIC PARTICIPATION:

Ms. Cheryl Brown asked to address the Board in Closed Session regarding item FY22-IX.A.3.

VI. REPORTS/PRESENTATIONS

There were none.

VII. PREVIOUS MEETING MINUTES

Trustee Vincent Lockett noted that he will abstain from voting to approve the minutes of the November 11, 2022 Board of Trustees Meeting.

A. Finance Committee Meeting held November 11, 2021

Trustee Payne moved and Trustee Whittington seconded to approve the minutes of the Finance Committee meeting held November 11, 2021. On roll call Trustees Anthony DeFilippo, Vivian Payne, Janet Rogers, Joseph Whittington and Chairman Zuccarelli voted aye. Trustees Vincent Lockett passed. Nays: None. Motion carried.

B. Regular Board Meeting held November 11, 2021

Trustee DeFilippo moved and Trustee Rogers seconded to approve the minutes of the Regular Board of Trustees meeting held November 11, 2021. On roll call Trustees Anthony DeFilippo, Vivian Payne, Janet Rogers and Chairman Zuccarelli voted aye. Trustees Vincent Lockett and Joseph Whittington passed. Nays: None. Motion carried.

VIII. NEW BUSINESS

A. Approval to adopt the resolution in memoriam of John A. Daly, Sr.

Trustee DeFilippo moved and Trustee Rogers seconded to adopt the resolution in memoriam of John A. Daly, Sr. On roll call Trustees Anthony DeFilippo, Vincent Lockett, Vivian Payne, Janet Rogers, Joseph Whittington and Chairman Zuccarelli voted aye. Nays: None. Motion carried.

B. Monthly Financial Report

Trustee Whittington moved and Trustee DeFilippo seconded to accept the Monthly Financial Report as presented by Treasurer Tim Pollert. On roll call Trustees Anthony DeFilippo, Vivian Payne, Janet Rogers, Joseph Whittington and Chairman Zuccarelli voted aye. Trustee Vincent Lockett passed. Nays: None. Motion carried.

C. Bills Payable for December, 2021

Trustee Payne moved and Trustee Rogers seconded to approve the bills payable for December, 2021 in the amount of \$3,671,366.04. On roll call Trustees Anthony DeFilippo, Vivian Payne, Janet Rogers, Joseph Whittington and Chairman Zuccarelli voted aye. Trustee Vincent Lockett passed. Nays: None. Motion carried.

D. Approval to adopt the resolution concerning the proposed 2021 tax levy of Community College District No. 510, South Suburban College of Cook County and certificate of tax levy, as attached.

Trustee DeFilippo moved and Trustee Lockett seconded to adopt the resolution concerning the proposed 2021 tax levy of Community College District No. 510, South Suburban College of Cook County and certificate of tax levy, as attached. On roll call Trustees Anthony DeFilippo, Vincent Lockett, Vivian Payne, Janet Rogers, Joseph Whittington and Chairman Zuccarelli voted aye. Nays: None. Motion carried.

E. Approval to adopt the resolution directing the Cook County Clerk to reduce the 2021 levy should it be capped under the Property Tax Exemption Law

Trustee DeFilippo moved and Trustee Lockett seconded to adopt the resolution directing the Cook County Clerk to reduce the 2021 levy should it be capped under the Property Tax Exemption Law. On roll call Trustees Anthony DeFilippo, Vincent Lockett, Vivian Payne, Janet Rogers, Joseph Whittington and Chairman Zuccarelli voted aye. Nays: None. Motion carried.

F. Approval to adopt the resolution establishing Juneteenth as a Federal holiday

Trustee Whittington moved and Trustee Rogers seconded to adopt the resolution establishing Juneteenth as a Federal holiday. On roll call Trustees Anthony DeFilippo, Vincent Lockett, Vivian Payne, Janet Rogers, Joseph Whittington and Chairman Zuccarelli voted aye. Nays: None. Motion carried.

G. Approval to adopt the resolution establishing the November 8, 2022 General Election as a State of Illinois holiday for 2022

Trustee DeFilippo moved and Trustee Payne seconded to adopt the resolution establishing the November 8, 2022 General Election as a State of Illinois holiday for 2022. On roll call Trustees Anthony DeFilippo, Vincent Lockett, Vivian Payne, Janet Rogers, Joseph Whittington and Chairman Zuccarelli voted aye. Nays: None. Motion carried.

H. Approval to adopt the revised academic calendars for spring 2022, summer 2022, fall 2022, spring 2023, and summer 2023 semester, and the proposed academic calendars for the fall 2023, spring 2024, and summer 2024 semesters.

Trustee Whittington moved and Trustees Rogers seconded to adopt the revised academic calendars for spring 2022, summer 2022, fall 2022, spring 2023, and summer 2023 semester, and the proposed academic calendars for the fall 2023, spring 2024, and summer 2024 semesters. On roll call Trustees Anthony DeFilippo, Vincent Lockett, Vivian Payne, Janet Rogers, Joseph Whittington and Chairman Zuccarelli voted aye. Nays: None. Motion carried.

I. Approval of the Board of Trustees Meeting dates for 2022

Trustee Payne moved and Trustee Whittington seconded to approve the Board of Trustees meeting dates for 2022. On roll call Trustees Anthony DeFilippo, Vincent Lockett, Vivian Payne, Janet Rogers, Joseph Whittington and Chairman Zuccarelli voted aye. Nays: None. Motion carried.

IX. PERSONNEL RECOMMENDATIONS

A. Resignations/Retirements/Terminations

Trustee Rogers moved and Trustee DeFilippo seconded to approve the following resignations:

1. Resignation of Kyra Cochran, full-time, grant-funded Dislocated Worker Career Coach in the Workforce Development Department, effective November 5, 2021, and grant permission to advertise to fill the vacated, grant-funded position, as needed.
2. Resignation of Shanice Harvey, full-time manager of the Services for Students with Disabilities Office, effective November 30, 2021 and grant permission to advertise to fill the vacated position.

On roll call Trustees Anthony DeFilippo, Vincent Lockett, Vivian Payne, Janet Rogers, Joseph Whittington and Chairman Zuccarelli voted aye. Nays: None. Motion carried.

VIII. Closed Session

At 9:18 p.m., on a motion made by Trustee DeFilippo and seconded by Trustee Rogers, the Board entered into 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. On roll call Trustees Anthony DeFilippo, Vincent Lockett, Vivian Payne, Janet Rogers, Joseph Whittington and Chairman Zuccarelli voted aye. Nays: None. Motion carried.

At 10:14 p.m., the Board resumed open session on a motion made by Trustee Payne, seconded by Trustee Whittington. On roll call Trustees Anthony DeFilippo, Vincent Lockett, Vivian Payne, Janet Rogers, Joseph Whittington and Chairman Zuccarelli voted aye. Nays: None. Motion carried.

IX. PERSONNEL RECOMMENDATIONS CONTINUED

Trustee Whittington moved and Trustee DeFilippo seconded to approve the termination of Cheryl Brown, full-time Custodian in the Physical Plan Department, effective December 10, 2021, and grant permission to advertise to fill the vacated position. On roll call Trustees Anthony DeFilippo, Vivian Payne, Janet Rogers, Joseph Whittington and Chairman Zuccarelli voted aye. Trustee Vincent Lockett passed. Nays: None. Motion carried.

ADJOURNMENT

At 10:15 p.m., Trustee Whittington moved and Trustee Lockett seconded to adjourn the Board of Trustees meeting. On roll call Trustees Anthony DeFilippo, Vincent Lockett, Vivian Payne, Janet Rogers, Joseph Whittington and Chairman Zuccarelli voted aye. Nays: None. Motion carried.

Vice Chairperson of the Board

Secretary of the Board



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY22-VII.A

Board Meeting Date: January 20, 2022

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 adopt the attached resolution in memoriam of Frank M. Zuccarelli.

ESTIMATED COST OR BENEFIT

JUSTIFICATION OF ACTION

This action aligns with the South Suburban College Mission Statement; to serve our students and the community through lifelong learning.

MOTION

Move that the Board of Trustees adopt the attached resolution in memoriam of Frank M. Zuccarelli.

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)



 President

01-18-22

 Date

RESOLUTION

IN MEMORIAM

FRANK M. ZUCCARELLI

WHEREAS, on January 3, 2022, the Chairman of the South Suburban College Board of Trustees, Frank M. Zuccarelli, was suddenly called to his eternal rest; and

WHEREAS, Vice Chairperson, Vivian Payne, the Members of the Board of Trustees and the entire South Suburban College family wish to extend and convey their most sincere sympathy to the Chairman's sister, Candace Paun, her children, Chairman Zuccarelli's nieces and nephews, Marjorie Alexander, Lorrin Paun, John Paun, and Joe Paun, to his brother, Kenneth V. Zuccarelli, and to his longtime faithful companion, Carmen Canales, on this most heart rending and painfully tragic event; and

WHEREAS, Chairman Zuccarelli dedicated his entire adult life to the benefit of others by his voluntary service in the United States Air Force during the Vietnam War, his years of employment at Ingalls Memorial Hospital, as a Trustee and then as Chairman of the Board of Trustees of South Suburban College for 40 years, and his 28 years of service as the elected Township Supervisor of Thornton Township. Every facet of Chairman Zuccarelli's life was dedicated to services to and programs for his community and its people, whom he dearly loved! and

WHEREAS, Chairman Zuccarelli guided the College with a steady hand and with a fierce determination, through the prosperous times and through the lean times when decreasing enrollments negatively impacted the operation of the College as the socio-economic character of the community changed, till his death, long enough to see the fortunes of the College improve. He was awarded the ICCTA Service award recognizing his 40 years of service, a most significant accomplishment. He also was acclaimed the Township Supervisor of the Year three times.

NOW THEREFORE, BE IT RESOLVED that the Vice Chairperson, the Members of the Board of Trustees, and the entire South Suburban College family do hereby convey their most sincere sympathy and condolences to the family of Frank M. Zuccarelli and to all who knew and loved him, and join with them in mourning his loss by the passage of this Resolution in Memoriam; and

BE IT FURTHER RESOLVED that this Resolution be spread upon the records of South Suburban College for all to see, and that a true copy hereof be delivered to the family of Frank M. Zuccarelli as a sign of our respect and sympathy.

Adopted this 20th day of January, A.D. 2022, by unanimous vote of the Vice Chairperson, and the Board of Trustees of South Suburban College in open meeting assembled.

**SOUTH SUBURBAN COLLEGE
COMMUNITY COLLEGE DISTRICT 510**

Vivian Payne, Vice Chairperson

ATTEST:

**Janet Rogers, Board Secretary
South Suburban College**



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY22-VII.B

Board Meeting Date: January, 2022

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 November 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

Jim Robert
 Controller/Treasurer
 Date 1/5/2022

Mark Lureau
 Appropriate Vice President
 Date 1/8/22

Bob Lee
 President
 Date 1/18/22

SOUTH SUBURBAN COLLEGE
South Holland, Illinois

To: Board of Trustees
 From: Tim Pollert
 Date: January 4, 2022
 Subject: Financial Report For The Period Ending November 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>
\$3,237,543.70	\$12,241,582.53
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$3,281,064.13	\$12,233,191.37

Activity for the month and year to date totals in all funds are as follows:

<u>Monthly Revenue</u>	<u>Year to Date Revenue</u>
\$3,448,185.11	\$18,353,807.00
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$3,456,584.74	\$18,334,955.43
<u>Net Monthly Position</u>	<u>Year to Date Net Position</u>
(\$8,399.63)	\$18,851.57

On page eight of the Investment Report you will see our investments for the period:

<u>Total Investments</u>	<u>Average Rate of Return</u>	<u>Basis Point Change from Last Month</u>
\$11,950,642.26	2.02%	-29

SOUTH SUBURBAN COLLEGE
South Holland, Illinois

	Revenue Educational	Revenue O&M	Monthly Total
July	\$2,881,852.58	\$289,848.25	\$3,171,700.83
August	\$1,485,185.74	\$249,518.78	\$1,734,704.52
September	\$1,617,198.02	\$379,058.48	\$1,996,256.50
October	\$1,801,525.48	\$299,851.50	\$2,101,376.98
November	\$2,848,025.55	\$389,518.15	\$3,237,543.70
December			\$0.00
January			\$0.00
February			\$0.00
March			\$0.00
April			\$0.00
May			\$0.00
June			\$0.00
YTD	\$10,633,787.37	\$1,607,795.16	\$12,241,582.53

	Expenditures Educational	Expenditures O&M	Monthly Total
July	\$2,821,328.28	\$307,692.07	\$3,129,020.35
August	\$1,556,169.16	\$359,266.56	\$1,915,435.72
September	\$1,632,008.18	\$233,326.00	\$1,865,334.18
October	\$1,733,392.99	\$308,944.00	\$2,042,336.99
November	\$2,869,561.29	\$411,502.84	\$3,281,064.13
December			\$0.00
January			\$0.00
February			\$0.00
March			\$0.00
April			\$0.00
May			\$0.00
June			\$0.00
YTD	\$10,612,459.90	\$1,620,731.47	\$12,233,191.37

SOUTH SUBURBAN COLLEGE
South Holland, Illinois

	Revenues All Funds	Expenditures All Funds	Monthly Total
July	\$3,840,058.48	\$3,823,690.77	\$16,367.71
August	\$3,785,185.48	\$3,901,781.23	(\$116,595.75)
September	\$4,170,851.08	\$4,168,845.49	\$2,005.59
October	\$3,109,526.85	\$2,984,053.20	\$125,473.65
November	\$3,448,185.11	\$3,456,584.74	(\$8,399.63)
December			\$0.00
January			\$0.00
February			\$0.00
March			\$0.00
April			\$0.00
May			\$0.00
June			\$0.00
YTD	\$18,353,807.00	\$18,334,955.43	\$18,851.57

	Investment Total	Average Rate of Return	Basis Point Change from Last Month
July	\$8,766,135.61	2.35%	40
August	\$8,308,926.19	2.47%	12
September	\$10,793,195.20	2.31%	(16)
October	\$15,000,699.41	2.31%	0
November	\$11,950,642.26	2.02%	(29)
December			
January			
February			
March			
April			
May			
June			

SOUTH SUBURBAN COLLEGE

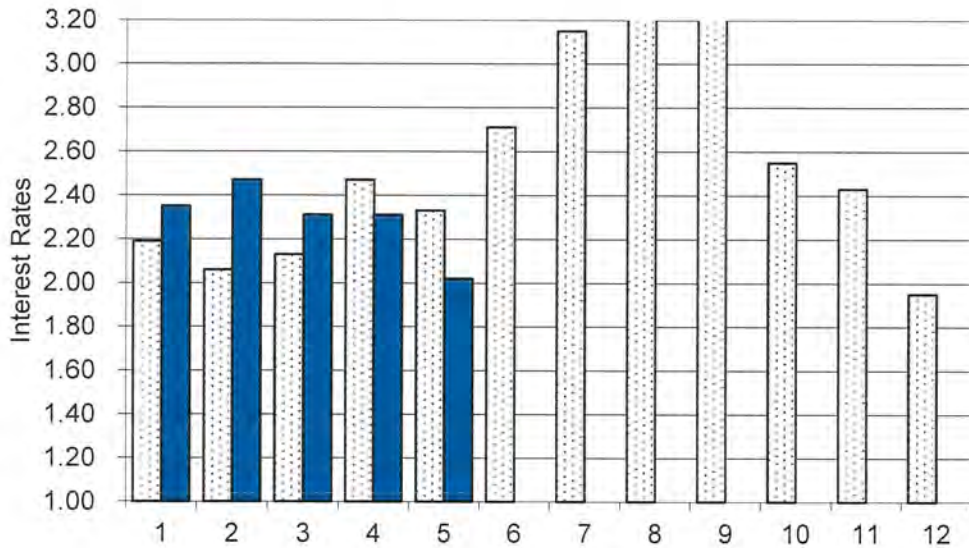
Investment		Page 4	Page 6	Total	Percent to Total
10	U. S. Government Securities	0.00	0.00	0.00	0%
20	Time Deposits	0.00	0.00	0.00	0%
30	Commercial Paper	0.00	0.00	0.00	0%
40	Mutual Funds	0.00	0.00	0.00	0%
50	Illinois Funds	3,914,111.62	0.00	3,914,111.62	33%
60	Repurchase Agreements	0.00	0.00	0.00	0%
90	Other	8,036,530.64	0.00	8,036,530.64	67%
	Total	11,950,642.26	0.00	11,950,642.26	100%
	Average %	2.02			

South Suburban College

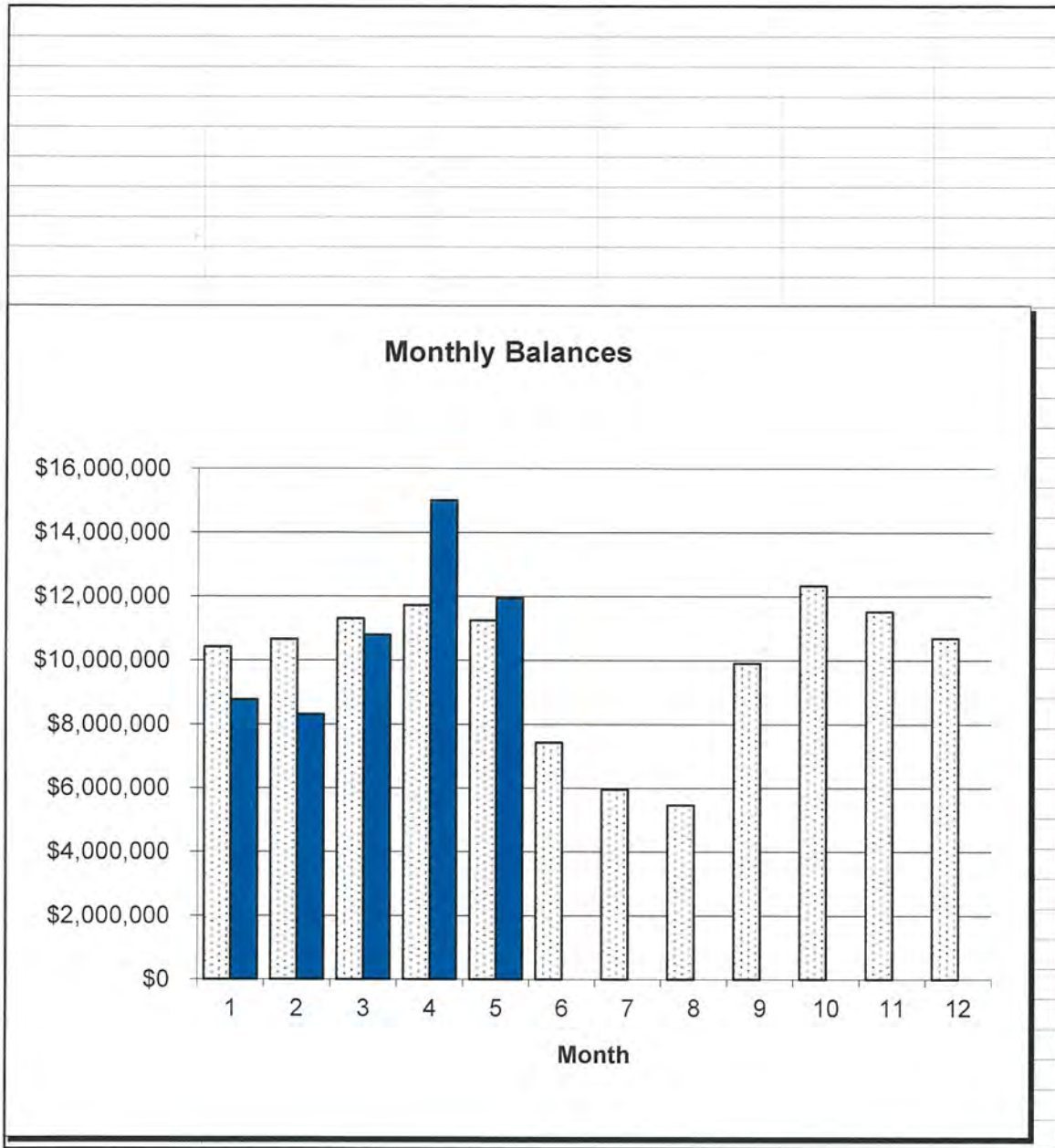
Investment Summary

Month	F Y 2020 - 2021		F Y 2021 - 2022	
	Month End Balance	Percent Return	Month End Balance	Percent Return
July	\$10,420,101	2.19	8,766,136	2.35
August	10,659,249	2.06	8,308,926	2.47
September	11,306,236	2.13	10,793,195	2.31
October	11,722,382	2.47	15,000,699	2.31
November	11,250,178	2.33	11,950,642	2.02
December	7,430,838	2.71		
January	5,954,861	3.15		
February	5,462,704	3.33		
March	9,907,148	3.23		
April	12,336,281	2.55		
May	11,522,384	2.43		
June	10,689,325	1.95		

Interest Rates



South Suburban College





SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY22-VII.C.

Board Meeting Date: January 20, 2022!

BOARD COMMITTEE

FUNDING

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

PROPOSAL SUMMARY

[Empty box for proposal summary]

ESTIMATED COST OR BENEFIT

[Empty box for estimated cost or benefit]

JUSTIFICATION OF ACTION

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

MOTION

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

Education Fund	\$1,437,124.17
Operations & Maintenance Fund	\$241,232.91
Operation and Maintenance Fund Restricted	\$2,280.00
Auxiliary Enterprise Fund	\$32,250.29
Restricted Funds	\$315,813.03
Special Levies Fund	\$30,578.05
Flex Plan Fund	\$3,639.81
Total	\$2,062,918.26

Approvals:

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

Kim Pallotta 1-18-22
 Controller/Treasurer Date

Marty Breauk 1-18-22
 Appropriate Vice President Date

[Signature] 01/18/22
 President Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY22-VII.D

Board Meeting Date: January 20, 2022

BOARD COMMITTEE

- Policy
- Finance
- Architectural
- Other

FUNDING

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

PROPOSAL SUMMARY

Move to approve the Lobbying Services Agreement between Community College District No. 510 and Maren Ronan, Ltd.

ESTIMATED COST OR BENEFIT

JUSTIFICATION OF ACTION

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

MOTION

Move to approve the Lobbying Services Agreement between Community College District No. 510 and Maren Ronan, Ltd.

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



President

01-18-2022
Date

Maren Ronan Ltd.
319 Rugeley Road
Western Springs, Illinois, 60558


December 20, 2021
South Suburban College
15800 State Street
South Holland, IL 60473

Dear South Suburban Board of Trustees:

Over the past several months Maren Ronan Ltd. has worked closely with the President's Office and Chairman Zuccarelli in coordinating meetings to secure funding for the much needed Allied Health and Nursing facility. In 2019 the College was allocated \$51 million in capital funding for construction of a state of the art health facility to better serve the technological and programmatic needs of South Suburban College's student body. Under current law, community colleges and K-12 school districts are required to provide a 25% local match to secure the release of the appropriated state funds. Securing the \$21 million in local funding has been a challenging endeavor but is necessary to enable construction of the allied health facility. During the last several months the lobbying team and the South Suburban College administration have explored various funding strategies. These have included a meeting with our federal partners including senior advisors in Senator Durbin's Office and discussions with Congresswoman Kelly's Office. Maren Ronan Ltd. and the SSC administration has also worked to address the local match issue at the state level as well. We have had multiple meetings with various officials in the the Pritzker administration including multiple deputy governor's of higher education and capital funding. We are also looking to set up a meeting with legislative leaders and the Pritzker administration in 2022 to continue to advocate for this much needed investment in the south suburbs.

In addition to advocacy with the Pritzker administration, we are actively pursuing a legislative strategy regarding the local match which was initiated in 2021. HB 1812 allows a community college district that is deemed disadvantaged to submit an application to ICCB requesting waiver of the local match. Moving into the 2022 session, Representative Jones will reintroduce this legislation while discussions regarding the local match continue with the Governor's Office.

In addition to funding issues, Maren Ronan Ltd. focuses on building and maintaining partnerships with critical stakeholders in the legislative process. Legislative initiatives that advanced during the 2021 Spring session which are likely to reemerge during the upcoming session include SB 1832/HB3619, which authorizes the expansion of bachelor's degrees for early childhood education. This initiative aimed to address many problems that exist in the early childhood education setting including significant turnover and historically low wages within the industry. Although opposition from the four year university system remains, the lobbying team will continue to partner with higher education and child care advocates in messaging and outreach on this legislation.


maren.ronan@gmail.com
847-721-5082

Maren Ronan Ltd.

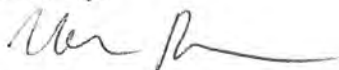
319 Rugeley Road
Western Springs, Illinois, 60558

Maren Ronan Ltd. emphasizes collaboration in advancing the legislative and capital priorities of South Suburban College. Maren works closely with Chairman Zuccarelli, President Stokes, and Vice President of Internal Affairs, Martin Lareau, on behalf of the College. Maren Ronan Ltd. provides the necessary strategic guidance to develop and execute the legislative priorities of South Suburban College. These services include:

- Monitoring and tracking all bills and resolutions introduced by the Illinois General Assembly that impact higher education with a special emphasis on bills that directly impact South Suburban College;
- Routinely circulate bill and amendment reports summarizing introduced initiatives impacting higher education with a specific focus on the community college system;
- Regularly schedule conference calls with identified College personnel to discuss pertinent bills moving through the Illinois General Assembly;
- Provide bi-weekly legislative updates. Bill and amendment overviews are provided on a more frequent basis during the Spring and Veto sessions of the Illinois General Assembly;
- Develop an end of year legislative overview summarizing all pertinent bills introduced during the current legislative session as well as a summary of the status of each bill;
- Provide an end of session budget overview with a specific focus on how the State's implemented budget impacts higher education and the community college system statewide;
- Work closely with the President's Office and Board of Trustees in identifying capital priorities for South Suburban College;
- Coordinate meetings with members of the Illinois General Assembly, legislative leaders, the Governor's Office and staff within State agencies to implement South Suburban College's legislative and capital objectives.

Maren Ronan Ltd. appreciates the opportunity to continue its partnership with the dedicated administration and faculty at South Suburban College. If there are any other questions regarding the upcoming legislative session please do not hesitate to reach out. Thank you.

Sincerely,



Maren Ronan

—//—
maren.ronan@gmail.com
847-721-5082

Maren Ronan Ltd.

319 Rugeley Road
Western Springs, Illinois, 60558

Maren Ronan, the owner of Maren Ronan Ltd. has provided government consulting services in the State of Illinois and the City of Chicago since 2013. Maren Ronan Ltd. is a woman owned lobbying firm which provides strategic guidance on legislative and regulatory initiatives. Maren emphasizes client communication and collaboration to address the legislative and funding priorities on behalf of her various clients. Maren's firm currently represents several units of local government, several Illinois community colleges as well as the Illinois Broadband & Cable Association and SAP, Public Services. Through collaborative partnerships and tactical follow through Maren Ronan Ltd. enacts legislative and communication strategies to achieve client centered results.

Prior to founding Maren Ronan Ltd., Maren worked in several positions in State and County government. From 2011 through 2013 Maren served as the the Legislative Director for the Illinois Department of Financial and Professional Regulation (IDFPR). As the head of legislative affairs at IDFPR, Maren managed a team of five legislative liaisons in the Professional Regulation, Banking and Financial Institution Divisions. She worked closely with the Secretary of IDFPR and the three Division Chiefs in crafting the legislative agenda for the Agency. She also routinely interacted with members of the Illinois General Assembly in explaining IDFPR legislative initiatives and testified before House and Senate committees. Maren also worked closely with then Governor Pat Quinn's Office in advancing IDFPR's budget and legislative priorities.

Prior to serving as the legislative director at IDFPR, Maren worked as an Assistant Cook County State's Attorney in the Appellate and Juvenile Justice Divisions of the Office. Maren handled all aspects of trial preparation and managed a daily court call in cases involving child abuse and neglect as well as termination of parental rights. Maren also acted as an advocate for victims of crime in prosecuting felony and misdemeanor offenses against juvenile offenders. Additionally, Maren worked in the Appellate Division of the CCSAO and where she drafted many appellate briefs on a number of evidentiary and constitutional issues and argued a case before the First District Illinois Appellate Court.

In 2007, after being admitted to the Illinois bar, Maren worked as an attorney on the for the Illinois House Democratic caucus. As an attorney on the technical review unit, Maren staffed the Judiciary Civil committee, Judiciary Criminal committee and the Juvenile Justice committee. She analyzed hundreds of bills and amendments for the House Democratic caucus and helped advanced bills through the House committee process. She regularly advised members of the House of Representatives on questions posed on legislation during Third reading of bills on the House floor. In this role, Maren cultivated relationships with both elected officials, staff members, and decision makers within the legislative process.

Maren is a licensed attorney in Illinois and has a J.D. from Northern Illinois University College of Law and a Bachelors of Arts Degree in Political Science from Illinois Wesleyan University. She lives in Western Springs with her husband Nick and their two children.

— — —
maren.ronan@gmail.com
847-721-5082

LOBBYING SERVICES AGREEMENT

THIS AGREEMENT, made and entered into as of this January 18, 2022 by and between Maren Ronan Ltd., a consulting firm with offices at 319 Rugeley Road, Western Springs, IL 60558 (hereinafter called "MR Ltd."), and South Suburban College, with its principal offices located at 15800 State Street, South Holland, IL 60473 (hereinafter "College")

WITNESSETH:

WHEREAS, SOUTH SUBURBAN COLLEGE wishes to retain Maren Ronan Ltd. to perform certain lobbying services (hereinafter more particularly described) on behalf of the College and its subsidiaries in the State of Illinois; and

WHEREAS, MAREN RONAN LTD. has represented to South Suburban College that it is capable and is willing to undertake the performance of lobbying services in the State of Illinois.

NOW, THEREFORE, in consideration of the payments to be made to Maren Ronan Ltd., as herein provided, and the mutual agreements herein contained, the parties agree as follows:

1. Terms and Termination.

- (a) This agreement shall be effective as of January 18, 2022, and shall continue in full force and effect through December 31, 2022 a period of one year; However, either party may terminate this agreement at any time without liability, upon thirty days (30) written notice. In the event of termination, any monthly invoices already billed and owing shall be paid, and the final thirty (30) day period shall be prorated accordingly.
- (b) For and in consideration of MR Ltd.'s performance of services in accordance with the terms and conditions of this agreement, the College shall pay MR Ltd., a fee of \$4,500 per month.
- (c) It is understood and agreed that the compensation recited within this section includes usual and ordinary costs and expenses. If MR Ltd. determines that there is a need to incur extraordinary costs and expenses in the performance of services hereunder, then in that event, the College shall reimburse MR Ltd. for the same, provided the nature, amount and circumstances thereof are fully disclosed to and approved by an authorized representative designated by the College under Section 5, herein, prior to the time the same are incurred, and upon receipt of a detailed accounting of all such extraordinary costs and expenses.

2. Governmental Relations/Lobbying Services.

The College hereby retains MR Ltd., and MR Ltd., hereby undertakes to exercise its best efforts to protect and promote the business, products, reputation and interests of the College and its subsidiaries in the State of Illinois performing lobbying services (hereby called "Services"). Such Services shall include, but not be limited to, the following:

- (a) Monitoring and keeping the College apprised on a regular basis of all bills and amendments now pending or proposed or which may be proposed during the term hereof, in the Illinois General Assembly or in any agency or department of the State of Illinois, pertaining to the business, projects, reputation or interests of the College.

- (b) Providing the College with information and guidance as to the matters described herein and making recommendations as to the appropriate actions which should be taken consistent with the objectives of this Agreement;
- (c) Lobbying efforts with key legislative or regulatory officials and their staffs, on matters pertaining to the business, products, reputation or interests of the College or its subsidiaries; and
- (d) MR Ltd. shall maintain close liaison and frequent communication with the authorized representatives designated by the College, particularly during critical periods or on priority items.

3. Relationship with Other Clients

In the event that a possible conflict of interest arises at any time during the term of this Agreement between the interests of the College or its subsidiaries and those of MR Ltd's other clients, MR Ltd. agrees to promptly notify the College and shall if directed by the College refrain from performing services with respect to such area of competing interest. MR Ltd. agrees that the College shall have the right to terminate the Agreement without liability upon written notice to MR Ltd. if in the College's judgment, upon reasonable basis MR Ltd's representation of its other clients conflicts with the best interests of the College's or its subsidiaries

4. Compliance with State and Federal Laws.

The parties recognize and agree that it has been the other's long – standing policy to comply fully with all applicable federal, state and local laws regulative corporate political and governmental relationships/lobbying activities, and each of the parties agrees that he/she/it will fully comply with all federal, state or local governmental or judicial body, agency or official pertaining to its performing services.

5. Confidentiality.

Inasmuch as in the rendering of Services hereunder, MR Ltd., its associates and employees may acquire confidential information and data concerning the business and operations of, or belonging to the College and additional information and data will be made available to or developed by MR Ltd.; MR Ltd. agrees to treat and maintain all such information and data as the College's confidential property and not to divulge it to others at any time or use it for private purposes or otherwise, except as such use or disclosure may be required in connection with performance of the Services or as may be consented to by the College, unless and until such information becomes a part of the public domain or MR Ltd. legally acquires such information without restriction on disclosure from sources other than the College or other companies with whom the College has a business relationship.

6. Independent Contractor

Maren Ronan, Ltd is and shall act as an independent contractor in performing any services hereunder.

7. Non-Assignment.

This Agreement shall be personal to the parties hereto and no party shall (by operation of law or otherwise) transfer or assign its rights or delegate its performance hereunder; and any such transfer, assignment or delegation shall be void and of no effect.

8. **Miscellaneous.**

- (a) This agreement constitutes the full understanding of the parties and a complete allocation of risks between them and a complete and exclusive statement of the terms and conditions of their agreement relating to MR Ltd.'s performing services hereunder and supersedes any and all prior agreements, whether written or oral between the parties. No waiver by any party with respect to any breach or default or of any right or remedy, nor any course of dealing, shall be deemed to constitute a continuing waiver or any other breach or default or of any other right or remedy, unless such waiver be expressed in writing and signed by the party to be bound.
- (b) All provisions of this Agreement are severable and any provision which may be prohibited by law shall be ineffective to the extent of such prohibition without invalidating the remaining provisions.

IN WITNESS WHEREOF, the parties have duly executed this Agreement as of the date first above written.

Maren Ronan Ltd.

South Suburban College

By



Maren Ronan
Title: President

By

Dr. Lynette Stokes
Title: President of South Suburban
College



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY22-VII.E

Board Meeting Date: January 20, 2022

BOARD COMMITTEE

FUNDING

- Policy
Finance
Architectural
Other

- Operating
College Capital
Protection, Health and Safety

- Grant Funded
Student Life
Special Levies

PROPOSAL SUMMARY

Move to grant approval to release closed session minutes and destroy closed session audio tapes in accordance with the Illinois Open Meetings Act. The written minutes of January 14, 2021 shall be released. The written minutes of June 10, 2021 and December 9, 2021 shall remain closed. The audio recordings of September 18, 2019, January 9, 2020 and February 13, 2020 are authorized to be destroyed.

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION

The Illinois Open Meetings Act requires closed session minutes be reviewed every six months and released to public review, if advised by legal counsel. The Act also authorizes the destruction of audio tapes of Closed Session Minutes 18 months prior. Transcripts of the Closed Session minutes reviewed will be provided confidentially to the Board of Trustees. This action aligns with Strategic Direction 5.4; Improve operational efficiencies of all internal structures and processes.

MOTION

Move to grant approval to release closed session minutes and destroy closed session audio tapes in accordance with the Illinois Open Meetings Act. The written minutes of January 14, 2021 shall be released. The written minutes of June 10, 2021 and December 9, 2021 shall remain closed. The audio recordings of September 18, 2019, January 9, 2020 and February 13, 2020 are authorized to be destroyed.

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

Signatures and dates for Appropriate Vice President and President.



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY22-VII.F

Board Meeting Date: January 20, 2022

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 revised Regular Board of Trustees meeting times, effective February 10, 2022.

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION

This action supports Strategic Direction #3, South Suburban college will ensure the financial, physical and technological resources necessary to support educations programs and promote continuous innovation and sustainability.

MOTION

Request that the Board of Trustees approve the revised Regular Board of Trustees meeting times, effective February 10, 2022.

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

Martin J. ... 1-18-22
 Appropriate Vice President Date

[Signature] 1/18/2022
 President Date



SOUTH SUBURBAN COLLEGE

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

Board of Trustees

Frank M. Zuccarelli,

Chairman

Vivian Payne,
Vice-Chair

Anthony P. DeFilippo

Vincent Lockett

Janet M. Rogers,
Secretary

Terry R. Wells

Joseph Whittington Jr.

Dr. Lynette D. Stokes,
College President

Our Mission
Is to **S**erve our
Students and
the **C**ommunity
Through Lifelong
Learning.

To: Dr. Lynette D. Stokes

From: Martin Lareau

Date: January 18, 2022

Subject: Regular Board Meeting Dates and Times

We respectfully request Board approval for to convene the Regular Board of Trustees meetings on the second Thursday of every month at 7:00 p.m. effective February 10, 2022. We have cross-referenced the academic calendar and find no conflicts. The second Thursday of every month, beginning on February 10th of 2022 is as follows:

February 10

March 10

April 14

May 12

June 9

July 14 *

August 11

September 8

October 13

November 10

December 8

*Meeting to be held at the Oak Forest Center.



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY22-VIII.A.1

Board Meeting Date: , January 20, 2022

BOARD COMMITTEE

FUNDING

- Policy
- Finance
- Architectural
- Other

- Operating
- College Capital
- Protection, Health and Safety

- Grant Funded
- Student Life
- Special Levies

PROPOSAL SUMMARY

Request that the Board of Trustees approve the retirement of Yolanda Blair, Financial Aid Coordinator effective April, 30, 2022 and grant permission to advertise and fill the vacated position.

ESTIMATED COST OR BENEFIT

Not Applicable

JUSTIFICATION OF ACTION

Please see the attached letter from Yolanda Blair. Replacement of this position supports Strategic Plan Direction 1.1-Increase student retention, progression, persistence, and completion.

MOTION

Move that the Board of Trustees accept the retirement of Yolanda Blair, Financial Aid Coordinator effective April, 30, 2022 and grant permission to advertise and fill the vacated position.

Approvals:

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

	<u>1/4/2022</u>
Originator	Date
	<u>1/4/22</u>
Director of Human Resources	Date
	<u>1/4/22</u>
Appropriate Vice President	Date
	<u>01/18/22</u>
President	Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY22-VIII.A.2

Board Meeting Date: January 20, 2022

BOARD COMMITTEE

- Policy
- Finance
- Architectural
- Other

FUNDING

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

PROPOSAL SUMMARY

Request that the Board of Trustees approve the retirement of Kathryn Radovich, Administrative Assistant II, effective May 31, 2022 and grant permission to advertise and fill the vacated position.

ESTIMATED COST OR BENEFIT

Not Applicable

JUSTIFICATION OF ACTION

Please see the attached letter from Kathryn Radovich. Replacement of this position supports Strategic Plan Direction 1.1-Increase student retention, progression, persistence, and completion.

MOTION

Move that the Board of Trustees accept the retirement of Kathryn Radovich, Administrative Assistant II, effective May 31, 2022 and grant permission to advertise and fill the vacated position.

Approvals:

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

	<u>1/4/2022</u>
Originator	Date
	<u>1/4/22</u>
Director of Human Resources	Date
	<u>1/4/2022</u>
Appropriate Vice President	Date
	<u>01-18-22</u>
President	Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY22-VIII.B.1

Board Meeting Date: January 20, 2022

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 LaTonia Clark as a full-time, grant funded, Business Service Representative in the Workforce Development Department, effective January 24, 2022.

ESTIMATED COST OR BENEFIT

This is a full-time, 100% grant funded position, with an annual salary of 35,000.00 plus benefits, through the duration of the grant. This position requires 40 hours a week, 52 weeks a year. Continued employment is contingent upon receipt of grant funds.

JUSTIFICATION OF ACTION

Strategic Direction 4.6: Coordinate partnerships between career programs and community employers to bridge skill gaps.

MOTION

Move to appoint LaTonia Clark as a full-time, grant funded, Business Service Representative in the Workforce Development Department, effective January 24, 2022 pending successful completion of a criminal background check.

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)


 Director of Human Resources 1-13-22
 Date


 Appropriate Vice President 1-13-2022
 Date


 President 01/18/2022
 Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY22-VIII.C.1

Board Meeting Date: January 20, 2022

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 grant permission to advertise and fill the position of Admissions Records Assistant.

ESTIMATED COST OR BENEFIT

Not Applicable

JUSTIFICATION OF ACTION

This action is to fill the vacancy created by the passing of Ellen Ostby on December 14, 2021. Replacement of this position supports Strategic Plan Direction 1.1-Increase student retention, progression, persistence, and completion.

MOTION

Move that the Board of Trustees grant permission to advertise and fill the position of Admissions Records Assistant.

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)

[Signature] 1/4/2022
Originator Date

[Signature] 1/4/22
Director of Human Resources Date

[Signature] 1/4/22
Appropriate Vice President Date

[Signature] 01-18-2022
President Date



SOUTH SUBURBAN COLLEGE Job Description

Job Title: Admissions Assistant (Previously Admissions Records Assistant)
Department: Enrollment Services
Reports To: Manager of Admissions & Recruitment
FLSA Status: Non-exempt
Job Code: 285 points
Salary Level: Grade VII
Prepared Date: 05/23/1994 (original)
Date: Revised 3/17/2010

SUMMARY

Assists the Manager of Admissions and Registration in the operation of the Admissions Office by processing and updating student records, referring special or difficult problems to lead worker or supervisor. Works with administration, staff, faculty, students and the general public as it applies to admissions into the College.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Processes student records in a careful confidential and accurate manner; files, updates, revises, codifies, assembles and reproduces records according to directives or well-defined procedures.

Verifies validity of incoming high school and college transcripts.

Posts information such as restriction, ability to benefit, geometry waiver and other current or new codes to student's record.

Responsible for updating and distribution of admissions letters to high schools, Participates in the functions of reviewing, verifying and editing records which includes annual financial aid audits.

Aids in the completion of students' incoming transfer credit through client work manager and scanning/imaging. Maintains strong communications with student evaluation counselors. Works closely with Student Evaluation Coordinator.

Inputs and retrieves data using DATATEL operating system.

Provides clerical support to staff as directed on a variety of tasks; consults with immediate supervisor on any unusual problems or difficulties.

Answers inquiries and provides college information or assistance as instructed to prospective new and/or current students.

Provides direction to student employees and aides by explaining policies and procedures of office.

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 an employee's normal line of work.

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

A high school diploma or general education degree (GED) is required; up to six months previous office experience may be preferred.

Other Skills and Abilities

Must possess good written, oral and telephone skills. Self-starter with the ability to work well with others. Efficiently operates computer. Flexible scheduling to meet the demands of the office.



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY22-X.A

Board Meeting Date: January 20, 2022

BOARD COMMITTEE

- Policy
- Finance
- Architectural
- Other

FUNDING

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

PROPOSAL SUMMARY

Move that the Board of Trustees approve the appointment of a new Trustee to fill the vacancy created by the passing of Frank M. Zuccarelli.

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION

This action supports with the South Suburban College Mission Statement; to serve our students and the community through lifelong learning.

MOTION

Move that the Board of Trustees approve the appointment of a new Trustee to fill the vacancy created by the passing of Frank M. Zuccarelli.

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


 Secretary of the Board Date 1-18-22