

# SOUTH SUBURBAN COLLEGE



March 10, 2022

Regular Meeting of the  
Board of Trustees



**BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE**  
**15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS**  
**KINDIG PERFORMING ARTS CENTER**  
**FINANCE COMMITTEE MEETING AGENDA**  
**DEFILIPPO, CHAIR; TRUSTEES LOCKETT, ROGERS AND STUDENT TRUSTEE RUBEN**  
**THURSDAY, MARCH 10, 2022**  
**6:50 PM**

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- I. Recommendation to approve the proposed fee changes beginning with the Fall 2022 semester
- II. Recommendation to accept the bid of Midwest Transit Equipment in the amount of \$75,105.00 for the purchase of a 15-passenger barber bus



**BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE**  
**15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS**  
**KINDIG PERFORMING ARTS CENTER**  
**REGULAR BOARD MEETING AGENDA**  
**THURSDAY, MARCH 10, 2022**  
**7:00 PM**

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- I. **CALL TO ORDER/ROLL CALL**
- II. **PLEDGE OF ALLEGIANCE**
- III. **PUBLIC PARTICIPATION**
- IV. **PRESENTATIONS/REPORTS**  
Paralegal Studies Presentation (B. Walters)
- V. **APPROVAL OF MINUTES OF PREVIOUS MEETINGS**
  - A. Regular Board Meeting held February 10, 2022
- VI. **NEW BUSINESS**
  - A. Monthly Financial Report (T. Pollert)
  - B. Approval of the payment of bills for March 2022 (T. Pollert)
  - C. Approval of the recommended fee changes beginning with the Fall 2022 semester (A. DeFilippo)
  - D. Approval to accept the bid of Midwest Transit Equipment in the amount of \$75,105.00 for the purchase of a 15-passenger barber bus (A. DeFilippo)
- VII. **PERSONNEL RECOMMENDATIONS**
  - A. Retirements/Resignations/Terminations
  - B. Appointments
  - C. Grant Permission to Create and Advertise
- VIII. **CLOSED SESSION**

The Board to consider meeting in Closed Session for the discussion of the hiring, discipline, performance, and compensation of certain personnel, 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**



# BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE

15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS

KINDIG PERFORMING ARTS CENTER

REGULAR BOARD MEETING MINUTES

THURSDAY, FEBRUARY 10, 2022

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## I. CALL TO ORDER & ROLL CALL:

At 7:01 p.m., Chairman Terry Wells 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 Terry Wells, Vice Chairwoman Vivian Payne, Trustees Anthony DeFilippo, Prince Reed, Janet Rogers and Joseph Whittington. Trustee Vincent Lockett arrived at 7:04 p.m.

*Absent:* 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. Kuser.

## II. PLEDGE OF ALLEGIANCE

Chairman Terry Wells led the Pledge of Allegiance.

## III. PUBLIC PARTICIPATION:

There was none.

## IV. REPORTS/PRESENTATIONS

The Board of Trustees formally recognized the Lady Bulldog Soccer Team for their successful athletic season.

## V. PREVIOUS MEETING MINUTES

### **A. Regular Board of Trustees Meeting held January 20, 2022**

Trustee DeFilippo moved and Trustee Whittington seconded to approve the minutes of the Regular Board of Trustees meeting held January 20, 2022. On roll call Trustees Anthony DeFilippo, Vincent Lockett, Vivian Payne, Prince Reed, Janet Rogers, Joseph Whittington and Chairman Terry Wells voted aye. Nays: None. Motion carried.

### **B. Closed Session Meeting held January 20, 2022**

Trustee Rogers moved and Trustee Payne seconded to approve the minutes of the Closed Session meeting held January 20, 2022. On roll call Trustees Anthony DeFilippo, Vincent Lockett, Vivian Payne, Prince Reed, Janet Rogers, Joseph Whittington and Chairman Terry Wells voted aye. Nays: None. Motion carried.

## VI. NEW BUSINESS

### **A. Monthly Financial Report**

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

## **B. Bills Payable for February, 2022**

Trustee Rogers moved and Trustee Whittington seconded to approve the bills payable for February 2022 in the amount of \$4,948,846.03. On roll call Trustees Anthony DeFilippo, Vincent Lockett, Vivian Payne, Prince Reed, Janet Rogers, Joseph Whittington and Chairman Terry Wells voted aye. Nays: None. Motion carried.

## **VII. PERSONNEL RECOMMENDATIONS**

### **A. Resignations/Retirements/Terminations**

Trustee DeFilippo moved and Trustee Whittington seconded to approve the following retirements:

1. Retirement of Ramona Ginn, full-time Accountant In in the Business & Accounting Department, effective April 30, 2022, and grant permission to advertise to fill the vacated position.
2. Retirement of Cheryl Plath, full-time Financial Aid Advisor in the Financial Aid Department, effective May 31, 2022, and grant permission to advertise to fill the vacated position.

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

### **B. Appointments**

Trustee Reed moved and Trustee Payne seconded to approve the following appointments:

1. Appointment of Mark Golden as a full-time Custodian I (evening shift) in the Physical Plant Department, effective February 14, 2022, pending successful completion of a criminal background investigation.
  2. Appointment of David Stephens as a full-time, grant-funded Adult Literacy Grants Manager in the Adult Education Department, effective February 14, 2022, pending successful completion of a criminal background investigation.
  3. Appointment of Davina Davis as a full-time Manager of the Services for Students with Disabilities Office (SSDO), effective February 13, 2022, pending successful completion of a criminal background investigation.
- On roll call Trustees Anthony DeFilippo, Vincent Lockett, Vivian Payne, Prince Reed, Janet Rogers, Joseph Whittington and Chairman Terry Wells voted aye. Nays: None. Motion carried.

### **C. Permission to Create and Advertise**

Trustee Payne moved and Trustee Whittington seconded to grant permission to create and advertise the position of Controller. On roll call Trustees Anthony DeFilippo, Vincent Lockett, Vivian Payne, Prince Reed, Janet Rogers, Joseph Whittington and Chairman Terry Wells voted aye. Nays: None. Motion carried.

### **D. Permission to Grant Tenure (Academic Services)**

Trustee DeFilippo moved and Trustee Reed seconded to grant tenure to John McGreevy (Radiologic Technology/Allied Health) and Megan Tabag (Sociology/Social Behavioral Science). On roll call Trustees Anthony DeFilippo, Vincent Lockett, Vivian Payne, Prince Reed, Janet Rogers, Joseph Whittington and Chairman Terry Wells voted aye. Nays: None. Motion carried.

### **E. Permission to Reappoint Non-tenured Faculty (Academic Services)**

Trustee Whittington moved and Trustee Rogers seconded to reappoint Lucas Gunby (Barbering), Ginah Haynes (Nursing), Sandra Karim (Nursing), Pamela Planera (Graphic Design/Media Arts), Mickil Smith (EMT/Fire Science), and Becky Hougese-Walter (Legal Studies) as non-tenured Faculty for the 2022-2023 Academic Year. On roll call Trustees Anthony DeFilippo, Vincent Lockett, Vivian Payne, Prince Reed, Janet Rogers, Joseph Whittington and Chairman Terry Wells voted aye. Nays: None. Motion carried.

### **F. Approval to Grant Probationary Year**

Trustee DeFilippo moved and Trustee Payne seconded to grant a 4<sup>th</sup> probationary year to Cynthia Brown (Nursing). On roll call Trustees Anthony DeFilippo, Vincent Lockett, Vivian Payne, Prince Reed, Janet Rogers, Joseph Whittington and Chairman Terry Wells voted aye. Nays: None. Motion carried.

**G. Approval to reappoint Administrative Staff for Fiscal Year 2023**

Trustee Reed moved and Trustee Lockett seconded to reappoint Administrative Staff for Fiscal Year 2023, as attached, and to appoint Timothy Pollert as Treasurer, effective July 1- July 31, 2022. On roll call Trustees Anthony DeFilippo, Vincent Lockett, Vivian Payne, Prince Reed, Janet Rogers, Joseph Whittington and Chairman Terry Wells voted aye. Nays: None. Motion carried.

**H. Approval to reappoint Technical Professional Exempt Staff for Fiscal Year 2023**

Trustee DeFilippo moved and Trustee Rogers seconded to reappoint Technical Professional Exempt Staff for Fiscal Year 2023, as attached. On roll call Trustees Anthony DeFilippo, Vincent Lockett, Vivian Payne, Prince Reed, Janet Rogers, Joseph Whittington and Chairman Terry Wells voted aye. Nays: None. Motion carried.

**I. Approval to reappoint Grant-funded Staff for Fiscal Year 2023**

Trustee Rogers moved and Trustee DeFilippo seconded to reappoint Grant-funded Staff for Fiscal Year 2023, as attached. On roll call Trustees Anthony DeFilippo, Vincent Lockett, Vivian Payne, Prince Reed, Janet Rogers, Joseph Whittington and Chairman Terry Wells voted aye. Nays: None. Motion carried.

**J. Approval of the Adjunct Faculty Contract**

Trustee Payne moved and Trustee Reed seconded to approve the South Suburban College Adjunct Faculty Contract, effective 2021-2025. On roll call Trustees Anthony DeFilippo, Vincent Lockett, Vivian Payne, Prince Reed, Janet Rogers, Joseph Whittington and Chairman Terry Wells voted aye. Nays: None. Motion carried.

**VIII. CLOSED SESSION**

There was none.

**IX. MISCELLANEOUS**

President Lynette D. Stokes congratulated the Nursing Department on earning their ACEN candidacy for accreditation.

**X. ADJOURNMENT**

At 7:42 p.m., Trustee Lockett moved and Trustee Rogers seconded to adjourn the Board of Trustees meeting. On roll call Trustees Anthony DeFilippo, Vincent Lockett, Vivian Payne, Prince Reed, Janet Rogers, Joseph Whittington and Chairman Terry Wells voted aye. Nays: None. Motion carried.

\_\_\_\_\_  
Chairman of the Board

\_\_\_\_\_  
Secretary of the Board







SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY22-VI.A

Board Meeting Date: March, 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 January 31, 2022. 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

*Tim Pollard*      3/2/2022  
 Controller/Treasurer      Date

*Masha Jara*      3/2/22  
 Appropriate Vice President      Date

*Lynette Stokes*      3/2/22  
 President      Date

SOUTH SUBURBAN COLLEGE  
South Holland, Illinois

To: Board of Trustees

From: Tim Pollert

Date: March 2, 2022

Subject: Financial Report For The Period Ending January 31, 2022

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>
\$2,600,371.62	\$16,693,954.15
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$2,577,221.92	\$16,596,089.95

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>
\$4,175,185.55	\$28,903,177.63
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$4,215,208.56	\$28,835,251.46
<u>Net Monthly Position</u>	<u>Year to Date Net Position</u>
(\$40,023.01)	\$67,926.17

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>
\$8,382,934.36	1.82%	28

# SOUTH SUBURBAN COLLEGE

South Holland, Illinois

	<b>Revenue Educational</b>	<b>Revenue O&amp;M</b>	<b>Monthly Total</b>
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	\$1,581,984.15	\$270,015.85	\$1,852,000.00
January	\$2,275,185.85	\$325,185.77	\$2,600,371.62
February			\$0.00
March			\$0.00
April			\$0.00
May			\$0.00
June			\$0.00
YTD	\$14,490,957.37	\$2,202,996.78	\$16,693,954.15

	<b>Expenditures Educational</b>	<b>Expenditures O&amp;M</b>	<b>Monthly Total</b>
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	\$1,621,168.94	\$164,507.72	\$1,785,676.66
January	\$2,161,762.27	\$415,459.65	\$2,577,221.92
February			\$0.00
March			\$0.00
April			\$0.00
May			\$0.00
June			\$0.00
YTD	\$14,395,391.11	\$2,200,698.84	\$16,596,089.95

# SOUTH SUBURBAN COLLEGE

South Holland, Illinois

	<b>Revenues All Funds</b>	<b>Expenditures All Funds</b>	<b>Monthly Total</b>
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	\$6,374,185.08	\$6,285,087.47	\$89,097.61
January	\$4,175,185.55	\$4,215,208.56	(\$40,023.01)
February			\$0.00
March			\$0.00
April			\$0.00
May			\$0.00
June			\$0.00
YTD	\$28,903,177.63	\$28,835,251.46	\$67,926.17

	<b>Investment Total</b>	<b>Average Rate of Return</b>	<b>Basis Point Change from Last Month</b>
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	\$9,252,589.89	1.54%	(48)
January	\$8,382,934.36	1.82%	28
February			
March			
April			
May			
June			

SOUTH SUBURBAN COLLEGE

Description	Date	Fund 1 Educational	Fund 2 Opr. & Maint.	Fund 3 O&M Rst(300)	Fund 3 PH&S(379)
53 Investment account		4,697,562.72	0.00	0.00	0.00
PMA/I S D L A F + = ISDMAX		32.79	0.00	0.00	0.00
Illinois Funds		4,475,500.37	0.00	0.00	0.00
53 Contributory Trust		50,659.35	0.00	0.00	0.00
IIIT Money Market/UMB		28,656.43	0.00	0.00	0.00
53 Financial Money Market		(6,978.78)	0.00	0.00	0.00
Totals	1/1	9,245,432.88	0.00	0.00	0.00
<b>Transactions:</b>					
Illinois Fund MM deposit from Comptroller	1/5	43,723.70			
Illinois Fund MM deposit from Comptroller	1/5	8,858.50			
Illinois Fund MM deposit from Comptroller	1/7	198,882.20			
Illinois Fund MM deposit from Comptroller	1/13	318,601.74			
Illinois Fund MM deposit from Comptroller	1/14	60,278.33			
	1/26	(1,500,000.00)			
Ending Balance:		8,375,777.35	0.00	0.00	0.00
53 Investment account		4,697,562.72	0.00	0.00	0.00
PMA/I S D L A F + = ISDMAX		32.79	0.00	0.00	0.00
Illinois Funds		3,605,844.84	0.00	0.00	0.00
53 Contributory Trust		50,659.35	0.00	0.00	0.00
IIIT Money Market/UMB		28,656.43	0.00	0.00	0.00
53 Financial Money Market		(6,978.78)	0.00	0.00	0.00
Totals	1/31	8,375,777.35	0.00	0.00	0.00







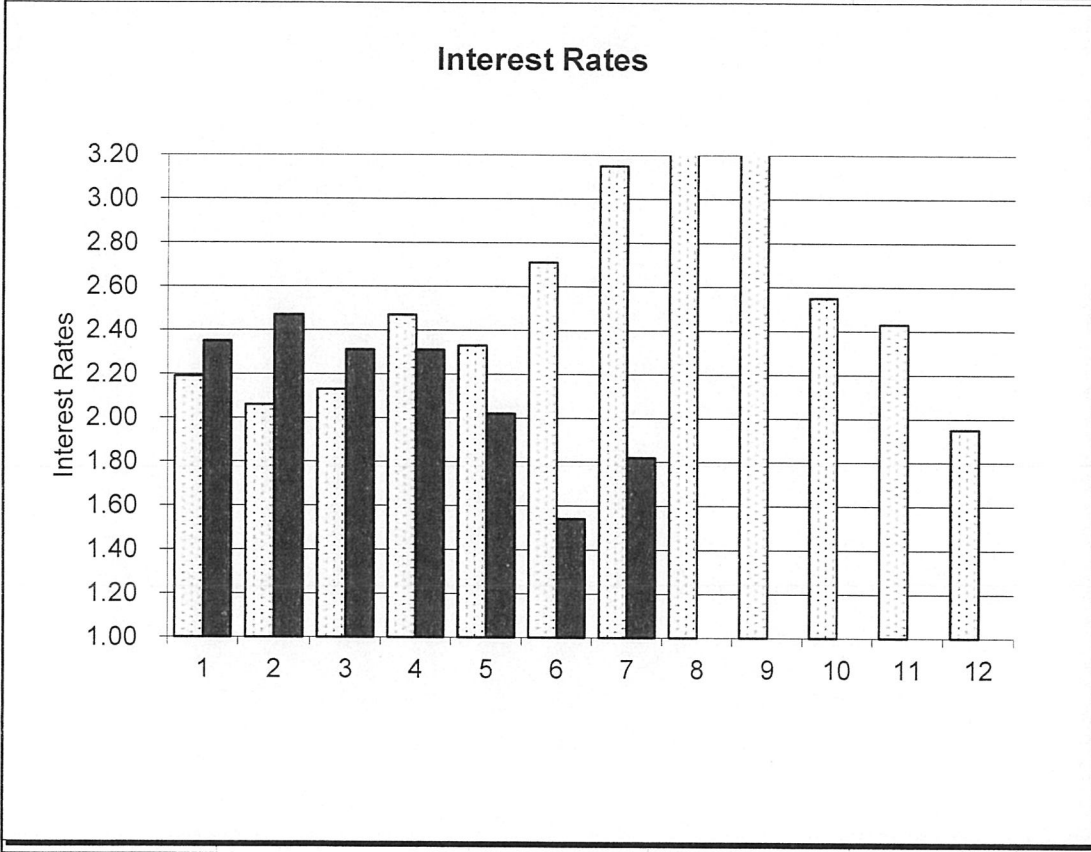


SOUTH SUBURBAN COLLEGE

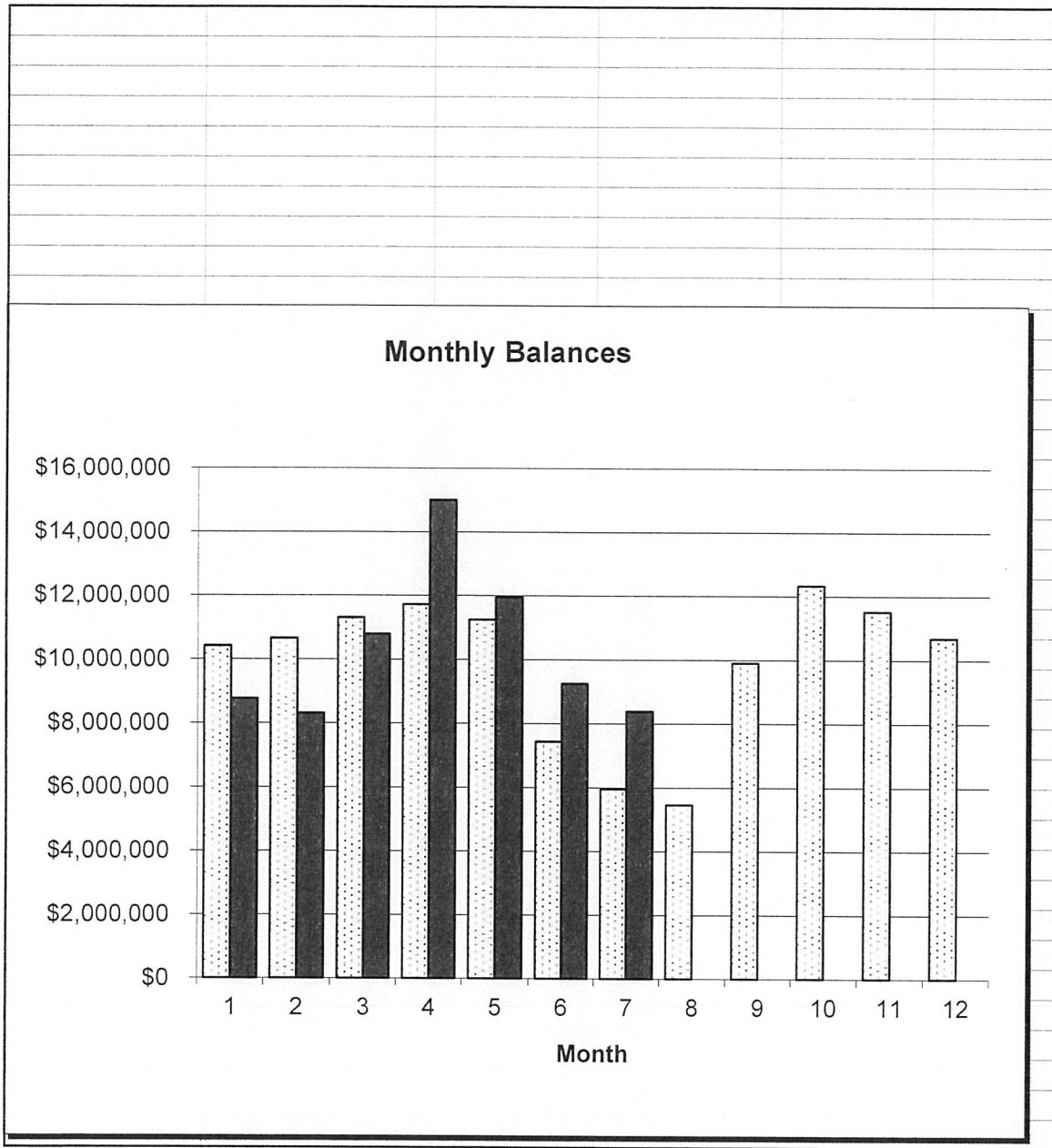
Investment		Page 4	Page 6	Total	Percent to Total
10	U. S. Government Securities	0.00	0.00	0.00	0%
20	Time Deposits	0.00	0.00	0.00	0%
30	Commercial Paper	0.00	0.00	0.00	0%
40	Mutual Funds	0.00	0.00	0.00	0%
50	Illinois Funds	3,634,501.27	0.00	3,634,501.27	43%
60	Repurchase Agreements	0.00	0.00	0.00	0%
90	Other	4,748,433.09	0.00	4,748,433.09	57%
	Total	8,382,934.36	0.00	8,382,934.36	100%
	Average %	<u>1.82</u>			

**South Suburban College**

<b>Investment Summary</b>				
	F Y 2020 - 2021		F Y 2021 - 2022	
Month	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	9,252,590	1.54
January	5,954,861	3.15	8,382,934	1.82
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		



South Suburban College





## SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY22-VI.B

Board Meeting Date: March 10, 2022

### BOARD COMMITTEE

Policy  
 Finance  
 Architectural  
 Other

### FUNDING

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

### PROPOSAL SUMMARY

### 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	\$2,036,794.09
Operations & Maintenance Fund	\$340,560.84
Operation and Maintenance Fund Restricted	\$13,193.81
Auxiliary Enterprise Fund	\$39,716.67
Restricted Funds	\$438,352.23
Special Levies Fund	\$77,921.39
Flex Plan Fund	\$3,012.67
Total	\$2,949,551.70

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

  
 Controller/Treasurer

3/2/2022  
 Date

  
 Appropriate Vice President

3/2/22  
 Date

  
 President

3/2/22  
 Date



# SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY22-VI.C

For Board Action on **March 10, 2022**

### BOARD COMMITTEE

- Policy
- Finance
- Architectural
- Other

### FUNDING

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

### **PROPOSAL SUMMARY**

The College's course fees and instructional technology fees have been reviewed, and the attached changes are recommended beginning with the fall 2022 semester.

### **ESTIMATED COST OR BENEFIT**

The change in revenue will be offset by the actual costs incurred to deliver the courses and student services.

### **JUSTIFICATION OF ACTION**

All fees and costs have been reviewed by the appropriate departments and administrators. The changes will assist SSC in continuing to provide high quality, accessible, and affordable credit courses and associate degree and certificate programs for a diverse academically prepared student body. (Strategic Direction #1 - Nurture and empower each student to succeed, Goal 1.1)

### **MOTION**

Move that the Board of Trustees approve the attached recommended fee changes beginning with the fall 2022 semester.

- \* 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

Approvals:

Jasha S. Wilton      3/2/22  
 Appropriate Vice President      Date

[Signature]      3/1/2022  
 President      Date

## Course Fee Increase Proposal

### Fall 2022-New Inclusive Access Adoptions

The book fee proposed for these courses would provide digital delivery of required instructional materials for their course, on or before the first day of class. This is in place of the cost of a physical textbook. These classes already include web-based materials, this process would minimize the steps needed to access, while providing substantial savings to the student. The process will include an option for students to opt-out and acquire materials on their own, as well as acquire a paper copy of the textbook.

Course Number	Course Name	Estimated Current Cost	Student Cost, eff. 2022 Fall	Student Savings
<b>ANT 101</b>	Introduction to Cultural Anthropology	\$281.25	\$60.36	\$220.89
<b>COM 105</b>	Mass Communication	\$106.93	\$72.58	\$34.35
<b>GEO 103</b>	Geography of the Developed World	\$175.49	\$78.19	\$97.30
<b>GEO 104</b>	Geology of the Emerging World	\$102.17	\$69.35	\$32.82
<b>HIS 203</b>	Early American History	\$124.50	\$60.48	\$64.02
<b>HIS 204</b>	Later American History	\$124.50	\$60.48	\$64.02
<b>HIS 271</b>	History of Modern African Civilization	\$95	\$64.51	\$30.54
<b>PSY 103</b>	Psychology of Physical Adjustment	\$61.88	\$42.00	\$19.88
<b>PSY 204</b>	Social Psychology	\$167	\$72.58	\$94.42
<b>PSY 206</b>	Abnormal Psychology	\$106.93	\$72.58	\$34.35
<b>PSY 211</b>	Human Growth and Development	\$153.50	\$72.58	\$80.92
<b>PSY 212</b>	Adolescent Psychology	\$103.25	\$72.58	\$30.67
<b>PSY 220</b>	Human Sexuality	\$115.50	\$72.58	\$42.92
<b>OCS 121</b>	Overview for College Success	n/a	\$36.00	n/a

#### Cengage Unlimited

	One year subscription for unlimited access to all Cengage textbooks		\$189.99		n/a
New Courses	HSA109, HSA209, HSA234				
	MTH 190, MTH 203, MTH 204				
	MUS 106, MUS 107, MUS 117, MUS 127, MUS 217, MUS 227				
	NTR 100, HLT 101, SPN 115				

## BUILDING CONSTRUCTION & INDUSTRIAL TECHNOLOGY FEES

<b>COURSE</b>	<b>TITLE</b>	<b>CURRENT FEE 2021-22</b>	<b>PROPOSED FEE 2022-23</b>
<b>BLD 101</b>	CONSTRUCTION MATERIALS & METHODS I, WOOD	\$55	\$65
<b>BLD 206</b>	CONSTRUCTION MATERIALS & METHODS IV, ELECTRICAL	\$55	\$65
<b>BLD 210</b>	RENOVATE ENERGY EFFICIENT GREEN HOME	\$20	\$65
<b>BLD 221</b>	BUILD ENERGY EFFICIENT GREEN HOME II	\$50	\$65
<b>WLD 104</b>	SMAW	\$59	\$65
<b>WLD 110</b>	GMAW	\$59	\$65
<b>WLD 112</b>	GTAW	\$59	\$65

The proposed fee increases are aimed at off-setting the recent increases in supplies and delivery charges; approximately 15% in the last two years. Prior to this point, lab fees have not been adjusted for approximately 10 years.

## ECHOCARDIOGRAPHY FEES

<b>COURSE</b>	<b>TITLE</b>	<b>CURRENT FEE 2021-22</b>	<b>PROPOSED FEE 2022-23</b>
<b>ECG 230</b>	ECHO CERTIFICATION REVIEW	\$350	\$365

The proposed fee increase is a result of the vendor increasing the fee for the Cardiovascular Credentialing International Board Exam.

## PHYSICAL SCIENCE LAB FEES

<b>COURSE</b>	<b>TITLE</b>	<b>CURRENT FEE 2021-22</b>	<b>PROPOSED FEE 2022-23</b>
<b>AST 101</b>	Introduction to Astronomy	\$25	\$40
<b>GLG 101</b>	Physical Geology	\$25	\$40
<b>PHS 101</b>	Physical Science	\$25	\$40
<b>PHY 101</b>	Mechanics and Heat	\$20	\$40
<b>PHY 102</b>	Sound, Light, Electricity, Magnetism and Modern Physics	\$20	\$40
<b>PHY 210</b>	University Physics I	\$20	\$40
<b>PHY 211</b>	University Physics II	\$20	\$40
<b>PHY 212</b>	University Physics III	\$20	\$40
<b>CHM 111</b>	Introductory Chemistry I	\$30	\$45
<b>CHM 113</b>	General Chemistry I	\$30	\$45
<b>CHM 114</b>	General Chemistry II	\$30	\$45
<b>CHM 203</b>	Organic Chemistry I	\$30	\$45
<b>CHM 204</b>	Organic Chemistry II	\$30	\$45
<b>CHM 205</b>	Intro to Organic and Biochemistry	\$30	\$45

The proposed fee increases are aimed at offsetting the recent increases in the cost of materials and delivery charges over the last two years. For the general physical science course, the lab fees have not kept pace with cost increases over the last decade. In addition, due to health and safety, the chemistry classes have moved to add the cost of individual lab goggles (\$5) so students no longer have to share.



## Request to increase fees for Nursing 2022

Current fees for the ADN program at South Suburban College covers the cost of the ATI assessments and resources for students that support the curriculum, and fees to take the NCLEX licensure exam for the students. The total for the 7 courses totals \$1,750. Our current fees and proposed increase position us as one of the lowest fee structures for nursing programs in the area. This proposal to change our ATI assessment program to ATI complete partnership will enhance the resources for the students improving the retention and success rate of the students and provide support for the program in our ACEN accreditation journey. Their products will assist our students and faculty with ongoing assessment and remediation during the nursing program, in preparation for NCLEX-RN licensure exams and the data analysis needed for the accreditation.

These assessment tools will allow for both formative and summative assessments, data analysis and curriculum development and revision needed for systematic evaluation of the program. This is key for the accreditation process for the nursing program. It also helps support us with some faculty development and curriculum development and review to ensure our program is up to date with nursing education standards.

As you are aware, the books for nursing are expensive and many students do not purchase some of the needed resources. These packages will provide many resources that reduce the book costs and insure **all** the students can equally participate in the course activities. The cost for the nursing lab kit, and the nursing pin, NCLEX will be included in the fees for the courses.

In addition, this change to ATI complete partnership locks our pricing for 3 years, reduces book costs and other resources currently used by the students.

The college will continue to offset the cost per student using grant funds.

<b>Nursing Course Fees</b>	<b>Current</b>	<b>Proposed Fee 2022-2023</b>
<b>ADN 150</b>	\$300.00	No change
<b>ADN 152</b>	\$210.00	\$250.00
<b>ADN 252</b>	\$210.00	\$250.00
<b>ADN 254</b>	\$210.00	\$250.00
<b>ADN 256</b>	\$210.00	\$250.00
<b>ADN 257</b>	\$210.00	\$250.00
<b>ADN 258</b>	\$400.00	No change
	\$1,750.00	\$1,950.00



# SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY22-VI.D

Board Meeting Date: March 10, 2022

### BOARD COMMITTEE

- Policy
- Finance
- Architectural
- Other

### FUNDING

- |  |  |
|--|--|
| <input type="checkbox"/> Operating                     | <input checked="" type="checkbox"/> Grant Funded |
| <input type="checkbox"/> College Capital               | <input type="checkbox"/> Student Life            |
| <input type="checkbox"/> Protection, Health and Safety | <input type="checkbox"/> Special Levies          |
|  | <input type="checkbox"/> O&M Restricted (Bond)   |

### PROPOSAL SUMMARY

To accept the bid of the lowest qualified vendor for the purchase of a 15- passenger barber bus.

### ESTIMATED COST OR BENEFIT

\$75,105.00

### JUSTIFICATION OF ACTION

This project will expand the offerings of the Barber program and increase the college's visibility and involvement in the community. This action is in alignment with strategic goal #4-Advance Community Engagement and Partnership.

### MOTION

To accept the bid of Midwest Transit Equipment in the amount of \$75,105.00 for the purchase of a 15 - passenger barber bus.

- \* 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)

### Approvals:

<u>Anna M. Helwig</u>	<u>2/24/22</u>
Originator	Date
<u>J. Wilkerson</u>	<u>2/25/22</u>
Appropriate Dean/Vice President	Date
<u>[Signature]</u>	<u>3/1/22</u>
President	Date



## South Suburban College

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

### MEMORANDUM

To: Lynette Stokes  
From: Martin Lareau  
Date: February 24, 2022  
Subject: 15 passenger barber bus

On February 11, 2022 we mailed requests for bids for a 15-passenger barber bus to Fourteen (14) vendors including (1) BEP vendor as that was the only vendor available for this commodity. We also sent requests to (26) vendors electronically through DemandStar, our electronic bidding system. Our legal requirement to advertise was satisfied through notice placed in *The Chicago Tribune Daily Southtown*. We had one (1) response and a public opening was held on February 24, 2022 at 10:15 AM with the results being read aloud. A breakdown of the bids submitted are shown below.

The College has done business with the successful vendor and found all experiences to be satisfactory. We therefore, recommend acceptance of the bid from Midwest Transit, Equipment, Kankakee, Illinois in the amount of \$75,105.00 for the purchase of a 15-passenger barber bus.

Vendor	Total Bid Amount
Midwest Transit Equipment Kankakee, Illinois	\$75,105.00 L

L = low vendor meeting specifications

*L. Stokes*  
02/25/2022





SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY22-VII.A.1

Board Meeting Date: March 10, 2022

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 to approve the retirement of Salvatore Presta, full-time Police Officer in the Campus Police Department, effective May 31, 2022, and grant permission to advertise to fill the vacated position, as needed.

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION

Please see the attached retirement letter from Mr. Presta. 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 retirement of Salvatore Presta, full-time Police Officer in the Campus Police Department, effective May 31, 2022, and grant permission to advertise to fill the vacated position, as needed.

Approvals:

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

	<u>01 Mar 2022</u>
Originator	Date
	<u>3/1/22</u>
Appropriate Vice President	Date
	<u>2/28/22</u>
Director of Human Resources	Date
	<u>3/1/22</u>
President	Date



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM: FY22-VII.A.2

Board Meeting Date: March 10, 2022

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**

Request that the Board of Trustees accept the resignation of Mr. Zubeir Haroun, full-time tenured Professor & Echocardiography Program Coordinator in the Allied Health Department, effective May 20, 2022, and grant permission to advertise to fill the vacated position.

**ESTIMATED COST OR BENEFIT**

Not applicable.

**JUSTIFICATION OF ACTION**

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

**MOTION**

Move that the Board of Trustees accept the resignation of Mr. Zubeir Haroun, full-time tenured Professor & Echocardiography Program Coordinator in the Allied Health Department, effective May 20, 2022, 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>Omar Sheriff</u>	<u>2/28/22</u>
Originator	Date
<u>Kim Pugh</u>	<u>3/1/22</u>
Director of Human Resources	Date
<u>Jasha L. Williams</u>	<u>3/1/22</u>
Appropriate Vice President	Date
<u>[Signature]</u>	<u>3/1/22</u>
President	Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY22-VII.B.1

Board Meeting Date: March 10, 2022

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 to appoint Patrick Rush as the Vice President of Administration, effective June 1, 2022, and grant permission to advertise to fill the vacated position.

ESTIMATED COST OR BENEFIT

This is a full-time administrator's position; 40 hours per week, 52 weeks per year with the beginning annual salary of \$123,000 plus benefits.

JUSTIFICATION OF ACTION

The hiring of Mr. Rush as the Vice President of Administration is necessary in order to replace Martin Lareau, the current Vice President of Administration who will retire on May 31, 2022. 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 appoint Patrick Rush as the Vice President of Administration, effective June 1, 2022, 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>3/2/22</u>
Director of Human Resources	Date
	<u>3/2/22</u>
Appropriate Vice President	Date
	<u>3/2/22</u>
President	Date



**South Suburban College**  
**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.”

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**INTEROFFICE MEMORANDUM**

**To:** President Lynette Stokes  
**From:** Dr. Ronald Kawanna Jr.  
**Date:** 2/25/2022  
**Subject:** Round Two recommendations for Vice President of Administration position

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As you are aware on February 8, 2022, the position announcement for the Vice President of Administration was posted. The College received a total of twenty-one (21) applicants for the position.

A breakdown of the applicant's educational background included five (5) had ED. D's., four (4) had Ph.D.'s, one (1) had an M.B.A., one (1) had an M.A., and ten (10) had M.S. degrees. The College received applications from across the country including Illinois, Indiana, Georgia, and Tennessee.

Our Round One Vice President of Administration Search Committee consisted of Martin Lareau, Vice President of Administration, GA Griffith, faculty member and union president, Shannan Smith, staff member and union president, and Ronald Kawanna Jr., Associate Vice President of Accreditation and Institutional Effectiveness.

The Search Committee completed an extensive review of each applicant's submitted resume and material to ensure that the candidate met the minimal qualifications identified in the job posting that included a minimum of (5) years of experience in higher education. The posting also included a preferred qualification of significant and progressive senior leadership experience in a two-year community college.

After completing the review, the Search Committee identified two candidates to conduct for first round interviews. The Search Committee completed the round one interviews and has unanimously recommended the internal candidate and external candidate be forwarded to your for round two interviews.

Either of the two candidates are highly qualified applicants with a rich history of administrative leadership in higher education.





## 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: South Suburban College Board of Trustees  
Terry Wells, Chairman

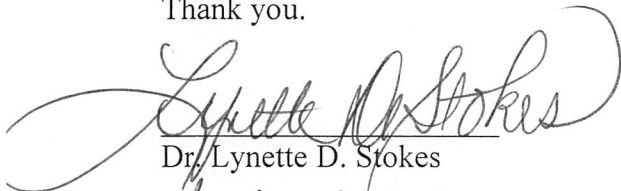
Date: March 2, 2022

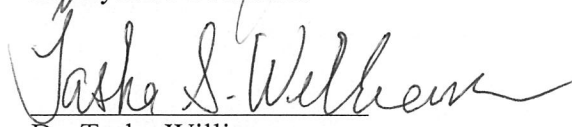
RE: **Recommendation to Appoint Mr. Patrick Rush  
Vice President of Administration**


Dear Members of the Board:

Executive leadership conducted second-round interviews for the final two candidates as recommended by the initial Search Committee for the position of Vice President of Administration. After thoroughly vetting the qualifications of each candidate, we fully support the recommendation of the executive committee that the Board of Trustees appoint Mr. Patrick Rush as Vice President of Administration.

Thank you.

  
Dr. Lynette D. Stokes

  
Dr. Tasha Williams

  
Dr. Deborah King



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY22-VII.B.2

Board Meeting Date: March 10, 2022

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 to appoint Francisca Chavez as a full-time Accountant I in the Business & Accounting Department, effective March 14, 2022, pending successful completion of a criminal background investigation.

**ESTIMATED COST OR BENEFIT**

This is a full-time Support Staff position; 35 hours per week, 52 weeks per year, Grade VIII on the Support Staff Salary Schedule with a beginning annual salary of \$38,246 plus benefits.

**JUSTIFICATION OF ACTION**

This action support 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 appoint Francisca Chavez as a full-time Accountant I in the Business & Accounting Department, effective March 14, 2022, 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

<u>Wim Palloch</u>	<u>2/28/22</u>
Originator	Date
<u>Kim Puzan</u>	<u>2/28/22</u>
Director of Human Resources	Date
<u>Mark Lura</u>	<u>3/1/22</u>
Appropriate Vice President	Date
<u>[Signature]</u>	<u>3/1/22</u>
President	Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY22-VII.C.1

Board Meeting Date: March 10<sup>th</sup>, 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 grant the permission to create and advertise, the grant funded full-time position of Transitions Advisor in the Adult Education Department.

**ESTIMATED COST OR BENEFIT**

This is a full-time, 100% grant-funded position with an annual salary of 47,800 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**

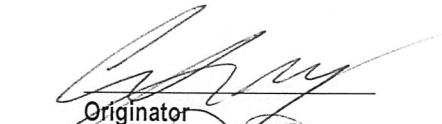
This action supports Strategic Direction 2. SSC 2.3 Increase enrollment and improve access and opportunity for Traditional and Nontraditional students.

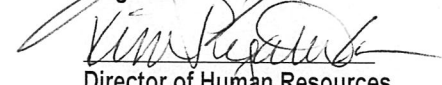
**MOTION**

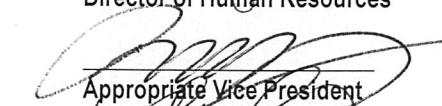
Move that the Board of Trustees grant permission to create and advertise, the grant funded full-time position of Transitions Advisor in the Adult Education Department.

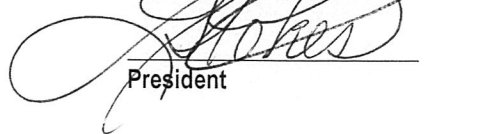
Approvals:

- \* 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 3/1/22  
 Date

  
 Director of Human Resources 3/1/22  
 Date

  
 Appropriate Vice President 3-1-22  
 Date

  
 President 3/1/2022  
 Date

## **GRANT FUNDED**

**POSITION:** Adult Education Transition Advisor

**DEPARTMENT:** Adult Education

**SUPERVISOR:** Director of Adult Education

### **POSITION SUMMARY:**

The Transitions Advisor for Adult Education is responsible for the well-being and educational success of the adult population of Community College District #510. This Advisor works to integrate successful life skills into the lives of the adult students, s/he will work with all students as they move from level to level, program to program, assisting them with their transitions, as well as their completion of their high school equivalency, and any other industry-recognized or college-issued certificates. They will be tasked with moving the student from Adult Education classes (ABE/ASE/ESL) to college and/or careers. They will also connect the students with social programs and assistance to make sure they have the tools necessary to be successful in the program. This person would also be responsible for maintaining and managing the ICAPS and Bridge programming in the Adult Education Area.

### **RESPONSIBILITIES AND DUTIES:**

- Performs liaison functions between the site and the college, traveling to each Adult Education site during day and night hours; fosters relationships with libraries, community centers and outreach programs to assist in marketing Adult Education programs to staff and residents of the community, including local legislators.
- Interviews students to facilitate in the development of the Student Achievement Plans, most specifically to assist students with assessment of students' academic goals and in making their own career plans and choices by possessing knowledge of the National Career Clusters and Programs of Study to be able to inform and advise students throughout their time in adult education and in their transition to the world of work, and/or post-secondary education, by administering and interpreting Career Interest Inventories for the adult education student.
- Monitors student attendance and identifies patterns of non-attendance and assists in the development of retention strategies such as those regarding learning styles/student problems, creating interactive and engaging activities with coordinator and/or instructors to aid in learning or resolving disputes and evaluate students' abilities and pre and post-test assessments, helping to prepare all students to take college classes.
- Makes referrals to social service agencies dealing with students' home, personal or community problems; assisting students with personal and social development, obtaining and distributing community program info concerning food pantries, job fairs, and health and wellness fairs. Organizes student trips to job fairs and work-related sites.
- Assists students in signing up to take the High School Equivalency Exams and understanding exam times, score breakdown, and subject matter; transitioning to job training, job placement or post-secondary education and completing the FAFSA where necessary.
- Responsible for instructing each Adult Education classes several times per week, giving lessons on job interviewing skills, test taking strategies, job hunting, essay writing and computer literacy. Also responsible for helping to find jobs, improve/create resumes, and learn about proper work attire, work practices and professional language.
- Maintains files for each student, documenting activities and progress, and as necessary, meeting with students to discuss progress, and personal concerns which may hinder this progress.

- Attends staff developmental workshops and conferences as relates to training and knowledge of position. Implements goals and procedural directives of the Department of Adult Education and other duties as assigned by the Director of Adult Education.

**MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in Education, Social Work or related field; Master's Degree and Illinois credentials preferred
- Possess excellent interpersonal and communication skills, with a strong background in English language
- Must have valid driver's license and insurance, as travel between Adult Education sites is required

**PREFERRED QUALIFICATIONS:**

- Trained in administering and evaluating the Test of Adult Basic Education (TABE); Comprehensive Adult Student Assessment System, certified in the Institute to Credential Resource Specialist for Special Learning Needs; Certified i-Pathways instructor; Certified Evidence Based Reading Instructor (EBRI); working knowledge of Career Coach module; have working knowledge of Microsoft Office Suite and Power Point.