

SOUTH SUBURBAN COLLEGE



May 12, 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
REGULAR BOARD MEETING AGENDA
THURSDAY, MAY 12, 2022
7:00 PM

- I. **CALL TO ORDER/ROLL CALL**
- II. **PLEDGE OF ALLEGIANCE**
- III. **PUBLIC PARTICIPATION**
- IV. **PRESENTATIONS/REPORTS**
 - A. Student Art Presentation (A. Babinec)
- V. **APPROVAL OF MINUTES OF PREVIOUS MEETINGS**
 - A. Audit Committee Meeting held April 14, 2022
 - B. Finance Committee Meeting held April 14, 2022
 - C. Regular Board Meeting held April 14, 2022
- VI. **NEW BUSINESS**
 - A. Oath of Office for Student Trustee Elect (M. Lareau)
 - B. Monthly Financial Report (T. Pollert)
 - C. Approval of the payment of bills for May, 2022 (T. Pollert)
- VII. **PERSONNEL RECOMMENDATIONS**
 - A. Retirements/Resignations/Terminations
 - B. Appointments
 - C. Grant Permission to Create and Advertise
 - D. Approval of the fiscal year 2023 compensation package for Administrators
 - E. Approval of the fiscal year 2023 compensation package for Technical Professional Exempt (TPE) employees
 - F. Approval of the fiscal year 2023 compensation package for Grant-funded employees
- 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
MINUTES OF THE AUDIT COMMITTEE
THURSDAY, APRIL 14, 2022

Trustee Whittington called the Audit Committee meeting to order at 7:03 p.m.

Committee members present: Trustees Vincent Lockett and Joseph Whittington.

Committee members absent: Trustee Anthony DeFilippo.

Other Board members in attendance: Trustees Vivian Payne, Prince Reed, Chairman Terry Wells, and Student Trustee Dion Ruben.

Other Board members absent: Trustee Janet Rogers.

Also present: College President Lynette D. Stokes attended in-person at South Suburban College; Tasha Williams, Vice President of Academic Services; Deborah Baness-King, Vice President of Student and Enrollment Services; Martin Lareau, Vice President of Administration and Secretary to the Board; and College Attorney Stanley T. Kuser.

Agenda:

I. Recommendation to approve the Comprehensive Annual Financial Audit Report, Internal Controls over Financial Reporting and Professional Standards (SAS 114) as presented by Crowe, LLP, for the fiscal year ending June 30, 2021

Trustee Whittington recommended the Board approve the Comprehensive Annual Financial Audit Report, Internal Controls over Financial Reporting and Professional Standards (SAS 114) as presented by Crowe, LLP, for the fiscal year ending June 30, 2021, at the regular Board of Trustees meeting.

II. Recommendation to approve the OMB Circular A-133 Audit Report for the fiscal year ending June 30, 2021

Trustee Whittington recommended the Board approve the OMB Circular A-133 Audit Report for the fiscal year ending June 30, 2021 at the regular Board of Trustees meeting.

III. Recommendation to appoint the firm Crowe, LLP, to conduct the Audit of the College financial statements and the Single Audit of Federal Funds for the fiscal year ending June 30, 2022

Trustee Whittington recommended the Board appoint the firm Crowe, LLP, to conduct the Audit of the College financial statements and the Single Audit of Federal Funds for the fiscal year ending June 30, 2022 at the regular Board of Trustees meeting.

The meeting was adjourned at 7:16 p.m.

BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE
15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS
KINDIG PERFORMING ARTS CENTER
MINUTES OF THE FINANCE COMMITTEE
THURSDAY, APRIL 14, 2022

Trustee Vincent Lockett called the meeting of the Finance Committee to order at 7:16 p.m.

Committee members present: Trustee Vincent Lockett.

Committee members absent: Trustees Anthony DeFilippo and Janet Rogers.

Other Board members in attendance: Trustees Vivian Payne, Prince Reed, Joseph Whittington, Chairman Terry Wells and Student Trustee Dion Ruben.

Other Board members absent: None.

Also present: College President Lynette D. Stokes; 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; and College Attorney Stanley T. Kusper.

Agenda:

I. Recommendation to authorize the Treasurer to make an inter-fund loan from the Working Cash fund to the Educational Fund in the amount of \$7,231,941.00

Trustee Lockett recommended the Board authorize the Treasurer to make an inter-fund loan from the Working Cash fund to the Educational Fund in the amount of \$7,231,941.00 at the regular Board of Trustees meeting.

II. Recommendation to accept the College Insurance Committee's recommendation for the annual renewal of health and life insurance, and recommend Vista National as the insurance broker of record for fiscal year 2023

Trustee Lockett, after discussion, recommended the Board accept the College Insurance Committee's recommendation for the annual renewal of health and life insurance, and recommend Vista National as the insurance broker of record for fiscal year 2023 at the regular Board of Trustees meeting.

The meeting adjourned at 7:28 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, APRIL 14, 2022

I. CALL TO ORDER & ROLL CALL:

At 7:29 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 Vincent Lockett, Prince Reed, Joseph Whittington and Student Trustee Dion Ruben.

Absent: Trustees Anthony DeFilippo and Janet Rogers.

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 Terry Wells led the Pledge of Allegiance.

III. PUBLIC PARTICIPATION:

There was none.

IV. REPORTS/PRESENTATIONS

The Board of Trustees formally recognized the Men's Bulldog Basketball Team for their successful season and national championship victory.

V. PREVIOUS MEETING MINUTES

A. Finance Committee Meeting held March 10, 2022

Trustee Lockett moved and Trustee Whittington seconded to approve the minutes of the Finance Committee meeting held March 10, 2022. On roll call Trustees Vincent Lockett, Vivian Payne, Prince Reed, Joseph Whittington, Chairman Terry Wells and Student Trustee Dion Ruben voted aye. Nays: None. Motion carried.

B. Regular Board of Trustees Meeting held March 10, 2022

Trustee Whittington moved and Student Trustee Ruben seconded to approve the minutes of the Regular Board of Trustees meeting held March 10, 2022. On roll call Trustees Vincent Lockett, Vivian Payne, Prince Reed, Joseph Whittington, Chairman Terry Wells and Student Trustee Dion Ruben voted aye. Nays: None. Motion carried.

VI. NEW BUSINESS

A. Monthly Financial Report

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

B. Bills Payable for April, 2022

Trustee Lockett moved and Trustee Reed seconded to approve the bills payable for April 2022 in the amount of \$3,959,233.82. On roll call Trustees Vincent Lockett, Vivian Payne, Prince Reed, Joseph Whittington, Chairman Terry Wells and Student Trustee Dion Ruben voted aye. Nays: None. Motion carried.

C. Approval to accept the Comprehensive Financial Audit Report and Professional Standards (SAS 114), as presented by Crowe, LLP, for the fiscal year ended June 30, 2021

Trustee Whittington moved and Trustee Lockett seconded to accept the Comprehensive Financial Audit Report and Professional Standards (SAS 114), as presented by Crowe, LLP, for the fiscal year ended June 30, 2021. On roll call Trustees Vincent Lockett, Vivian Payne, Prince Reed, Joseph Whittington, Chairman Terry Wells and Student Trustee Dion Ruben voted aye. Nays: None. Motion carried.

D. Approval to accept the OMB Circular A-133 Audit Report for the fiscal year ended June 30, 2021, as presented

Trustee Whittington moved and Trustee Lockett seconded to accept the OMB Circular A-133 Audit Report for the fiscal year ended June 30, 2021, as presented. On roll call Trustees Vincent Lockett, Vivian Payne, Prince Reed, Joseph Whittington, Chairman Terry Wells and Student Trustee Dion Ruben voted aye. Nays: None. Motion carried.

E. Approval to appoint the firm Crowe, LLP to conduct an audit of the College financial statements and the single Audit of Federal Funds for the fiscal year ending June 30, 2022.

Trustee Whittington moved and Trustee Lockett seconded to appoint the firm Crowe, LLP to conduct an audit of the College financial statements and the single Audit of Federal Funds for the fiscal year ending June 30, 2022. On roll call Trustees Vincent Lockett, Vivian Payne, Prince Reed, Joseph Whittington, Chairman Terry Wells and Student Trustee Dion Ruben voted aye. Nays: None. Motion carried.

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

Trustee Lockett moved and Trustee Whittington seconded to make an inter-fund loan from the Working Cash fund to the Educational Fund in the amount of \$7,213,941.00, as per the attached resolution. On roll call Trustees Vincent Lockett, Vivian Payne, Prince Reed, Joseph Whittington, Chairman Terry Wells and Student Trustee Dion Ruben voted aye. Nays: None. Motion carried.

G. Approval to accept the College Insurance Committee's recommendation for the annual renewal of health and life insurance, and recommend Vista National as the insurance broker of record for fiscal year 2023.

Trustee Lockett moved and Student Trustee Ruben seconded to accept the College Insurance Committee's recommendation for the annual renewal of health and life insurance, and recommend Vista National as the insurance broker of record for fiscal year 2023. On roll call Trustees Vincent Lockett, Vivian Payne, Prince Reed, Joseph Whittington, Chairman Terry Wells and Student Trustee Dion Ruben voted aye. Nays: None. Motion carried.

H. Approval to reduce the number of faculty sabbaticals to zero for the 2022-2023 academic year.

Trustee Lockett moved and Trustee Reed seconded to reduce the number of faculty sabbaticals to zero for the 2022-2023 academic year. On roll call Trustees Vincent Lockett, Vivian Payne, Prince Reed, Joseph Whittington, Chairman Terry Wells and Student Trustee Dion Ruben voted aye. Nays: None. Motion carried.

VII. PERSONNEL RECOMMENDATIONS

A. Resignations/Retirements/Terminations

Trustee Lockett moved and Trustee Whittington seconded to approve the retirement of Judith K. Smith, full-time Registration Specialist in the Registration and Records Department, effective June 30, 2022, and grant permission to advertise to fill the vacated position. On roll call Trustees Vincent Lockett, Vivian Payne, Prince Reed, Joseph Whittington, Chairman Terry Wells and Student Trustee Dion Ruben voted aye. Nays: None. Motion carried.

Trustee Payne moved and Trustee Whittington seconded to approve the retirement of Diane Wright-Minnis, full-time Computer Programmer in the Information Technology Department, effective June 30, 2022, and grant permission to advertise to fill the vacated position, as needed. On roll call Trustees Vincent Lockett, Vivian Payne, Prince Reed, Joseph Whittington, Chairman Terry Wells and Student Trustee Dion Ruben voted aye. Nays: None. Motion carried.

Trustee Payne moved and Trustee Reed seconded to approve the following resignations, and grant permission to advertise to fill the vacated positions:

1. Resignation of Kendra Perdue-Smith, full-time Director of Financial Aid in the Financial Aid Department, effective March 18, 2022.
2. Resignation of Jason Wroda, full-time Manager of Internal Controls and Compliance in the Business and Accounting Department, effective August 31, 2022.

On roll call Trustees Vincent Lockett, Vivian Payne, Prince Reed, Joseph Whittington, Chairman Terry Wells and Student Trustee Dion Ruben voted aye. Nays: None. Motion carried.

B. Appointments

Trustee Reed moved and Trustee Lockett seconded to approve the appointment of Brittany Sims as a full-time Accountant in the Business & Accounting Department, effective April 18, 2022, pending successful completion of a criminal background investigation. On roll call Trustees Vincent Lockett, Vivian Payne, Prince Reed, Joseph Whittington, Chairman Terry Wells and Student Trustee Dion Ruben voted aye. Nays: None. Motion carried.

C. Permission to Create and Advertise

Trustee Reed moved and Trustee Payne seconded to grant approval to create and advertise the position of Chief Financial Officer, as presented. On roll call Trustees Vincent Lockett, Vivian Payne, Prince Reed, Joseph Whittington, Chairman Terry Wells and Student Trustee Dion Ruben voted aye. Nays: None. Motion carried.

D. Memorandum of Understanding regarding Zubeir Haroun

Trustee Payne moved and Trustee Whittington seconded to approve the Memorandum of Understanding between South Suburban Community College District No. 510 and the South Suburban College Faculty Association regarding Zubeir Haroun. On roll call Trustees Vincent Lockett, Vivian Payne, Prince Reed, Joseph Whittington, Chairman Terry Wells and Student Trustee Dion Ruben voted aye. Nays: None. Motion carried.

VIII. CLOSED SESSION

There was none.

IX. MISCELLANEOUS

There was none.

X. ADJOURNMENT

At 8:07 p.m., Trustee Reed moved and Student Trustee Ruben seconded to adjourn the Board of Trustees meeting. On roll call Trustees Vincent Lockett, Vivian Payne, Prince Reed, Joseph Whittington, Chairman Terry Wells and Student Trustee Dion Ruben 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: **May 12, 2022**

BOARD COMMITTEE

FUNDING

- Policy
- Finance
- Architectural
- Other

- Operating
- College Capital
- Protection, Health and Safety

- Grant Funded
- Student Life
- Special Levies

PROPOSAL SUMMARY

The Proposal is to swear in the South Suburban College Student Trustee Elect, Fatima Serrato.

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION

Student Trustee Election of April 6, 2022. This action supports Strategic direction 2, SSC 2.6 by engaging students in all aspects of their college experience.

MOTION

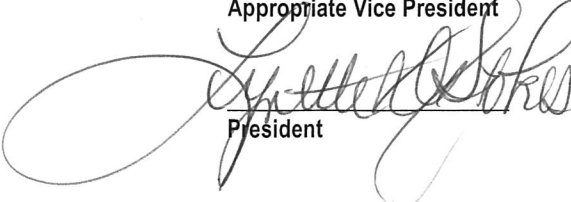
Move to swear in Fatima Serrato as the South Suburban College Student Trustee effective May 12, 2022.

Approvals:

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


Appropriate Vice President

5/3/22
Date


President

5/4/22
Date



SOUTH SUBURBAN COLLEGE

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

Board of Trustees

Terry R. Wells,
Chairman

Vivian Payne,
Vice-Chair

Anthony P. DeFilippo

Vincent Lockett
Prince Reed

Janet M. Rogers,
Secretary

Joseph Whittington Jr.

Dr. Lynette D. Stokes,
College President

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

MEMO

To: Dr. Lynette Stoke, President

From: Dr. Deborah Baness King, Vice President of Student & Enrollment Services

Date: May 3, 2022

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

I am pleased to present Ms. Fatima Serrato (see photo below) for approval and swearing in as Student Trustee for the period beginning May 12, 2022 through the May 2023 Board Meeting. Fatima is a Thornwood High School graduate that is studying with the intent to transfer to Elmhurst College and pursue pre-med. Fatima plans to have a career in Obstetrics and Gynecology.



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



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY22-VI.B

Board Meeting Date: May, 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 March 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 Pallant
 Controller/Treasurer 4/29/2022
 Date

Mark Parva
 Appropriate Vice President 5/3/22
 Date

Shirley Stokes
 President 5/4/22
 Date

SOUTH SUBURBAN COLLEGE
South Holland, Illinois

To: Board of Trustees
 From: Tim Pollert
 Date: April 29, 2022
 Subject: Financial Report For The Period Ending March 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>
\$2,510,820.85	\$21,539,248.43
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$2,127,644.19	\$20,998,901.07

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>
\$3,585,258.25	\$36,163,538.73
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$3,139,297.16	\$35,534,124.04
<u>Net Monthly Position</u>	<u>Year to Date Net Position</u>
\$445,961.09	\$629,414.69

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>
\$14,764,582.88	1.63%	-5

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	\$1,581,984.15	\$270,015.85	\$1,852,000.00
January	\$2,275,185.85	\$325,185.77	\$2,600,371.62
February	\$2,001,287.85	\$333,185.58	\$2,334,473.43
March	\$2,210,845.85	\$299,975.00	\$2,510,820.85
April			\$0.00
May			\$0.00
June			\$0.00
YTD	\$18,703,091.07	\$2,836,157.36	\$21,539,248.43

	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	\$1,621,168.94	\$164,507.72	\$1,785,676.66
January	\$2,161,762.27	\$415,459.65	\$2,577,221.92
February	\$1,963,996.69	\$311,170.24	\$2,275,166.93
March	\$1,844,520.96	\$283,123.23	\$2,127,644.19
April			\$0.00
May			\$0.00
June			\$0.00
YTD	\$18,203,908.76	\$2,794,992.31	\$20,998,901.07

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	\$6,374,185.08	\$6,285,087.47	\$89,097.61
January	\$4,175,185.55	\$4,215,208.56	(\$40,023.01)
February	\$3,675,102.85	\$3,559,575.42	\$115,527.43
March	\$3,585,258.25	\$3,139,297.16	\$445,961.09
April			\$0.00
May			\$0.00
June			\$0.00
YTD	\$36,163,538.73	\$35,534,124.04	\$629,414.69

	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	\$9,252,589.89	1.54%	(48)
January	\$8,382,934.36	1.82%	28
February	\$9,015,323.65	1.68%	(14)
March	\$14,764,582.88	1.63%	(5)
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		338,234.13	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		3,893,021.22	0.00	0.00	0.00
Totals	3/1	<u>9,008,166.64</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

Transactions:

Illinois Fund MM deposit from Comptroller	3/7	260,463.07			
Illinois Fund MM deposit from Comptroller	3/14	43,723.70			
Illinois Fund MM deposit from Comptroller	3/14	8,858.50			
Illinois Fund MM deposit from Comptroller	3/15	112,221.63			
Illinois Fund MM deposit from Comptroller	3/15	60,278.33			
Illinois Fund MM deposit from Comptroller	3/23	133,248.00			
Illinois Fund MM deposit from Comptroller	3/23	30,466.00			
Transfer from 53 Cash to 53 MM	3/23	5,100,000.00			

Ending Balance:		<u>14,757,425.87</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
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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		987,493.36	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		8,993,021.22	0.00	0.00	0.00
Totals	3/31	<u>14,757,425.87</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

SOUTH SUBURBAN COLLEGE

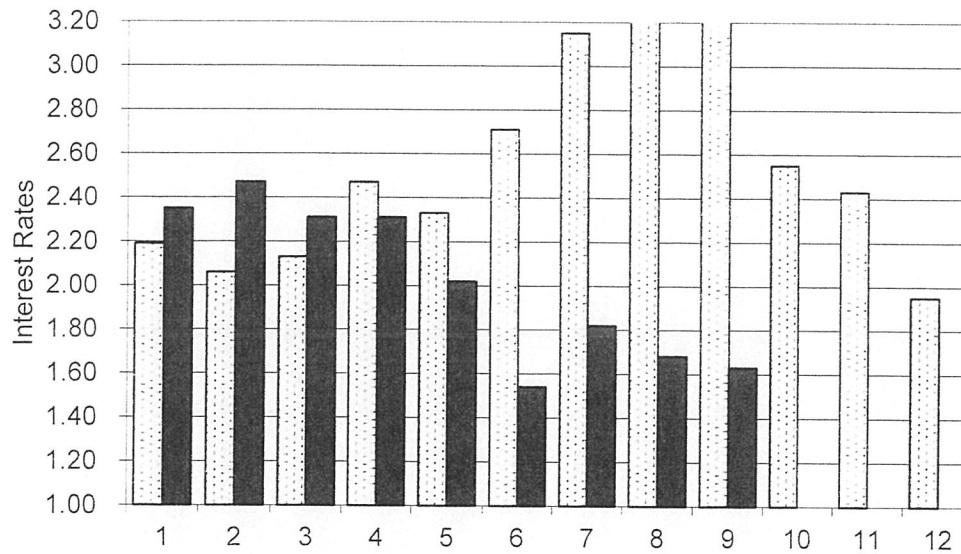
Investment		Page 4	Page 6	Total	Percent to Total
10	U. S. Government Securities	0.00	0.00	0.00	0%
20	Time Deposits	0.00	0.00	0.00	0%
30	Commercial Paper	0.00	0.00	0.00	0%
40	Mutual Funds	0.00	0.00	0.00	0%
50	Illinois Funds	1,016,149.79	0.00	1,016,149.79	7%
60	Repurchase Agreements	0.00	0.00	0.00	0%
90	Other	13,748,433.09	0.00	13,748,433.09	93%
	Total	14,764,582.88	0.00	<u>14,764,582.88</u>	100%
	Average %	<u>1.63</u>			

South Suburban College

Investment Summary

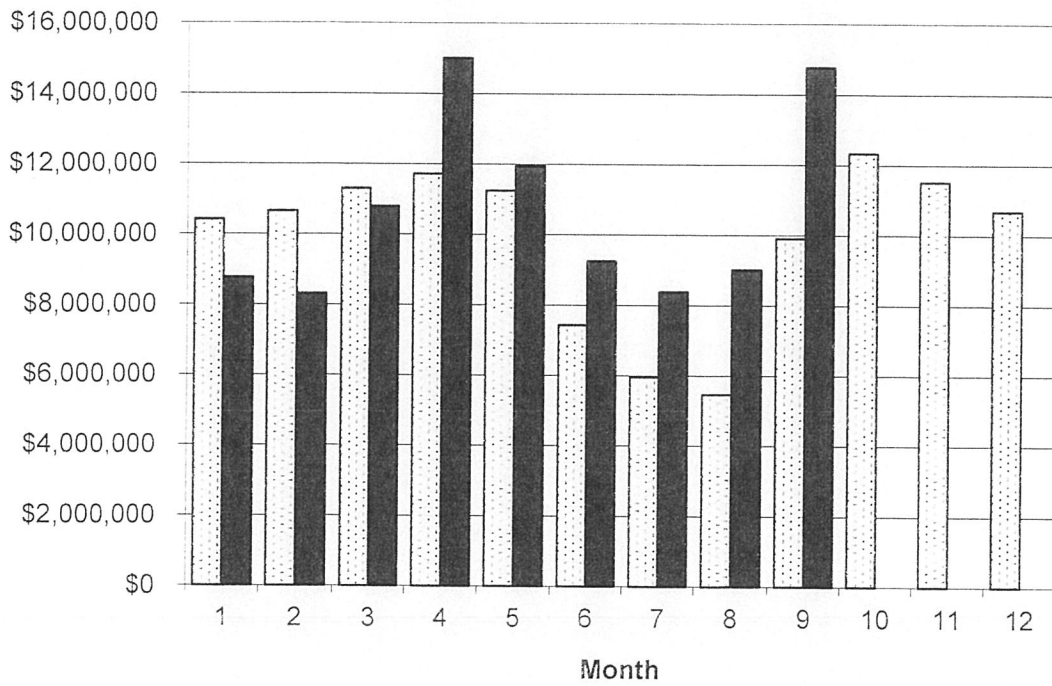
Month	F Y 2020 - 2021		F Y 2021 - 2022	
	Month End Balance	Percent Return	Month End Balance	Percent Return
July	\$10,420,101	2.19	8,766,136	2.35
August	10,659,249	2.06	8,308,926	2.47
September	11,306,236	2.13	10,793,195	2.31
October	11,722,382	2.47	15,000,699	2.31
November	11,250,178	2.33	11,950,642	2.02
December	7,430,838	2.71	9,252,590	1.54
January	5,954,861	3.15	8,382,934	1.82
February	5,462,704	3.33	9,015,324	1.68
March	9,907,148	3.23	14,764,583	1.63
April	12,336,281	2.55		
May	11,522,384	2.43		
June	10,689,325	1.95		

Interest Rates



South Suburban College

Monthly Balances





SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY22-VI.C

Board Meeting Date: May 12, 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 Safety	<input checked="" type="checkbox"/>	Special Levies
<input type="checkbox"/> Other				

PROPOSAL SUMMARY

[Empty box for proposal summary]

ESTIMATED COST OR BENEFIT

[Empty box for estimated cost or benefit]

JUSTIFICATION OF ACTION

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

MOTION

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

Education Fund	\$2,006,314.66
Operations & Maintenance Fund	\$262,652.45
Operation and Maintenance Fund Restricted	\$13,248.16
Auxiliary Enterprise Fund	\$3,484.35
Restricted Funds	\$492,438.86
Special Levies Fund	\$31,884.07
Flex Plan Fund	\$6,393.99
Total	\$2,816,416.54

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

Tim Follett
 Controller/Treasurer 05/03/22
 Date

Mark Farca
 Appropriate Vice President 5/3/22
 Date

Spencer Stokes
 President 5/4/22
 Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY22-VII.A.1

Board Meeting Date: May 12, 2022

BOARD COMMITTEE

- Policy
- Finance
- Architectural
- Other

FUNDING

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

PROPOSAL SUMMARY

Request the Board of Trustees approve the resignation of Ana Tovalin, full-time Workforce Development Fiscal Coordinator in the Workforce Development Department effective April 29, 2022, and grant permission to advertise and fill the vacated grant funded position

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION

Please see the attached letter from Ana Tovalin. Replacement of this position will assist in continuing to provide Workforce Development services to the community. Strategic Direction 4.6: Coordinate partnerships between career programs and community employers to bridge skill gaps.

MOTION

Move that the Board of Trustees approve the resignation of Ana Tovalin, full-time Workforce Development Fiscal Coordinator in the Workforce Development Department, effective April 29, 2022, and grant permission to advertise and fill the vacated grant funded position

Approvals:

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

	<u>4-21-22</u>
Originator	Date
	<u>5-3-22</u>
Director of Human Resources	Date
	<u>5-3-22</u>
Appropriate Vice President	Date
	<u>5-4-22</u>
President	Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY22-VII.B.1

Board Meeting Date: May 12, 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 appoint Rahman Burton as a full-time, grant funded, Transitions Advisor in the Adult Education, effective May 16, 2022 pending successful completion of a criminal background check.

ESTIMATED COST OR BENEFIT

This is a full-time, 100% grant funded position, with an annual salary of 47,800.00 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

This position fulfills Strategic Direction #1 – Nurture and empower each student to succeed, Goal SSC 1.5

MOTION

Move to appoint Rahman Burton as a full-time, grant funded, Transitions Advisor in the Adult Education, effective May 16, 2022 pending successful completion of a criminal background check.

- * 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:

	5/3/2022
Originator	Date
	5/5/22
Director of Human Resources	Date
	5-3-22
Appropriate Vice President	Date
	05/06/2022
President	Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY22-VII.B.2

Board Meeting Date: May 12, 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 Safety	<input type="checkbox"/> Special Levies
<input type="checkbox"/> Other		

PROPOSAL SUMMARY

Move to appoint Tyhani Hill as a full-time Controller in the Business & Accounting Department, effective May 16, 2022, pending successful completion of a criminal background investigation.

ESTIMATED COST OR BENEFIT

This is a full-time Administrator position; 40 hours per week, 52 weeks per year, with a beginning annual salary of \$85,000 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 Tyhani Hill as a full-time Controller in the Business & Accounting Department, effective May 16, 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>5-4-22</u>
Originator	Date
	<u>5-4-22</u>
Director of Human Resources	Date
	<u>5-4-22</u>
Appropriate Vice President	Date
	<u>5/5/2022</u>
President	Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY22-VII.B.3

Board Meeting Date: **May 12, 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 appoint Iman Whitfield as a full-time, grant funded, Dislocated Worker Career Coach in the Workforce Development Department, effective May 16, 2022, pending successful completion of a criminal background check.

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 Iman Whitfield as a full-time, grant funded, Dislocated Worker Career Coach in the Workforce Development Department, effective May 16, 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)

	<u>4/25/2022</u>
Originator	Date
	<u>5-3-22</u>
Director of Human Resources	Date
	<u>4-27-22</u>
Appropriate Vice President	Date
	<u>5/4/22</u>
President	Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY22-VII.C.1

Board Meeting Date: May 12, 2022

BOARD COMMITTEE

FUNDING

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

PROPOSAL SUMMARY

Request that the Board of Trustees approve the creation of a full-time, partially grant-funded Salon Manager TPE position and grant approval to advertise to fill the position.

ESTIMATED COST OR BENEFIT

\$60,000 plus fringe

JUSTIFICATION OF ACTION

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

MOTION

Move that the Board of Trustees approve the creation of a full-time, partially grant-funded Salon Manager TPE position and grant approval to advertise to fill the 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)

Anna M. Helwig

Originator

4/28/22
Date

Kim Regalado

Director of Human Resources

5/4/22
Date

J. Welby

Appropriate Vice President

5/3/22
Date

Stokes

President

5/5/2022
Date



SOUTH SUBURBAN COLLEGE
Job Description

Job Title: Salon Manager/Barber and Cosmetology Labs
Job Code: TPE
Department: Liberal Arts & Sciences: Barbering
Reports To: Dean, Liberal Arts & Sciences

DATE: April 28, 2022

SUMMARY

Under the direct supervision of the Dean of Liberal Arts & Sciences, the Salon Manager will have the responsibility of managing the day-to-day operations of the Barber and Cosmetology labs. Maintain an up-to-date knowledge of current state requirements related to the Barber/Cosmetology license. Requires an extensive working knowledge of IDPH policies and procedures; assumes responsibilities for communication with all regulatory agencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned

- Oversee day-to-day operations of the Barber and Cosmetology labs.
- Manage inventory and order supplies for Barber and Cosmetology labs.
- Assist with maintaining the program budget.
- Maintain schedule for the Mobile Barber Shop and community hours for Barber and Cosmetology labs.
- Assist with scheduling the Barber Instructor program student sessions.
- Train and supervise part-time counter staff and/or student workers in use of the POS system
- Manage the POS system.
- Assist the program coordinator with record keeping and student hours.
- Assist in promotion of the Barber College and Cosmetology program in the community.
- Prepare and submit all IDPH requirements and/or documentation in an accurate and appropriate timeline.
- Create and maintain all course schedules; calendars; student files including students' experiences, performance, and attendance.
- Develop, identify, and interview prospective part-time instructors.
- Conduct Outcomes Assessment activities which are program specific and submit annual outcomes assessment report.
- Other duties may be assigned.

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

MINIMUM QUALIFICATIONS:

- Current Barber or Cosmetology license.
- Barber shop/salon experience
- Experience with word processing, spreadsheets, bookkeeping software.
- Must successfully pass a criminal background check

PREFERRED QUALIFICATIONS:

- Associate degree
- Practicing clinician
- Management Experience



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY22-VII.C.2

Board Meeting Date: May 12, 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 creation of a full-time, 100% grant-funded Early Childhood Education Coach and grant approval to advertise to fill the position.

ESTIMATED COST OR BENEFIT

\$62,000 plus fringe

JUSTIFICATION OF ACTION

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

MOTION

Move that the Board of Trustees approve the creation of a full-time, 100% grant-funded Early Childhood Education Coach and grant approval to advertise to fill the 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)

Anna M. Helwig

Originator

Director of Human Resources

Appropriate Vice President

President

4/28/22
Date

5-4-22
Date

5/3/22
Date

5/5/2022
Date

[Signature]

[Signature]

[Signature]

[Signature]

[Signature]

[Signature]



SOUTH SUBURBAN COLLEGE
Grant Funded Position
Job Description

Job Title: ECE Coach
Department: LAS: Social & Behavioral Science
Classified: Grant Funded - 04/28/2022

SUMMARY

The ECE coach will serve as a central point of support for students pursuing early childhood credentials at the college and will work in an intrusive advising role, making intentional and regular contact with students. They will serve as an initial and ongoing point of contact for students, to whom they can ask questions and seek assistance.

The ECACE coach will have a working knowledge of campus processes and will be able to connect students to other offices, resources, and information and will develop relationships within their own institution, within the ECACE Consortium, and with external navigators to best support students and connect them to offices/individuals. Additionally, the coach will have a basic working knowledge of institutions' early childhood programs and Gateways credentials.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- The ECE Coach will serve as the primary point of contact for students interested in credentials in early childhood at the college.
- The ECE Coach will build relationships inside and outside the institution to ensure students have a warm handoff, smooth entry, and are seamlessly connected to other offices such as Academic Advising, Registration, Financial Aid and other institutional resources.
- The ECE Coach will network with institutional faculty/staff, with navigators and agency professionals, and coaches at other institutions in order to best support students and to make appropriate referrals.
- The ECE Coach will proactively monitor student progress, meet regularly with students, and provide outreach to struggling students and connect them to support resources.
- The ECE Coach will coordinate with faculty advisors to provide students with information to maximize credits, enroll, and complete in an expedient fashion.
- The ECE Coach will provide students with information related to Prior Learning Assessment Evaluation and assist students with Child Development Associate evaluation per the consortium as well as scholarship opportunities, including assistance with completion of necessary applications.
- The ECE Coach will plan, publicize, and facilitate general informational/education sessions on higher education and scholarship opportunities for incumbent ECE workforce (may be in-person and/or virtual).
- The coach will engage in the statewide ECACE network meetings and professional learning communities.
- Stay informed on ECE programs offered by institutions in the SDA and establish relationships with their ECE staff.

- Travel to institutions and child care programs with the SDA.

MINIMUM QUALIFICATIONS:

- Associate degree in Early Childhood Education.
- 2-3 years' experience in Early Childhood Education.
- Excellent oral and written communication skills.
- Commitment to supporting a student body diverse in ability, age, ethnicity, race, and sexual orientation.
- Must successfully pass a criminal background check.

PREFERRED QUALIFICATIONS:

- Bachelor's degree; Education, Elementary Ed., or Early Childhood Education.
- Experience with the Gateway credential system.
- High school or community college teaching experience in ECE.
- ECE Director qualified.



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY22-VII.D.1

Board Meeting Date: **May 12, 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 that the Board of Trustees approve the fiscal year 2023 compensation package for Administrative employees.

ESTIMATED COST OR BENEFIT

Administrators will receive a 2.5% base salary increase and a \$300 increase in flex dollars, with a total cost to the College of \$49,925.

JUSTIFICATION OF ACTION


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

MOTION

Move that the Board of Trustees approve the fiscal year 2023 compensation package for Administrative employees.

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



Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY22-VII.E.1

Board Meeting Date: **May 12, 2022**

BOARD COMMITTEE

FUNDING

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

PROPOSAL SUMMARY

Move that the Board of Trustees approve the fiscal year 2023 compensation package for Technical Professional Exempt (TPE) employees.

ESTIMATED COST OR BENEFIT

Technical Professional Exempt (TPE) staff will receive a 2.5% base salary increase and a \$300 increase in flex dollars, with a total cost to the College of \$59,567.

JUSTIFICATION OF ACTION

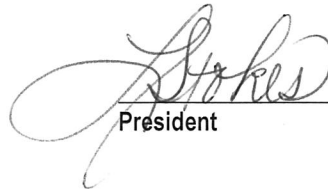
This action aligns with Strategic Direction 3.0; South Suburban College will ensure the financial, physical and technological resources necessary to support educational programs and promote continuous innovation and sustainability.

MOTION

Move that the Board of Trustees approve the fiscal year 2023 compensation package for Technical Professional Exempt (TPE) employees.

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)



President



Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY22-VII.F.1

Board Meeting Date: **May 12, 2022**

BOARD COMMITTEE

FUNDING

- Policy
- Finance
- Architectural
- Other

- Operating
- College Capital
- Protection, Health and Safety

- Grant Funded
- Student Life
- Special Levies

PROPOSAL SUMMARY

Move that the Board of Trustees approve the fiscal year 2023 compensation package for Grant-funded employees.

ESTIMATED COST OR BENEFIT

Grant-funded staff will receive a 2.5% base salary increase and a \$300 increase in flex dollars, with a total cost to grant funds of \$28,458.

JUSTIFICATION OF ACTION

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

MOTION

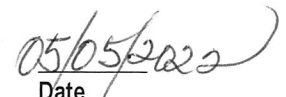
Move that the Board of Trustees approve the fiscal year 2023 compensation package for Grant-funded employees.

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



Date