

SOUTH SUBURBAN COLLEGE



June 9, 2022

Regular Meeting of the
Board of Trustees



BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE
BOARD ROOM, SUITE 2248
ARCHITECTURAL COMMITTEE MEETING AGENDA
PAYNE, CHAIR; LOCKETT AND WHITTINGTON
THURSDAY, JUNE 9, 2022
6:40 PM

- I. Recommendation to approve the South Suburban College Facilities Master Plan



BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE
BOARD ROOM, 2248
FINANCE COMMITTEE MEETING AGENDA
DEFILIPPO, CHAIR; LOCKETT AND ROGERS
THURSDAY, JUNE 9, 2022
6:50 PM

- I. Recommendation to accept the bids of Lansing Sports in the amount of \$59,347.28 and BSN Sports in the amount of \$12,080.74 for the purchase of athletic uniforms and supplies
- II. Recommendation to approve the Resource Allocation Management Plan (RAMP)



BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE
15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS
BOARD ROOM, 2248
REGULAR BOARD MEETING AGENDA
THURSDAY, JUNE 9, 2022
7:00 PM

- I. **CALL TO ORDER/ROLL CALL**
- II. **PLEDGE OF ALLEGIANCE**
- III. **PUBLIC PARTICIPATION**
- IV. **PRESENTATIONS/REPORTS**
There are none.
- V. **APPROVAL OF MINUTES OF PREVIOUS MEETINGS**
 - A. Regular Board meeting held May 12, 2022
 - B. Closed Session meeting held May 12, 2022
- VI. **NEW BUSINESS**
 - A. Monthly Financial Report (P. Rush)
 - B. Approval of the payment of bills for June, 2022 (P. Rush)
 - C. Approval of the South Suburban College Facilities Master Plan (V. Payne)
 - D. Approval to accept the bids of Lansing Sports in the amount of \$59,347.28 and BSN Sports in the amount of \$12,080.74 for athletic uniforms and supplies (A. DeFilippo)
 - E. Approval of the Resource Allocation Management Plan (RAMP) (A. DeFilippo)
- VII. **PERSONNEL RECOMMENDATIONS**
 - A. Memorandum of Understanding regarding Leticia Carrillo
 - B. Retirements/Resignations/Terminations
 - C. Appointments
 - D. Re-appointment of Grant-funded Employee for Fiscal Year 2023
 - E. Create and Advertise Grant-funded Positions
- 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, MAY 12, 2022

I. CALL TO ORDER & ROLL CALL:

At 7:11 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, Secretary Janet Rogers and Trustees Anthony DeFilippo, Vincent Lockett, Prince Reed, Joseph Whittington and Student Trustee Dion Ruben.

Absent: Vice Chairwoman Vivian Payne

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 purchased artwork from South Suburban College students to add to the College's permanent collection.

V. PREVIOUS MEETING MINUTES

A. Audit Committee Meeting held April 14, 2022

Trustee Whittington moved and Student Trustee Dion Ruben seconded to approve the minutes of the Audit Committee meeting held April 14, 2022. On roll call, Trustees Vincent Lockett, Prince Reed, Joseph Whittington, Chairman Terry Wells and Student Trustee Dion Ruben voted aye. Secretary Janet Rogers and Trustee Anthony DeFilippo abstained. Nays: None. Motion carried.

B. Finance Committee Meeting held April 14, 2022

Trustee Lockett moved and Trustee Whittington seconded to approve the minutes of the Finance Committee meeting held April 14, 2022. On roll call, Trustees Vincent Lockett, Prince Reed, Joseph Whittington, Chairman Terry Wells and Student Trustee Dion Ruben voted aye. Secretary Janet Rogers and Trustee Anthony DeFilippo abstained. Nays: None. Motion carried.

C. Regular Board of Trustees Meeting held April 14, 2022

Trustee Lockett moved and Trustee Whittington seconded to approve the minutes of the Regular Board of Trustees meeting held April 14, 2022. On roll call, Trustees Vincent Lockett, Prince Reed, Joseph Whittington,

Chairman Terry Wells and Student Trustee Dion Ruben voted aye. Secretary Janet Rogers and Trustee Anthony DeFilippo abstained. Nays: None. Motion carried.

VI. NEW BUSINESS

A. Oath of Office for Student Trustee Elect

The Oath of Office was administered to new Student Trustee Elect Fatima Serrato. Student Trustee Serrato took her seat with the Board of Trustees at 7:38 p.m.

B. 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 Locket, Prince Reed, Joseph Whittington, Secretary Janet Rogers, Chairman Terry Wells and Student Trustee Fatima Serrato voted aye. Nays: None. Motion carried.

C. Bills Payable for May, 2022

Trustee DeFilippo moved and Trustee Whittington seconded to approve the bills payable for May 2022 in the amount of \$2,816,416.54. On roll call Trustees Anthony DeFilippo, Vincent Locket, Prince Reed, Joseph Whittington, Secretary Janet Rogers, Chairman Terry Wells and Student Trustee Fatima Serrato voted aye. Nays: None. Motion carried.

VII. PERSONNEL RECOMMENDATIONS

A. Resignations/Retirements/Terminations

Trustee DeFilippo moved and Trustee Whittington seconded to approve the resignation of Ana Tovalin as a Workforce Development Fiscal Coordinator in the Workforce Development Department, effective April 29, 2022, and grant permission to advertise to fill the vacant, grant-funded position. On roll call Trustees Anthony DeFilippo, Vincent Locket, Prince Reed, Joseph Whittington, Secretary Janet Rogers, Chairman Terry Wells and Student Trustee Fatima Serrato voted aye. Nays: None. Motion carried.

B. Appointments

1. Trustee Reed moved and Trustee DeFilippo seconded to approve the appointment of Rahman Burton as a full-time, grant-funded Transitions Advisor in the Adult Education Department, effective May 16, 2022, pending successful completion of a criminal background investigation. On roll call Trustees Anthony DeFilippo, Vincent Locket, Prince Reed, Joseph Whittington, Secretary Janet Rogers, Chairman Terry Wells and Student Trustee Fatima Serrato voted aye. Nays: None. Motion carried.

2. Trustee DeFilippo moved and Trustee Rogers seconded to approve the appointment of Tyhani Hill as a full-time Controller in the Business & Accounting Department, effective May 23, 2022, pending successful completion of a criminal background investigation. On roll call Trustees Anthony DeFilippo, Vincent Locket, Prince Reed, Joseph Whittington, Secretary Janet Rogers, Chairman Terry Wells and Student Trustee Fatima Serrato voted aye. Nays: None. Motion carried.

3. Trustee DeFilippo moved and Trustee Whittington seconded to approve the appointment of Iman Whitfield a full-time, grant-funded Dislocated Career Coach in the Workforce Development Department, effective May 16, 2022, pending successful completion of a criminal background investigation. On roll call Trustees Anthony DeFilippo, Vincent Locket, Prince Reed, Joseph Whittington, Secretary Janet Rogers, Chairman Terry Wells and Student Trustee Fatima Serrato voted aye. Nays: None. Motion carried.

C. Approval to Create and Advertise

1. Trustee DeFilippo moved and Trustee Whittington seconded to grant approval to create and advertise the full-time, partially grant-funded position of Salon Manager. On roll call Trustees Anthony DeFilippo, Vincent Locket, Prince Reed, Joseph Whittington, Secretary Janet Rogers, Chairman Terry Wells and Student Trustee Fatima Serrato voted aye. Nays: None. Motion carried.

2. Trustee Reed moved and Trustee Whittington seconded to grant approval to create and advertise the full-time, fully grant-funded position of Early Childhood Education Coach. On roll call Trustees Anthony DeFilippo, Vincent Locket, Prince Reed, Joseph Whittington, Secretary Janet Rogers, Chairman Terry Wells and Student Trustee Fatima Serrato voted aye. Nays: None. Motion carried.

D. Approval of the fiscal year 2023 compensation package for Administrators

Trustee Reed moved and Trustee DeFilippo seconded to approve the fiscal year 2023 compensation package for Administration. On roll call Trustees Anthony DeFilippo, Vincent Locket, Prince Reed, Joseph Whittington, Secretary Janet Rogers, Chairman Terry Wells and Student Trustee Fatima Serrato voted aye. Nays: None. Motion carried.

E. Approve of the fiscal year 2023 compensation package for Technical Professional Exempt (TPE) employees

Trustee Whittington moved and Trustee Rogers seconded to approve the fiscal year 2023 compensation package for Technical Professional Exempt (TPE) employees. On roll call Trustees Anthony DeFilippo, Vincent Locket, Prince Reed, Joseph Whittington, Secretary Janet Rogers, Chairman Terry Wells and Student Trustee Fatima Serrato voted aye. Nays: None. Motion carried.

F. Approval of the fiscal year 2023 compensation package for grant-funded employees

Trustee DeFilippo moved and Trustee Reed seconded to approve the fiscal year 2023 compensation package for grant-funded employees. On roll call Trustees Anthony DeFilippo, Vincent Locket, Prince Reed, Joseph Whittington, Secretary Janet Rogers, Chairman Terry Wells and Student Trustee Fatima Serrato voted aye. Nays: None. Motion carried.

VIII. CLOSED SESSION

At 7:52 p.m., on a motion made by Trustee DeFilippo and seconded by Trustee Whittington, the Board entered into Closed Session for the discussion of the hiring, discipline, performance, and compensation of certain personnel, dismissal of specific volunteers, dismissal of specific independent contractors, matter of collective bargaining, acquisition of real property, and matters of imminent, probable, or pending litigation. On roll call Trustees Anthony DeFilippo, Vincent Locket, Prince Reed, Joseph Whittington, Secretary Janet Rogers, Chairman Terry Wells and Student Trustee Fatima Serrato voted aye. Nays: None. Motion carried.

At 8:35 p.m. the Board of Trustees resumed Open Session on a motion made by Secretary Rogers and seconded by Trustee Lockett. On roll call Trustees Anthony DeFilippo, Vincent Locket, Prince Reed, Joseph Whittington, Secretary Janet Rogers, Chairman Terry Wells and Student Trustee Fatima Serrato voted aye. Nays: None. Motion carried.

IX. MISCELLANEOUS

The Board of Trustees recognized Vice President of Administration and Secretary to the Board Martin Lareau on his upcoming retirement, and thanked him for his many years of service.

X. ADJOURNMENT

At 8:39 p.m., Trustee DeFilippo moved and Trustee Reed seconded to adjourn the Board of Trustees meeting. On roll call Trustees Anthony DeFilippo, Vincent Locket, Prince Reed, Joseph Whittington, Secretary Janet Rogers, Chairman Terry Wells and Student Trustee Fatima Serrato voted aye. Nays: None. Motion carried.

Chairman of the Board

Secretary of the Board



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST Agenda Item FY22-VI.A

For Board Information in June, 2022.

For Board Action in June, 2022.

Board Committee:

- Policy
- Finance
- Architectural
- Other

Funding:

- College Operating
- College Capital
- Protection, Health and Safety

- Grant Funded
- Student Life
- Special Levies

PROPOSAL SUMMARY

[Empty box for Proposal Summary]

ESTIMATED COST OR BENEFIT

[Empty box for Estimated Cost or Benefit]

JUSTIFICATION OF ACTION

Please refer to the attached Investment Report and Financial Summary enclosed in your Board packet for the period ending April 30, 2022. This action supports Vision Statement Strategic Direction 2, SSC.2.17 to continue to provide an efficient, transparent, and financially secure institution.

MOTION

Move to accept the Financial Report as presented.

- *Are funds available in the budget? _____
- *Is this related to any previous Board action? _____
- *Specify above if matching funds are required.
- *Is this part of a large project requiring additional funds? (Explain) _____
- *Attach supplemental information as necessary

Approvals

Tim Pallet 5/25/22
Controller/Treasurer

Paul Paul 6/2/22
Vice-President

Shette Stokes 5/27/22
President

SOUTH SUBURBAN COLLEGE
South Holland, Illinois

To: Board of Trustees
 From: Tim Pollert
 Date: May 18, 2022
 Subject: Financial Report For The Period Ending April 30, 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>
\$2,113,438.76	\$23,652,687.19
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$1,952,988.34	\$22,951,889.41

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>
\$2,585,185.15	\$38,748,723.88
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$2,461,474.71	\$37,995,598.75
<u>Net Monthly Position</u>	<u>Year to Date Net Position</u>
\$123,710.44	\$753,125.13

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>
\$15,529,366.10	1.33%	-30

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	\$1,811,853.58	\$301,585.18	\$2,113,438.76
May			\$0.00
June			\$0.00
YTD	\$20,514,944.65	\$3,137,742.54	\$23,652,687.19

	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	\$1,689,160.72	\$263,827.62	\$1,952,988.34
May			\$0.00
June			\$0.00
YTD	\$19,893,069.48	\$3,058,819.93	\$22,951,889.41

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	\$2,585,185.15	\$2,461,474.71	\$123,710.44
May			\$0.00
June			\$0.00
YTD	\$38,748,723.88	\$37,995,598.75	\$753,125.13

	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	\$15,529,366.10	1.33%	(30)
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		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	4/1	14,757,425.87	0.00	0.00	0.00
Transactions:					
Illinois Fund MM deposit from Comptroller	4/4	2,100.00			
Illinois Fund MM deposit from Comptroller	4/4	1,590.00			
Illinois Fund MM deposit from Comptroller	4/4	1,800.00			
Illinois Fund MM deposit from Comptroller	4/4	120.00			
Illinois Fund MM deposit from Comptroller	4/4	1,500.00			
Illinois Fund MM deposit from Comptroller	4/5	5,220.00			
Illinois Fund MM deposit from Comptroller	4/5	43,723.70			
Illinois Fund MM deposit from Comptroller	4/5	8,858.50			
Illinois Fund MM deposit from Comptroller	4/5	1,200,000.00			
Illinois Fund MM deposit from Comptroller	4/8	307,920.32			
Illinois Fund MM deposit from Comptroller	4/8	318,601.74			
Illinois Fund MM deposit from Comptroller	4/11	60,278.33			
Illinois Fund MM deposit from Comptroller	4/13	39,805.06			
Illinois Fund MM deposit from Comptroller	4/13	10,699.07			
Illinois Fund MM deposit from Comptroller	4/13	87,211.66			
Illinois Fund MM deposit from Comptroller	4/13	65,195.00			
Illinois Fund MM deposit from Comptroller	4/13	41,260.00			
Illinois Fund MM deposit from Comptroller	4/13	45,071.60			
Illinois Fund MM deposit from Comptroller	4/13	80,595.50			
Illinois Fund MM deposit from Comptroller	4/13	77,237.50			
Illinois Fund MM deposit from Comptroller	4/13	67,656.00			
Illinois Fund MM deposit from Comptroller	4/25	107,250.00			
Illinois Fund MM deposit from Comptroller	4/26	161,977.16			
Illinois Fund MM deposit from Comptroller	4/28	29,112.08			
Fifth Third Transfer from MM to 53 Cash	4/28	(2,000,000.00)			
Ending Balance:		15,522,209.09	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		3,752,276.58	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		6,993,021.22	0.00	0.00	0.00
Totals	4/30	15,522,209.09	0.00	0.00	0.00

SOUTH SUBURBAN COLLEGE

INVESTMENT WORKSHEET

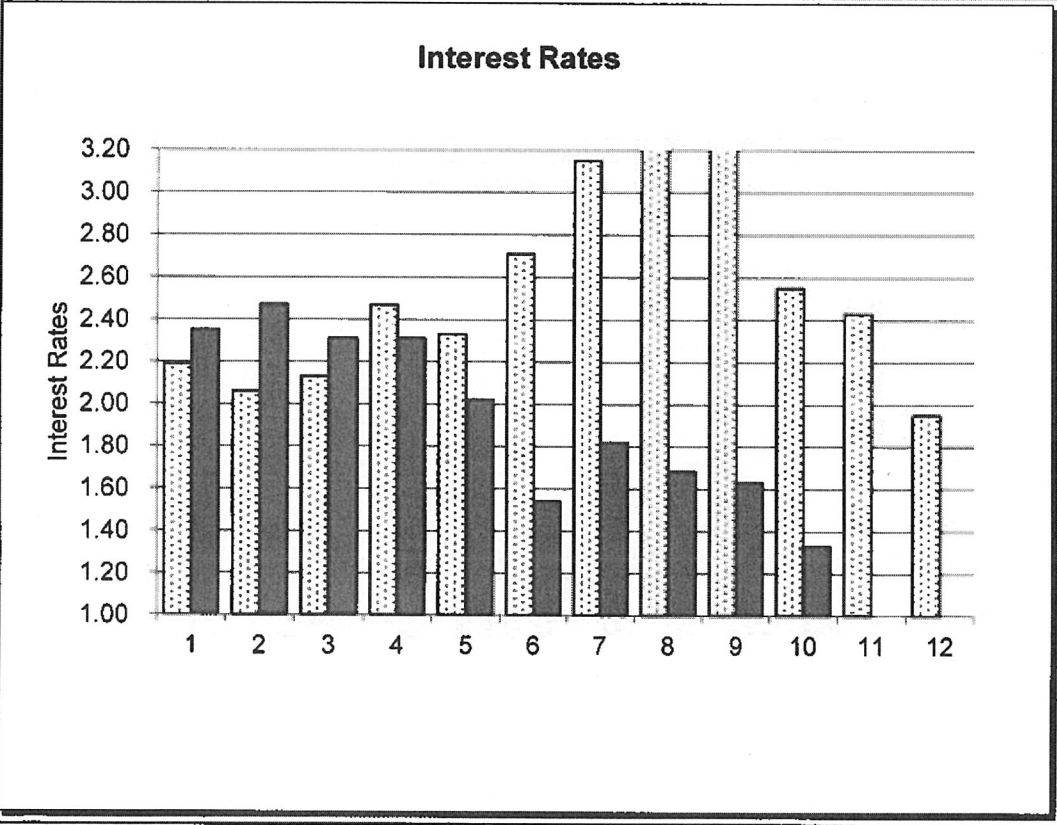
Description	Date	Fund 4 Bond & Int.	Fund 5 Auxiliary	Fund 6 Restricted	Fund 7 Working Cash
53 Investment account		0.00	0.00	0.00	0.00
PMA/I S D L A F + = ISDMAX		0.00	0.00	0.00	0.00
Illinois Funds		0.00	0.00	0.00	0.00
53 Contributory Trust		0.00	0.00	0.00	0.00
IIIT Money Market/UMB		0.00	0.00	0.00	0.00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

SOUTH SUBURBAN COLLEGE

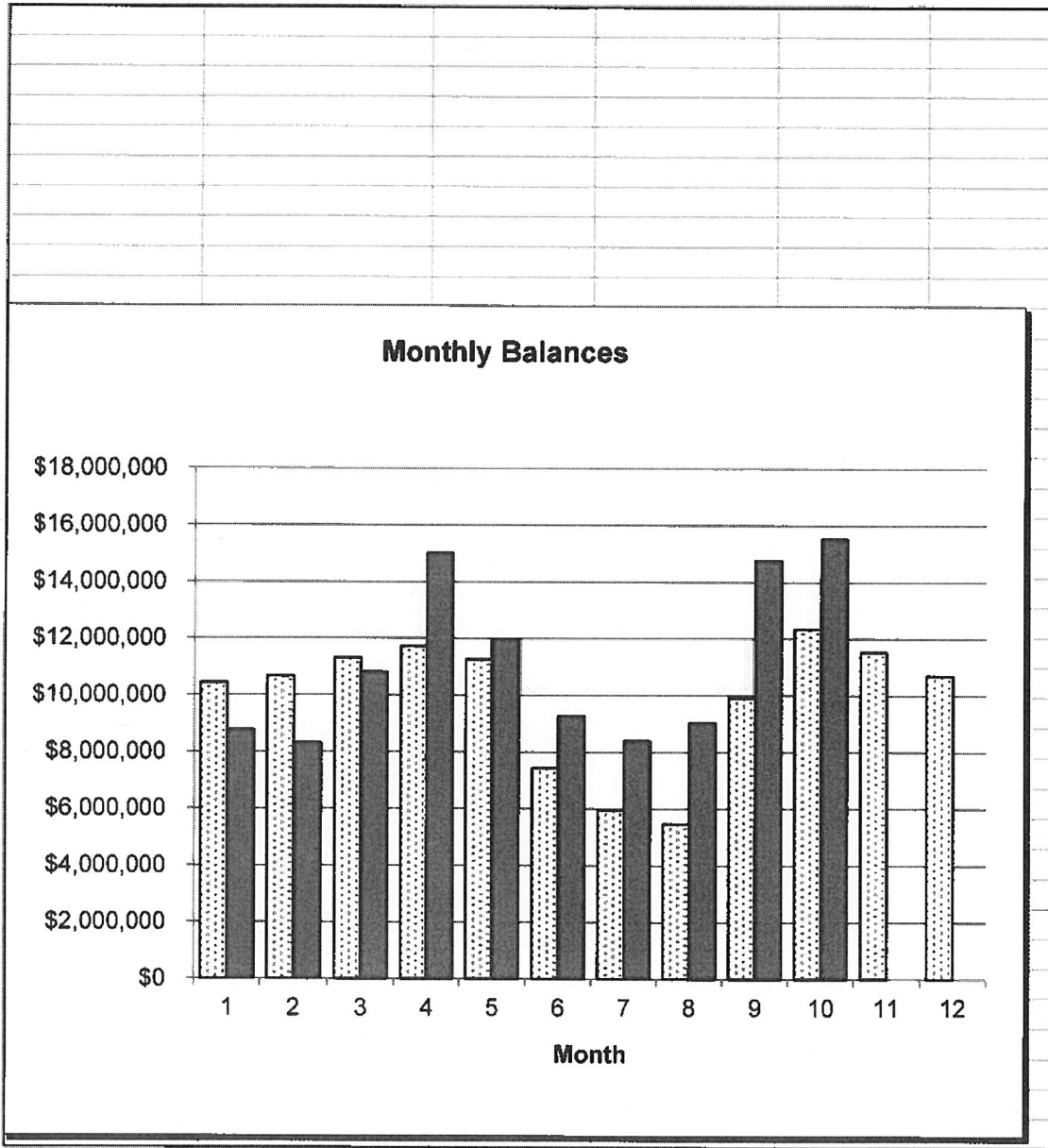
Investment		Page 4	Page 6	Total	Percent to Total
10	U. S. Government Securities	0.00	0.00	0.00	0%
20	Time Deposits	0.00	0.00	0.00	0%
30	Commercial Paper	0.00	0.00	0.00	0%
40	Mutual Funds	0.00	0.00	0.00	0%
50	Illinois Funds	3,780,933.01	0.00	3,780,933.01	24%
60	Repurchase Agreements	0.00	0.00	0.00	0%
90	Other	11,748,433.09	0.00	11,748,433.09	76%
	Total	15,529,366.10	0.00	15,529,366.10	100%
	Average %	1.33			

South Suburban College

Investment Summary				
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	9,015,324	1.68
March	9,907,148	3.23	14,764,583	1.63
April	12,336,281	2.55	15,529,366	1.33
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: June 9, 2022

BOARD COMMITTEE

FUNDING

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

PROPOSAL SUMMARY

[Empty box for proposal summary]

ESTIMATED COST OR BENEFIT

[Empty box for estimated cost or benefit]

JUSTIFICATION OF ACTION

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

MOTION

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

Education Fund	\$1,853,145.05
Operations & Maintenance Fund	\$283,294.40
Operation and Maintenance Fund Restricted	\$80,655.43
Auxiliary Enterprise Fund	\$41,984.82
Restricted Funds	\$582,559.78
Audit	\$4,028.30
Special Levies Fund	\$45,220.30
Flex Plan Fund	\$5,300.00
Total	\$2,896,188.73

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

Zim Pollock 6/1/2022
 Controller/Treasurer Date

Paul Pusch 6/2/22
 Appropriate Vice President Date

Lyette Stokes 6/2/22
 President Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY22-VI.C

Board Meeting Date: June 9, 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 South Suburban College Facilities Master Plan.

ESTIMATED COST OR BENEFIT

JUSTIFICATION OF ACTION



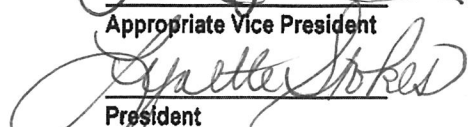
This action supports Strategic Direction 3.6; Maintain an updated Facilities Master Plan to prioritize new construction, infrastructure, improvements, and necessary repairs.

MOTION

Move that the Board of Trustees approve the South Suburban College Facilities Master Plan.

Approvals:

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


 Originator 6-1-22
 Date

 Appropriate Vice President 6/2/22
 Date

 President 6/2/22
 Date



South Suburban College Office of Physical Plant

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

To: Dr. Lynette D. Stokes
President

CC: Patrick Rush
Vice President of Administration

From: Justin Papp
Director of Physical Plant

Date: June 1, 2022

Subject: South Suburban College Facilities Master Plan

Dear Dr. Stokes:

The college is requesting the Board of Trustees approve the South Suburban College Facilities Master Plan in accordance with Strategic Direction 3.6; South Suburban College will maintain an updated facilities master plan to prioritize new construction, infrastructure, improvements, and necessary repairs.

The Facilities Master Plan is updated periodically and presented to the Board of Trustees for approval to ensure our facilities are in alignment with the strategic priorities of the college, and to provide our students and employees with a modern, safe and attractive environment in which to learn and grow.

Thank you.



South Suburban College Office of the President

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

To: Terry R. Wells, Chairman
SSC Board of Trustees

CC: Patrick Rush
Vice President of Administration
Justin Papp
Director of Physical Plant

From: Dr. Lynette D. Stokes
President

Date: June 1, 2022

Subject: **South Suburban College Facilities Master Plan**

Dear Chairman Wells:

The college is requesting the Board of Trustees approve the South Suburban College Facilities Master Plan in accordance with Strategic Direction 3.6; South Suburban College will maintain an updated facilities master plan to prioritize new construction, infrastructure, improvements, and necessary repairs. I have reviewed the Facilities Master Plan and support Administration's recommendation to the Board of Trustees.

Thank you.



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY22-VI.D

Board Meeting Date: June 9, 2022

BOARD COMMITTEE

- Policy
- Finance
- Architectural
- Other

FUNDING

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

PROPOSAL SUMMARY

To accept the bids of the lowest vendors for the purchase of athletic uniforms and supplies.

ESTIMATED COST OR BENEFIT

\$71,428.02

JUSTIFICATION OF ACTION

The uniforms and supplies are needed for the 2022-2023 athletic season. (Strategic Direction, 2 SSC2.6: Engage students in all aspects of their college experience.)

MOTION

To accept the bids of Lansing Sports, Lansing, Illinois, in the amount of \$59,347.28 and BSN Sports, Dallas, Texas in the amount of \$12,080.74 for the purchase of athletic uniforms and supplies.

- * 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:

J. Lawrence
Originator

5/31/22
Date

[Signature]
Appropriate Dean/Vice President

5/31/22
Date

[Signature]
President

05/31/22
Date

Athletic Uniform and Supply Bid
 Bid Opening May 23, 2022

	QTY	ITEM	Lansing	BSN
		BASEBALL		
1	36 Dz	Baseballs	\$ 3,092.04 L	
2	1	Aluminum Bat	\$ 269.75 L	
3	36	Baseball Hats	\$ 675.00 L	
4	36	Baseball hats	\$ 675.00 L	
5	36	Knit Hats	\$ 485.64 L	
6	1	Catchers Equipment	\$ 559.90 L	
7	2	Catchers masks	\$ 219.00 L	
8	1	Bat Bag	\$ 109.50 L	
9	36	Belts	\$ 212.04 L	
10	3 Dz	Rag Balls	\$ 134.67 L	\$ 200.94
11	1	Equipment Bag	\$ 104.75 L	
12	24	Travel Bags	\$ 1,035.20 L	
13	6	Coaches Golf Shirts	\$ 182.50 L	
14	36	Fleeces	\$ 1,612.44 L	\$ 1,872.00
15	12	Alleson Pants	\$ 874.08 L	\$ 312.00 RS
16	12	Alleson Pants	\$ 2,332.48 L	\$ 832.00 RS
17	36	Batting Practice tops	\$ 1,756.44 L	
18	18	Tag custom pinstripe pants	\$ 1,312.02 L	

Athletic Uniform and Supply Bid
 Bid Opening May 23, 2022

	QTY	ITEM	Lansing	BSN
19	36	Tag TSLA Gray Pants	\$ 2,336.04 L	
20	36	Tag TSLA White Pants	\$ 2,336.04 L	
21	72/144	Gym shorts/Drifit Long/Short sleeve	NB	\$ 5,472.00 L
22	20 r	Batting gloves	\$ 495.80 L	
23	18	Book bags	\$ 1,078.02 L	
24	36 pr	Solid Sock	\$ 161.64 L	
25	18	Batting Helmets	\$ 764.82 L	\$ 898.38
26	1	Wooden Nail Drag		
27	2	Base Screen	\$ 559.00 L	\$ 1,193.96
28	1	Set Stickers	\$ 89.49 L	
		SOFTBALL		
	QTY	ITEM	Lansing	BSN
29	10dz	Softballs	\$ 998.90	\$ 794.10 L
30	12	Uniforms	\$ 2,220.00 L	
31	8	Shorts	\$ 228.00 L	
32	22	Fleece Shirt	\$ 963.38 L	
33	24	Long Sleeve Tee	\$ 378.96 L	
34	24	Short Sleeve Tee	\$ 354.96 L	

Athletic Uniform and Supply Bid
 Bid Opening May 23, 2022

35	6	Hats	\$ 142.50 L	
36	2 dz	Balls	\$ 129.90 L	\$ 112.32
37	6	Visors	\$ 88.50 L	
38	3dz	Tennis Balls	\$ 50.25 L	
39	3	Ball Buckets	\$ 56.25 L	
40	1	Bat	\$ 349.75 L	
41	1	Bat	\$ 249.75 L	
42	1	Bat	\$ 349.75 L	
43	1	Bat	\$ 349.75 L	
44	2	Tanner Tees	\$ 159.80	\$ 157.84 L
45	1	Jugs Hitting Net	\$ 175.00	\$ 146.98 L
46	6	Jerseys	\$ 508.74 L	
47	18	Pants	\$ 620.82 L	\$ 630.00
48	10	Jackets	\$ 599.90 L	\$ 650.00
49	16	Ear Warmers	\$ 286.24 L	
50	20	U/A Cold Gear	\$ 755.80 L	\$ 880.00
51	24	Hooded sweatshirt	\$ 885.36 L	
52	60pr	Socks	\$ 252.00 L	
53	20	Augusta Jerseys	\$ 555.80 L	\$ 760.00
54	14	J-Bands		

Athletic Uniform and Supply Bid
 Bid Opening May 23, 2022

		VOLLEYBALL						
	QTY	ITEM	Lansing	BSN				
55	1	Ball Cart						
56	3	Step and Grid Pads						
57	3	Coaches Jackets	\$ 293.67 L					
58	10	Practice Balls						
59	4	Game Balls		\$ 239.92 L				
60	20	Knee Pads	\$ 339.00 L					
61	25	Spandex Shorts Navy	\$ 497.50 L					
62	25	Spandex Shorts Black	\$ 497.50 L					
63	6packs/6 per pack	White Socks	\$ 250.50 L					
64	6packs/6 per pack	Black Socks	\$ 250.50 L					
65	20	Practice Shirts	\$ 199.00 L					
66	25 packs/2 per pack	Practice Shirts	\$ 422.50 L	\$ 450.00				
67	30	Game Day Warm Up	\$ 920.70 L					
68	30	Travel Shorts	\$ 742.50 L					
69	30	Travel Pants	\$ 1,042.50 L					

Athletic Uniform and Supply Bid
 Bid Opening May 23, 2022

70	30	Travel Hoody	\$ 1,042.50	L		
		WOMEN'S BASKETBALL				
	QTY	ITEM	Lansing	BSN		
71	12	Coaching Shirts		\$ 440.00	S	
72	8	Coaching Shirts		\$ 224.00	L	
73	20	Team Shoe		\$ 1,600.00	L	
74	24	Team Warm up	\$ 1,890.00	L	\$ 1,992.00	
75	20	Team Travel Suit	\$ 795.00	L		
76	4	Coaches Trave Suit	\$ 177.96	L		
77	15	Compression Shirts	\$ 224.25	L		
78	3	Uniform				
79	3	Uniform				
80	20	T shirts-Heather Navy	\$ 225.00	L		
81	20	T-shirts- Pink	\$ 225.00	L		
82	20	T-shirts- Navy	\$ 225.00	L		
83	20	Backpacks	\$ 715.00	L		

Athletic Uniform and Supply Bid
 Bid Opening May 23, 2022

84	20	Ankel Braces	\$ 699.00	\$ 579.60	L
85	20	Jump Ropes		\$ 719.60	L
86	3	Weighted Basketballs	\$ 149.70		L
87	1	Defense on a String			
		MEN'S BASKETBALL			
	QTY	ITEM	Lansing	BSN	
88	6	Basketball	\$ 449.94	\$ 382.00	L
89	2	Scorebooks	\$ 11.98	\$ 9.96	L
90	25	Winter Hats	\$ 369.75		L
91	20	Shooting Shirts	\$ 595.80		L
92	20	Extra Large Back Packs	\$ 755.00	\$ 860.00	
93	1	Extra Large Travel Bags	\$ 108.79		L
94	10	Whistles	\$ 78.90	\$ 36.20	L
95	4	Dry Erase Boards	\$ 51.96	\$ 36.88	L
96	40	Ankle Braces	\$ 1,398.00	\$ 1,159.20	L
97	10	Combination Locks		\$ 64.80	L
98	32	T-shirts	\$ 222.40	\$ 480.00	L
99	32	Long Sleeve T-Shirts	\$ 318.40		L

Athletic Uniform and Supply Bid
 Bid Opening May 23, 2022

100	7	Winter Jackets	\$ 523.25 L	
101	7	Short Sleeve Coaching Shirts	\$ 173.25 L	
102	7	Coachin Shirts	\$ 173.25 L	
103	7	Coaching Shirts	\$ 173.25 L	
104	26	Fleece Sweat Suits	\$ 1,294.54 L	
105	26	Warm-up jacket/pants	\$ 1,858.74 L	
106	40	Jerseys and Shorts	\$ 1,175.80 L	
107	40	Jerseys and Shorts	\$ 1,175.80 L	
108	80	Reversible Jerseys & Practice Shorts	\$ 2,383.20 L	
		MEN'S SOCCER		
	QTY	ITEM	Lansing	BSN
109	26	Knit Hats	\$ 332.54 L	
110	26	Russell Hooded Sweatshirts	\$ 488.54 L	\$ 806.00
111	26	Russell T-shirts	\$ 168.74 L	\$ 312.00
112	8	Capelli Polo		
113	4	Capelli Warm-up Tops		
114	30	Capelli Practice Pinnie		
115	26	Capelli Uniform Kits		

Athletic Uniform and Supply Bid
 Bid Opening May 23, 2022

116	26	Capelli Warm-up Kits						
117	26	Capelli Back Packs						
118	52pr	Capelli Soccer Socks						
119	26	Compression Mock			\$ 100.74	L		
		WOMEN'S SOCCER						
	QTY	ITEM			Lansing		BSN	
120	26	Knit Hats			\$ 332.54	L		
121	26	Russell Hooded Sweatshirts			\$ 488.54	L		
122	26	Russell T-shirts			\$ 168.74	L		
123	8	Capelli Polo						
124	4	Capelli Warm-up Tops						
125	30	Capelli Practice Pinnie						
126	26	Capelli Uniform Kits						
127	26	Capelli Warm-up Kits						
128	26	Capelli Back Packs						
129	52pr	Capelli Soccer Socks						
130	26	Compression Mock			\$ 1,000.74	L		



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY22-VI.E

Board Meeting Date: June 9, 2022

BOARD COMMITTEE

FUNDING

- | | | |
|---|---|---|
| <input type="checkbox"/> Policy | <input checked="" type="checkbox"/> Operating | <input type="checkbox"/> Grant Funded |
| <input checked="" 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

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

ESTIMATED COST OR BENEFIT

The possible benefit to the College is \$10,079,860. The College is required to match 25% of the total cost of the projects in the amount of \$2,519,965.

JUSTIFICATION OF ACTION

The ICCB requires the Board of Trustees to approve the college's capital RAMP requests for State funding. This action supports Strategic Direction 3.0; South Suburban College will ensure the financial, physical and technological resources, necessary to support educational programs and promote continuous innovation and sustainability.

MOTION

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

Approvals:

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

	<u>5/25/2022</u>
Originator	Date
	<u>6/2/22</u>
Appropriate Vice President	Date
	<u>06/09/22</u>
President	Date



Lazaro Lopez, Ed.D.
Chairman

Brian Durham, Ed.D.
Executive Director

Illinois Community College Board

Capital Project Application

Complete one application for each project.

District/College: 510 / SOUTH SUBURBAN COLLEGE

District #: 51001
5 Digit Code (e.g., 50101)

ICCB Project # Identifier: 510-01DF2024-1
District #, type (NC, R, SP, U, SI or DF), Fiscal Year -- District Ranking # (e.g., 500-01NC2021-1)

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

Project Title: Boiler and Chiller Replacement Main Campus

District Project Rank # (1 of 3): 1
(Top 3 receive full prioritization points, 4 and beyond are reduced progressively)

Estimated Local Funds: \$900,000
(25% minimum)

Estimated State Funds: \$2,700,000

Estimated Total Funds: \$3,600,000

Budget Detail

BLDGS, ADDITIONS, AND/OR STRUCTURES:

LAND:

EQUIPMENT:

UTILITIES:

REMODELING & REHABILITATION:

SITE IMPROVEMENTS:

PLANNING:

Other:

TOTAL Funds Requested:

\$3,600,000

Project Scope:

Boiler and Chiller Replacement Main Campus:

Demolition:

Boilers: The scope of the project involves but is not limited to the removal of 2 existing hot water boilers and 1 abandoned boiler. The demolition of hot water pumps and boiler room piping as required and the demolition of combustion air, flues and gas piping as required.

Chillers: The scope involves but is not limited to the removal of 3 existing chillers, chilled water pumps, condenser water pumps and cooling tower. Demolition of chiller room piping as required.

New Installation:

Boilers: Provide multiple high-efficiency gas-fired boilers and associated flues and combustion air. Provide boiler pumps and associated piping. Provide new building loop pumps with VFD's and associated piping. Provide new gas piping to the boilers. Provide new hot water system chemical treatment. Update the BAS controls serving the boiler system. Provide all associated electrical disconnection and reconnection for the boilers and pumps.

Chillers: Provide (3) new centrifugal energy efficient chillers. Provide a new cooling tower. Provide new condenser water pumps and condenser water piping as required. Provide new chiller pumps and piping. Provide new chilled water building loop pumps with VFD's and associated piping. Provide new condenser water and chilled water chemical treatment systems. Provide refrigerant monitoring and emergency exhaust system for the chiller room. Update the BAS controls serving the chiller system. Provide all associated electrical disconnection and reconnection for the chillers, pumps and cooling tower.

Project Justification:

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

The functional relationship between the project and instruction is the level of customer service provided to the students. Studies indicate that the physical environment impacts, not only the institution's ability to market itself, but also, the comfort level of students who chose to attend the institution.

The existing boilers and chillers have reached or are approaching their life expectancy. On average mechanical systems in buildings will last 15 to 20 years and maybe even less depending on the the care that is provided. As time passes, more maintenance is required to keep the existing boilers and chillers operational. The units become less efficient costing South Suburban College more in maintaining the units operational and for utilities such as gas, water and electricity. Not only that, but one of the three boilers has been abandoned due to such cost. Over time, it will also become more difficult to obtain replacement parts. By not replacing the boilers and chillers, the College runs the risk of another boiler/chiller going out of commission as it ages.

By replacing the aging boilers/chillers, the college not only benefits from savings on repairs and utilities. The new boilers and chillers will not only be more energy efficient but smaller in footprint. New boilers will provide South Suburban College with peace of mind knowing that new boilers/chillers are less like to breakdown. The new boilers/chillers will also provide a better heating and cooling comfort level inside the building than the existing boilers/chillers. Today's technology allows maintenance personnel to monitor the system via the world wide web and pinpoint any problems that arise anytime of the day.

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

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

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

Yes No

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

Yes No **Date of Board Meeting** June 9, 2022

District Contact Name: Justin Papp

District Contact Email Address: jpapp@ssc.edu

District Contact Phone Number: (708) 210-5727

Signature



Date

5/23/2022



Lazaro Lopez, Ed.D.
Chairman

Brian Durham, Ed.D.
Executive Director

Illinois Community College Board

Capital Project Application

Complete one application for each project.

District/College: 510 / SOUTH SUBURBAN COLLEGE

District #: 51001

5 Digit Code (e.g., 50101)

ICCB Project # Identifier: 510-01R2022-1

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

Project Type: Remodel

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

Project Title: Renovate Labs

District Project Rank # (1 of 3): 2

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

Estimated Local Funds: \$1,069,965
(25% minimum)

Estimated State Funds: \$3,209,895

Estimated Total Funds: \$4,279,860

Budget Detail

BLDGS, ADDITIONS, AND/OR STRUCTURES:

LAND:

EQUIPMENT:

UTILITIES:

REMODELING & REHABILITATION:

\$4,279,860

SITE IMPROVEMENTS:

PLANNING:

Other:

TOTAL Funds Requested:

\$4,279,860

Project Scope:

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

Demolition:

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

New Construction:

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

Project Justification:

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

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

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

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

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

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

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

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

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

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

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

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

Yes No

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

Yes No **Date of Board Meeting** June 9, 2022

District Contact Name: Justin Papp

District Contact Email Address: jpapp@ssc.edu

District Contact Phone Number: (708) 210-5727

Signature  Date 5/23/2022



Lazaro Lopez, Ed.D.
Chairman

Brian Durham, Ed.D.
Executive Director

Illinois Community College Board

Capital Project Application

Complete one application for each project.

District/College: 510 / SOUTH SUBURBAN COLLEGE

District #: 5101

5 Digit Code (e.g., 50101)

ICCB Project # Identifier: 510-01-DF2024-1

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

Project Type: Deferred Maintenance

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

Project Title: Exterior Painting and Caulking - Entire Building - Main Campus

District Project Rank # (1 of 3): 3

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

Estimated Local Funds:
(25% minimum)

\$550,000

Estimated State Funds:

\$1,650,000

Estimated Total Funds:

\$2,200,000

Budget Detail

BLDGS, ADDITIONS, AND/OR STRUCTURES:

LAND:

EQUIPMENT:

UTILITIES:

REMODELING & REHABILITATION:

\$2,200,000

SITE IMPROVEMENTS:

PLANNING:

Other:

TOTAL Funds Requested:

\$2,200,000

Project Scope:

Scope:

EXTERIOR COATING WORK:

- POWER WASH ALL EXTERIOR WALL SURFACES AND EXTERIOR SOFFIT CEILING AREAS.
- SPOT PRIME STAINED WALLS.
- SPOT PRIME ANY NEW PATCHES.
- BRUSH AND ROLL APPLY TWO (2) COATS OF ELASTOMERIC ACRYLIC COATING WITH SELF CLEANING ABILITY AND 10 YEAR WARRANTY.
- APPLY TWO (2) COATS OF PAINT ON HOLLOW METAL DOORS AND FRAMES, PAINTED HANDRAILINGS, WALL LOUVERS NOT PREFINISHED.

EXTERIOR CAULKING - 100%:

- CLEANOUT ALL VERTICAL AND HORIZONTAL CAULK JOINTS BETWEEN PANELS.
- PREPARE JOINTS.
- BACK AND RE-CAULK JOINTS.
- SEAL ALL CRACKS NOT ABLE TO BE BRIDGED BY COATING.
- CLEAN OUT AND RE-CAULK ALL WINDOW AND DOOR CAULKING INCLUDING CLERESTORY WINDOWS AND WINDOWWALLS.
- PATCH AND MATCH ANY SPALLED CONCRETE AND CLEAN AND PROTECT.

Project Justification:

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

The exterior integrity of a building is only as good as its ability to prevent air and water infiltration.

South Suburban College has been providing a bandage to the exterior of its Main Campus Building for many years. The existing exterior panels have endured years of weathering, causing the paint to spall and fade over the years giving the building a worn out appearance. The caulk between the exterior panels has either fallen out, dried up and lost its movement ability. Most of all the old caulk between panels makes the building susceptible to water infiltration.

The exterior windows are the original frames from when the building was built in the 1970's. The caulk is old, brittle and peeling off allowing for water to enter the building. A properly painted and sealed building will reduce the deterioration of the existing panels and underlying components such as steel and interior finish inside the building. Re-caulking the windows will not only prevent water from entering the building, but also eliminate the infiltration of air which would help reduce heating and cooling cost.

Re-painting and re-caulking will beautify the appearance of the building and also provide cost saving measures when it comes to energy efficiency. Leaving the exterior of the building in current conditions can create bigger underlying problems in the near future making repairs more costly.

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

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

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

Yes No

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

Yes No **Date of Board Meeting** June 9, 2022

District Contact Name: Justin Papp

District Contact Email Address: jpapp@ssc.edu

District Contact Phone Number: (708) 210-5727

Signature  Date 5/23/2022



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY22-VII.A.1

Board Meeting Date: June 9, 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 Memorandum of Understanding between Community College District No. 510, the South Suburban College Faculty Association, and Leticia Carrillo.

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION

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

MOTION

Move that the Board of Trustees approve the Memorandum of Understanding between Community College District No. 510, the South Suburban College Faculty Association, and Leticia Carrillo.

Approvals:

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

Originator

5/24/22
Date

Appropriate Vice-President

5/24/22
Date

Director of Human Resources

5-24-22
Date

President

5/26/22
Date

If to the SSCFA, to: Mr. G.A. Griffith
South Suburban Community College
15800 South State Street
South Holland, Illinois 60473

If to CARRILLO, to: Leticia CARRILLO
(Home address)

6. NO PRECEDENT: This MOU shall establish no precedent between the COLLEGE and the SSCFA. All signatories to the MOU understand agree that the terms stated herein shall apply only to CARRILLO, unless there is a written MOU executed between the Parties in the future. This MOU shall not be construed in any manner to create a binding practice upon the COLLEGE or the SSCFA.
7. EFFECTIVE DATE: This MOU shall be effective immediately upon execution and may not be revoked by any party unless mutually agreed in writing by the authorized agent of the party.
8. ENTIRE AGREEMENT: This Agreement contains the entire agreement between the COLLEGE, the SSCFA, and CARRILLO with respect to the subject matter hereof, and there are no understandings, representations, or warranties of any kind between the COLLEGE, the SSCFA and CARRILLO except those expressly set forth herein.
9. AMENDMENTS: This Agreement may not be modified except by written approved of the COLLEGE, the SSCFA, and CARRILLO.

SOUTH SUBURBAN COLLEGE

SOUTH SUBURBAN COLLEGE
FACULTY ASSOCIATION

BY: _____

BY: _____

DATE: _____

DATE: _____

LETICIA CARRILLO

BY: _____

DATE: _____



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY22-VII.B.1

Board Meeting Date: June 9, 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 retirement of Leticia Carrillo, full-time Academic and Career Counselor in the College and Career Success Center, effective July 31, 2022, and grant permission to advertise to fill the vacant position, as needed.

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION

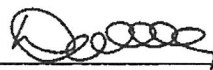
See the attached retirement letter from Leticia Carrillo. Replacement of this position supports Strategic Direction 1.1; Increase student retention, progression, persistence, and completion.

MOTION

Move that the Board of Trustees approve the retirement of Leticia Carrillo, full-time Academic and Career Counselor in the College and Career Success Center, effective July 31, 2022, and grant permission to advertise to fill the vacant 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




 Originator 5/24/22
Date



 Appropriate Vice President 5/24/22
Date



 Director of Human Resources 5-24-22
Date



 President 5/26/22
Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY22-VII.B.2

Board Meeting Date: June 9, 2022

BOARD COMMITTEE

- Policy
- Finance
- Architectural
- Other

FUNDING

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

PROPOSAL SUMMARY

Move to approve the resignation of Jaime Cajigas as a full-time Police Officer in the Campus Police Department, effective June 3, 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 resignation letter from Mr. Cajigas. 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 resignation of Jaime Cajigas as a full-time Police Officer in the Campus Police Department, effective June 3, 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>25 May 2022</u>
Originator	Date
	<u>6/2/22</u>
Appropriate Vice President	Date
	<u>5-24-22</u>
Director of Human Resources	Date
	<u>6/2/22</u>
President	Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY22-VII.B.3

Board Meeting Date: June 9, 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 rescind their previous action approving the appointment of Rahman Burton as a full-time, grant-funded Transitions Advisor in the Adult Education Department, and grant permission to advertise to fill the vacated grant-funded position.

ESTIMATED COST OR BENEFIT

This is a full-time, 100% grant funded position; 40 hours per week, 52 weeks per year with a beginning annual salary of \$47,800 plus benefits. Continued employment is contingent upon receipt of grant funds.

JUSTIFICATION OF ACTION

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

MOTION

Move that the Board of Trustees rescind their previous action approving the appointment of Rahman Burton as a full-time, grant-funded Transitions Advisor in the Adult Education Department, and grant permission to advertise to fill the vacated grant-funded position.

Approvals:

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

	<u>6-1-22</u>
Originator	Date
	<u>6-1-22</u>
Appropriate Vice President	Date
	<u>6-1-22</u>
Director of Human Resources	Date
	<u>6/2/22</u>
President	Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY22-VII.C.1

Board Meeting Date: June 9, 2022

BOARD COMMITTEE

- Policy
- Finance
- Architectural
- Other

FUNDING

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

PROPOSAL SUMMARY

Move that the Board of Trustees accept the appointment of Deborah Padgett to full-time faculty in the Nursing Department effective August 8, 2022, pending successful completion of a criminal background investigation.

ESTIMATED COST OR BENEFIT

As placed on the faculty salary schedule.

JUSTIFICATION OF ACTION

Permission to fill this position was granted during a prior Board meeting. This action will support of the College strategic direction 1, SSC.1.0 to nurture and empower each student to succeed and assist in providing high quality, accessible and affordable credit courses, and associate degree Nursing courses in the Nursing program for academically prepared students to assist them in preparing for occupations that require career education beyond the high school level.

MOTION

Move that the Board of Trustees appoint Deborah Padgett, Full-time Faculty in the Nursing Department, pending completion of a criminal background check effective August 8, 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)

Linda Brown Alldredge 5/25/2022
 Originator Date

Kim Resaldi 6-2-22
 Director of Human Resources Date

Jaska A. Wilhoar 5/27/2022
 Appropriate Vice President Date

Bretta Stokes 6/2/2022
 President Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY22-VII.C.2

Board Meeting Date: June 9, 2022

BOARD COMMITTEE

- Policy
- Finance
- Architectural
- Other

FUNDING

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

PROPOSAL SUMMARY

Request that the Board of Trustees move to appoint Ian Sharping, J.D., as full-time Legal Studies instructor in the Social & Behavioral Sciences and Legal Studies Department, effective August 15, 2022, pending successful completion of a criminal background investigation.

ESTIMATED COST OR BENEFIT

As placed on the faculty salary schedule.

JUSTIFICATION OF ACTION

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

MOTION

Move to appoint Ian Sharping, J.D., as full-time Legal Studies instructor in the Social & Behavioral Sciences and Legal Studies Department, effective August 15, 2022, pending successful completion of a criminal background investigation.

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

5/27/22

Originator Date

Vin Pezalla

6/2/22

Director of Human Resources Date

Tasha L. Williams

5/27/22

Appropriate Vice President Date

Lynette Stokes

6/2/22

President Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY22-VII.D.1

Board Meeting Date: June 9, 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 approve the reappointment of Marrion Jackson as a full-time, grant-funded Business Service Representative in the Workforce Development Department for fiscal year 2023.

ESTIMATED COST OR BENEFIT

Ms. Jackson will be reappointed for fiscal year 2023 with a salary of \$40,483 plus benefits. The salary for this position is grant-funded, and continued employment will be contingent upon receipt of grant funds.

JUSTIFICATION OF ACTION

This action supports Strategic Direction 4.0; South Suburban College will enrich the community, enhance the quality of life for its residents, and strengthen and expand external partnerships.

MOTION

Move to approve the reappointment of Marrion Jackson as a full-time, grant-funded Business Service Representative in the Workforce Development Department for fiscal year 2023.

Approvals:

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

	<u>5/26/2022</u>
Originator	Date
	<u>5-24-22</u>
Appropriate Vice President	Date
	<u>5-26-22</u>
Director of Human Resources	Date
	<u>5-26-22</u>
President	Date



GRANT-FUNDED EMPLOYEES AGREEMENT

THIS AGREEMENT, made this 1st day of July, 2022, by and between the BOARD OF SOUTH SUBURBAN COLLEGE DISTRICT NO. 510, COOK COUNTY, ILLINOIS (hereinafter the “BOARD” or the “COLLEGE”), and «First Name» «Last Name» (hereinafter “GRANT-FUNDED EMPLOYEE”), has been approved by an action taken at the meeting of the BOARD held [Month], 2022.

WITNESSETH:

WHEREAS, the BOARD desires to contract for retaining the services of the GRANT-FUNDED EMPLOYEE, in the position of «Title», and GRANT-FUNDED EMPLOYEE desires to offer such services to the BOARD;

NOW, THEREFORE, IN CONSIDERATION OF THE PREMISES, it is agreed by and between the BOARD and the GRANT-FUNDED EMPLOYEE as follows:

1. **TERM OF AGREEMENT** – Continued employment of GRANT-FUNDED EMPLOYEE is dependent upon continued receipt of grant funds. In the event that grant funds are fully expended or otherwise become unavailable during the term of this Agreement, GRANT-FUNDED EMPLOYEE’S agreement shall immediately terminate. The term of this Agreement is from July 1, 2022 to June 30, 2023, both dates inclusive, unless sooner terminated as provided herein in section 17. There is neither an assurance to, nor a presumption by, GRANT-FUNDED EMPLOYEE that there will be continued employment or that this agreement will be renewed from year to year after its expiration on June 30, 2023.
2. **QUALIFICATIONS** – GRANT-FUNDED EMPLOYEE has represented that GRANT-FUNDED EMPLOYEE is qualified to hold the position of GRANT-FUNDED EMPLOYEE. It is understood between the parties that all representations, both explicit and implicit, regarding qualifications made by GRANT-FUNDED EMPLOYEE have been relied upon by the BOARD in the formation of this Agreement and are a

material basis for the formation of this Agreement. In the event it is discovered that GRANT-FUNDED EMPLOYEE has misrepresented the necessary qualifications, this Agreement shall immediately terminate.

3. **PROBATIONARY PERIOD** – All new GRANT-FUNDED EMPLOYEE shall be considered probationary employees until they complete a probationary period of six (6) months.
4. **POWERS AND DUTIES** – The GRANT-FUNDED EMPLOYEE shall be responsible for the following:
 - a. Aiding the assigned supervisor, or any other supervisor as may be assigned;
 - b. Performing all assigned job functions, as well as any additional or other functions necessary for the position of the GRANT-FUNDED EMPLOYEE;
 - c. Meeting regularly with teachers, department chairs and other administrators, or any other individuals with whom it is necessary to develop program goals in order to meet grant or program mandates and to evaluate grant or program success;
 - d. Attending meetings of the BOARD as needed; and,
 - e. Completing other responsibilities as required or assigned by the BOARD or the assigned supervisor.
5. **COMPENSATION** – The GRANT-FUNDED EMPLOYEE’S annual salary is \$«Salary» effective July 1, 2022. In consideration of the above said annual base salary, it is expected that full-time GRANT-FUNDED EMPLOYEE’S will be on the premises of the COLLEGE¹ during normal working hours and devote at least «Hours» hours per week of time, skill, labor and attention to the tasks assigned or those tasks that may become necessary in the course of GRANT-FUNDED EMPLOYEE’S duties during the term of this Agreement, in order to faithfully perform the duties of the GRANT-FUNDED EMPLOYEE’S position. Unless otherwise agreed by the BOARD and GRANT-FUNDED EMPLOYEE, said salary shall be paid in equal installments, less such amounts as provided for in this Agreement, and other amounts required by law. The BOARD and GRANT-FUNDED EMPLOYEE may enter into subsequent agreements or extensions of this Agreement for additional periods of time, if mutually agreed by both parties in writing. There are no

¹ This shall be understood to include remote work or work from home in the event of a governmental order requiring closure of the College campus.

presumptions or assurances by the BOARD or GRANT-FUNDED EMPLOYEE that this agreement will be extended or renewed at the end of the agreement term.

6. **EVALUATION** – Prior to January 15th of each year, GRANT-FUNDED EMPLOYEE’S assigned supervisor, or any other supervisor as may be assigned by the BOARD, will evaluate GRANT-FUNDED EMPLOYEE’S performance in writing and meet with GRANT-FUNDED EMPLOYEE to discuss the same.
7. **TERMINATION** – This employment agreement may be terminated prior to its expiration by:
 - a. Mutual agreement;
 - b. Permanent disability;
 - c. Death;
 - d. Retirement;
 - e. Cause; or,
 - f. Grant Funds are discontinued.

The BOARD may terminate this agreement for reasons of permanent disability or incapacity at any time after the GRANT-FUNDED EMPLOYEE has exhausted the accumulated medical leave days or presents to the BOARD a physician’s statement certifying that the GRANT-FUNDED EMPLOYEE is permanently disabled or incapacitated. All obligations of the BOARD shall cease upon written notice of termination for permanent disability or incapacity. The BOARD reserves the right to require the GRANT-FUNDED EMPLOYEE to submit to a medical examination, either physical or mental, whenever the BOARD has reasonable cause to believe that the GRANT-FUNDED EMPLOYEE is disabled or unable to perform the essential functions of the position. A physician licensed to practice medicine in Illinois and mutually agreed upon by the parties shall perform such examination. Throughout the term of this Agreement, GRANT-FUNDED EMPLOYEE shall be subject to discharge for cause.

8. **VACATION DAYS** – Full-time GRANT-FUNDED EMPLOYEE shall be entitled each year to a paid vacation of fifteen (15) days (0-4 YRS SERVICE) and twenty (20) days (5+ YRS SERVICE), exclusive of legal school holidays provided that the GRANT-FUNDED EMPLOYEE’S current supervisor pre-approves all such vacation days in writing. Vacation days may be taken by GRANT-FUNDED EMPLOYEE only in

half-day or full-day increments, and in no event may GRANT-FUNDED EMPLOYEE take less than a half-day of vacation. Except in the case of retirement as set forth below, vacation days earned and accumulated in excess of thirty (30) days that are not taken by January 15th are forfeited. In the event that GRANT-FUNDED EMPLOYEE provides a letter of intent to the COLLEGE'S Office of Human Resources stating an intent to retire under SURS within the next five years, GRANT-FUNDED EMPLOYEE may accrue fifty-six (56) days of vacation.

9. **PERSONAL DAYS** – All [full-time] GRANT-FUNDED EMPLOYEE'S shall be entitled to three (3) personal days, provided that GRANT-FUNDED EMPLOYEE'S current supervisor pre-approves all such personal days in writing. Personal days may be taken by GRANT-FUNDED EMPLOYEE only in half-day or full-day increments, and in no event may GRANT-FUNDED EMPLOYEE take less than half a personal day. GRANT-FUNDED EMPLOYEE may accumulate up to five (5) personal days. Upon accumulation of five (5) personal days, all additional personal days are forfeited.
10. **HOLIDAYS** – GRANT-FUNDED EMPLOYEE is entitled to all paid holidays recognized by the COLLEGE. These paid holidays are: Labor Day, Columbus Day, Veterans' Day, Thanksgiving Holiday, Christmas/New Year's Holiday, Martin Luther King, Jr. Day, Presidents' Day, Pulaski Day, Spring Day, Memorial Day, Juneteenth, and July 4th.
11. **MEDICAL LEAVE** – GRANT-FUNDED EMPLOYEE shall also be entitled to receive twelve (12) days of medical leave for each year of employment with the COLLEGE. Medical leave days may be taken by GRANT-FUNDED EMPLOYEE only in half-day or full-day increments, and in no event may GRANT-FUNDED EMPLOYEE take less than a half-day of medical leave. After completion of one (1) year of employment, GRANT-FUNDED EMPLOYEE may accumulate medical leave up to the maximum allowed by the State Universities Retirement System (SURS).
12. **FLEX DOLLARS BENEFITS** – GRANT-FUNDED EMPLOYEE is entitled to **Flexible Benefit** dollars (\$xx,xxx) per year for payment of medical, dental, vision and life insurance premiums. Any amount in excess of **Flexible Benefit** dollars shall be paid by GRANT-FUNDED EMPLOYEE. If GRANT-FUNDED

EMPLOYEE does not use the entire Flexible Benefit dollars the remaining balance will be paid to GRANT-FUNDED EMPLOYEE by direct payment no later than June 30 of the agreement year.

13. **OTHER BENEFITS AND LEAVE** – GRANT-FUNDED EMPLOYEE shall be additionally entitled to the following benefits and/or leaves:

- a. Up to five (5) days bereavement leave for death of a spouse, which shall not be taken in less than half-day increments;
- b. Up to three (3) days bereavement leave for the death of any other family member, which includes parents, grandparents, grandchildren, mother-in-law, father-in-law, brother, sister, brother-in-law, sister-in-law, spouse's grandparents, or any family member living in his/her household and shall not be taken in less than half-day increments;
- c. In the event of the death of a child, GRANT-FUNDED EMPLOYEE shall be entitled to use a maximum of ten (10) calendar days for bereavement activities related to the death of a biological, adopted, foster or step child, a legal ward, or the child of a person standing *in loco parentis*. Such leave shall be for the purpose of attending a funeral or funeral alternative, make arrangements necessitated by the death of a child, or grieve the death of a child. Leave as set forth in this paragraph shall be taken within sixty (60) days of the GRANT-FUNDED EMPLOYEE learning of the child's death and requires at least 48 hours notice to the College. Requests for verification or leave necessitated by the death of more than one child in a 12 month period shall be governed by The Child Bereavement Leave Act, P.A. 99-703. Up to five (5) days of bereavement leave shall be without loss of salary. The remaining five (5) days of bereavement leave shall be unpaid. GRANT-FUNDED EMPLOYEE may choose to utilize personal business days for the remaining five (5) days, but such use shall not extend the bereavement leave beyond a total of ten (10) calendar days.
- d. Payment for all days absent as a result of jury duty service or being subpoenaed as a witness, upon the presentation of proper documentation to the GRANT-FUNDED EMPLOYEE'S current supervisor;

- e. Unpaid leaves of absence for up to one (1) year may be granted for educational improvement, personal hardship, or family medical responsibilities, upon receipt of an approval from the GRANT-FUNDED EMPLOYEE'S current supervisor and the BOARD.

14. **TUITION WAIVERS** – GRANT-FUNDED EMPLOYEE is eligible for waivers of all tuition for only classes offered at the COLLEGE. Waivers of tuition for COLLEGE classes are available only to GRANT-FUNDED EMPLOYEE, GRANT-FUNDED EMPLOYEE'S spouse and the GRANT-FUNDED EMPLOYEE'S unemancipated children under the age of 26.
15. **TUITION REIMBURSEMENT** – Upon completion of one (1) year of employment with the COLLEGE, GRANT-FUNDED EMPLOYEE will be entitled to up to a One Thousand Five Hundred Dollars (\$1,500.00) per year reimbursement for undergraduate and graduate classes, to the extent allowed and funded by the grant funding source. In order to be eligible for reimbursement, these courses must be job related and have been approved by the GRANT-FUNDED EMPLOYEE'S immediate supervisor and the COLLEGE President. Reimbursement will be limited to classes where a grade of "C" or better is earned. Reimbursement will not be provided for courses that are repeated. GRANT-FUNDED EMPLOYEE shall submit a copy of the paid tuition bill and a transcript showing the final grade within ninety (90) days of the end of the course in order to receive reimbursement. If GRANT-FUNDED EMPLOYEE resigns from the COLLEGE within one (1) year of the reimbursement, the amount of tuition reimbursement will be deducted from the employee's last paycheck.
16. **STATE UNIVERSITIES RETIREMENT SYSTEM** – GRANT-FUNDED EMPLOYEE may be eligible for SURS retirement benefits, if GRANT-FUNDED EMPLOYEE meets the minimum requirements established by the State Universities Retirement System ("SURS"). As set forth in the Agreement between the BOARD and the South Suburban College Support Staff Association, notice shall be provided at least three (3) months in advance of the retirement date. Upon retirement, the BOARD shall pay up to fifty-six (56) days of accumulated vacation days.

17. **SEPARATION** – Continued employment of GRANT-FUNDED EMPLOYEE is dependent upon continued receipt of grant funds. These provisions do not apply should the BOARD discharge GRANT-FUNDED EMPLOYEE for cause.

All unused vacation days, up to a maximum of thirty (30) days, shall be paid by the COLLEGE.

18. **NOTICE** – Any notice or communication permitted or required under this Agreement shall be in writing and shall become effective on the day of mailing thereof by first-class mail, or certified mail, postage prepaid, addressed:

If to the COLLEGE, to:

Lynette D. Stokes, Ed.D., President
SOUTH SUBURBAN COLLEGE DISTRICT #510
15800 South State Street
South Holland, Illinois 60473

cc:

Mr. Stanley T. Kusper, Jr.
KUSPER & RAUCCI CHARTERED
30 North LaSalle Street
Chicago, Illinois 60602

If to GRANT-FUNDED EMPLOYEE:

«Full_Name»
«Address»
«City», «State» «Zip»

or to the last address of GRANT-FUNDED EMPLOYEE contained in official Business Office records.

19. **JURISDICTION** – This Agreement shall be interpreted, construed and governed by and under the laws of the State of Illinois, and GRANT-FUNDED EMPLOYEE unconditionally submits to the resolution of all disputes before the Circuit Court of Cook County.

20. **ENTIRE AGREEMENT** – This Agreement contains the entire agreement between the parties hereto with respect to the subject matter hereof, and there are no understandings, representations or warranties of any kind between the parties except those expressly set forth herein.

21. **AMENDMENTS** – This Agreement may not be modified except by writing approved by the BOARD and GRANT-FUNDED EMPLOYEE and duly signed by both parties.

SOUTH SUBURBAN COLLEGE

DISTRICT #510

BY: _____

BY: _____

on behalf of SOUTH SUBURBAN COLLEGE

Dr. Lynette Stokes, President

Date: _____

Date: _____



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY22-VII.E.1

Board Meeting Date: June 9, 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 grant approval to create and advertise the full-time, grant-funded position of Early College Coordinator in the Recruitment & Retention Department.

ESTIMATED COST OR BENEFIT

This is a full-time, grant-funded position; 40 hours per week, 52 weeks per year with a beginning annual salary of \$43,000 plus benefits. Continued employment is contingent upon receipt of grant funds.

JUSTIFICATION OF ACTION

Please see the attached job description. This action aligns with Strategic Direction 1.0; South Suburban College nurtures and empowers each student to succeed.

MOTION

Move that the Board of Trustees grant approval to create and advertise the full-time, grant-funded position of Early College Coordinator in the Recruitment & Retention 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

	<u>5/26/22</u>
Originator	Date
	<u>5/26/22</u>
Appropriate Vice President	Date
	<u>5/26/22</u>
Director of Human Resources	Date
	<u>5/26/22</u>
President	Date

JOB DESCRIPTION

GRANT-FUNDED

POSITION: EARLY COLLEGE COORDINATOR

DEPARTMENT: RECRUITMENT & RETENTION

SUMMARY:

This position provides support at the college level to increase high school students' participation and success in Dual Credit and Dual Enrollment programs. This involves coordinating articulation agreements, class schedules, instructor credential verification, enrollment applications, and information sessions, awards ceremonies, and collaboration meetings. This position serves as the main point for high schools to ensure that students are accurately informed and placed.

RESPONSIBILITIES:

- Coordinates college transition plans for early college students to ensure seamless transition into SSC upon high school graduation.
- Monitors tracks and reports data related to early college participation, credit hour accumulation, transition into SSC and, if applicable, progress through SSC.
- Coordinates college readiness testing procedures with participating secondary schools, including on and off-site testing procedures and placement information for enrollment purposes.
- Coordinates with Marketing and Recruitment to promote and enroll interested students in early college programs. This position is responsible for meeting early college program enrollment targets, retention and completion targets.
- Converts early college students into full and part time students, through enrollment and onboarding events. This may include community events with an emphasis on the completion of FAFSA forms, summer bridging programs, recognition ceremonies, and other recruitment activities.
- Completes reports related to compliance with Illinois Community College Board guidelines and fidelity to college standards for all dual credit, dual enrollment, and articulation initiatives with secondary institutions. Prepares internal and external communications regarding program services.
- Serves as a liaison to counselors/advisors and secondary school counselors to ensure a clear, articulate, and predictable path to early college credit through dual credit, dual enrollment, and articulation initiatives.
- Participates in the planning of professional development and mentoring activities between faculty and secondary school instructors. Ensures fidelity to standards when offering courses through off-site dual credit and course articulation.
- Facilitate the annual articulation process for new or continuing dual credit courses, and manage the communication with Admissions, Registration/Records, and Academic Services.
- Coordinate the on-boarding of new dual credit instructors.
- Coordinates all early college special events.
- Adheres to efficient practices and quality customer service standards.
- Performs other duties as assigned

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in education, public service, public policy or related field.
- One to three years direct experience with dual credit, dual enrollment and/or articulation/curriculum development; or an equivalent combination of education, training, and experience.
- Strong communication skills (written and verbal) with the ability to connect to individuals and groups in both group and one-on-one settings.
- Proven Ability to read, analyze, and interpret data, research and trend information related to recruitment, enrollment, retention, completion and conversion.
- Demonstrated experience with Microsoft Office suite and the ability to learn new software programs.
- Ability to prioritize multiple tasks, meet deadlines, and develop/present reports.
- Proven organizational skills and ability to work effectively with employees at all levels of the organization, as well as with students and other customers. Must be able to work well within a team.
- Demonstrated professionalism and ability to handle stressful situations with tact and diplomacy.
- Must be self-directed and innovative, able to assess current operations in an effort to improve the future goals of the College.

PREFERRED QUALIFICATIONS:

- Spanish-speaking

STATUS/SALARY: This is a full-time Grant-funded position for 40 hours per week, 52 weeks per year. Continued employment is contingent upon receipt of grant funds. The annual salary is \$43,000 plus benefits.



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY22-VII.E.2

Board Meeting Date: **June 9, 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 grant approval to create and advertise the full-time, grant-funded position of Summer Bridge & First Year Experience Coordinator in the Student Development Department.

ESTIMATED COST OR BENEFIT

This is a full-time, grant-funded position; 40 hours per week, 52 weeks per year with a beginning annual salary of \$43,000 plus benefits. Continued employment is contingent upon receipt of grant funds.

JUSTIFICATION OF ACTION

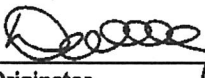
Please see the attached job description. This action aligns with Strategic Direction 1.0; South Suburban College nurtures and empowers each student to succeed.

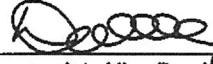
MOTION


Move that the Board of Trustees grant approval to create and advertise the full-time, grant-funded position of Summer Bridge & First Year Experience Coordinator in the Student Development Department.

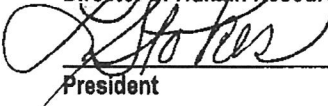
Approvals:

- * 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 5/26/22
Date


 Appropriate Vice President 5/26/22
Date


 Director of Human Resources 5/26/22
Date


 President 5/26/22
Date

JOB DESCRIPTION

GRANT-FUNDED

POSITION: SUMMER BRIDGE & FIRST YEAR EXPERIENCE COORDINATOR
DEPARTMENT: STUDENT DEVELOPMENT

SUMMARY:

The Summer Bridge & First Year Experience Coordinator reports directly to the Dean, Student Development and is responsible for the development, implementation, assessment and day-to-day operations of the South Suburban College Summer Bridge and First Year Experience Program. This includes the recruitment of participants as outlined in the grant application, coordination of cross-campus services, integration of faculty in program services as appropriate, compliance with grant reporting requirements, achievement of grant goals, objectives and other measurable outcomes, and management of budget in accordance to grant guidelines.

RESPONSIBILITIES:

- Establish a program structure that aligns with the approved grant application.
- Plan, organize and implement outreach activities to recruit and retain participants as appropriate or outlined in the grant application;
- Coordinate and organize activities appropriate to the grant goals, objectives and outcomes;
- Develop and disseminate program information such as brochures, newsletters and other informational material related to the Summer Bridge & First Year Experience Program;
- Coordinate, implement and assess on-boarding and retention-related programming with other appropriate areas of the college;
- Communicate regularly, appropriately and timely with internal and external stakeholders through presentations, open house events, and other public formats both in-person and virtually;
- Collaborate with all areas of the College to implement on-going student support services for program participants;
- Coordinate individual and group degree pathway planning and registration sessions;
- Support enrollment & retention efforts for disproportionately impacted students with a focus on the college's prioritized groups of African-American, Latinx, low income and first-generation students
- Maintain program-tracking databases that include the collection, analysis and distribution of data across campus including regular reporting as required by ICCB and requested for program evaluation, measurement and verification;
- Coordinate the Summer Bridge & First Year Experience Program admissions process with appropriate areas and adhere to the college enrollment process;
- Plan services and activities in collaboration with various college departments to ensure an equity-minded student services model that reflects inclusion of all students;
- Develop, implement and assess workshops, events, activities, and services to ensure student engagement in support services across campus.
- Facilitate all inquiries regarding the Summer Bridge & First Year Experience Program;
- Communicate with other administrators, personnel and faculty to coordinate activities and programs, resolve issues and conflicts, and exchange information in an effort to support staff and faculty in providing success and student services information at a variety of on-campus locations.
- Other duties as assigned by the Dean, Student Development.



MINIMUM QUALIFICATIONS:

- Bachelor's Degree
- Two years' experience in a related field
- Strong interpersonal and communication skills
- Must be highly organized with a history of record keeping and reporting
- Knowledge of FERPA
- Must successfully pass a criminal background check.

PREFERRED QUALIFICATIONS:

- Bachelor degree
- Two years' experience in a related field
- Spanish-speaking
- Strong presentation skills

STATUS/SALARY: This is a full-time Grant-funded position for 40 hours per week, 52 weeks per year. Continued employment is contingent upon receipt of grant funds. The annual salary is \$43,000 plus benefits.