

SOUTH SUBURBAN COLLEGE



October 13, 2022

Regular Meeting of the
Board of Trustees



BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE
15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS
BOARD ROOM, SUITE 2248
FINANCE COMMITTEE MEETING AGENDA
DEFILIPPO, CHAIR; TRUSTEES LOCKETT AND ROGERS
THURSDAY, OCTOBER 13, 2022
6:50 PM

- I. Recommendation to accept the bid of Chicago Heights Construction Company in the amount of \$649,915.00 for the Air Conditioning Project (room 3251), utilizing the O&M Restricted Fund, at the regular Board of Trustees meeting



BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE
15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS
BOARD ROOM, SUITE 2248
REGULAR BOARD MEETING AGENDA
THURSDAY, OCTOBER 13, 2022
7:00 PM

- I. **CALL TO ORDER/ROLL CALL**
- II. **PLEDGE OF ALLEGIANCE**
- III. **PUBLIC PARTICIPATION / ACCESS**
- IV. **PRESENTATIONS/REPORTS**
Highway Construction Careers Training Program (HCCTP) (R. Garcia)
- V. **APPROVAL OF MINUTES OF PREVIOUS MEETINGS**
 - A. Public Hearing held September 8, 2022
 - B. Finance Committee held September 8, 2022
 - C. Regular Board Meeting held September 8, 2022
 - D. Closed Session Meeting held September 8, 2022
- VI. **NEW BUSINESS**
 - A. Monthly Financial Report (T. Pollert)
 - B. Approval of the payment of bills for September, 2022 (T. Pollert)
 - C. Approval to accept the bid of Chicago Heights Construction Company in the amount of \$649,915.00 for the Air Conditioning Project (room 3251), utilizing the O&M Restricted Fund (A. DeFilippo)
- VII. **PERSONNEL RECOMMENDATIONS**
 - A. Retirements/Resignations/Terminations
 - B. Appointments
- VIII. **CLOSED SESSION**

The Board to consider meeting in Closed Session for the discussion of the hiring, discipline, performance, and compensation of certain personnel, dismissal of specific volunteers, dismissal of specific independent contractors, matters of collective bargaining, acquisition of real property, and matters of pending, probable, or imminent litigation.
- IX. **MISCELLANEOUS**
- X. **ADJOURNMENT**

Minutes

BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE
15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS
BOARD ROOM, SUITE 2248
MINUTES OF THE PUBLIC HEARING MEETING
THURSDAY, SEPTEMBER 8, 2022

Chairman Terry Wells called the Public Hearing to order at 7:00 p.m.

Board members in attendance for the Public Hearing: Trustees Anthony DeFilippo, Vivian Payne, Janet Rogers, Joseph Whittington and Student Trustee Fatima Serrato.

Other Board members absent for the Public Hearing: Trustees Vincent Lockett and Prince Reed.

Also present: College President Lynette D. Stokes; Tasha Williams, Vice President of Academic Services; Deborah King, Vice President of Student and Enrollment Services; Patrick Rush, Vice President of Administration and Secretary to the Board; and College Attorney Stanley T. Kuser.

Agenda:

I. Operating and non-operating budgets for fiscal year 2023 for Community College District No. 510.

Chairman Terry Wells stated that the budget for fiscal year 2023 has been reviewed and posted for the mandatory 30 days. The total operating fund expenditures are \$32,400,710 and the non-operating fund expenditures are \$20,819,877.

There being no public response for public input, the public hearing adjourned at 7:02 p.m.

BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE

15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS

BOARD ROOM, SUITE 2248

MINUTES OF THE FINANCE COMMITTEE

THURSDAY, SEPTEMBER 8, 2022

Trustee Anthony DeFilippo called the meeting of the Finance Committee to order at 7:02 p.m.

Committee members present: Trustee Janet Rogers. Trustee Vincent Lockett arrived at 7:04 p.m.

Committee members absent: None.

Other Board members in attendance: Trustees Vivian Payne, Joseph Whittington, Chairman Terry Wells and Student Trustee Fatima Serrato.

Other Board members absent: Trustee Prince Reed.

Also present: College President Lynette D. Stokes; Tasha Williams, Vice President of Academic Services; Deborah King, Vice President of Student and Enrollment Services; Patrick Rush, Vice President of Administration and Secretary to the Board; and College Attorney Stanley Kuser.

Agenda:

I. Recommendation to approve the operating and non-operating budgets for fiscal year 2023 for Community College District No. 510

Trustee DeFilippo recommended the Board approve the operating and non-operating budgets for fiscal year 2023 for Community College District No. 510 at the Regular Board of Trustees meeting.

The meeting adjourned at 7:15 p.m.

BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE

15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS

BOARD ROOM, SUITE 2248

REGULAR BOARD MEETING MINUTES

THURSDAY, SEPTEMBER 8, 2022

I. CALL TO ORDER & ROLL CALL:

At 7:16 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 Board Room, Suite 2248.

Present: Chairman Terry Wells, Vice Chairperson Vivian Payne, Secretary Janet Rogers and Trustees Anthony DeFilippo, Vincent Lockett, Joseph Whittington and Student Trustee Fatima Serrato.

Absent: Trustee Prince Reed

Also present: Lynette D. Stokes, President; Tasha Williams, Vice President of Academic Services; Deborah Baness-King, Vice President of Student and Enrollment Services; Patrick Rush, Vice President of Administration and Secretary to the Board of Trustees and College Attorney Stanley Kuser.

II. PLEDGE OF ALLEGIANCE

Chairman Terry Wells led the Pledge of Allegiance.

III. PUBLIC PARTICIPATION:

There was none.

IV. REPORTS/PRESENTATIONS

There were none.

V. PREVIOUS MEETING MINUTES

A. Finance Committee Meeting held August 11, 2022

Trustee Rogers moved and Trustee Whittington seconded to approve the minutes of the Finance Committee meeting held August 11, 2022. On roll call, Trustees Vincent Lockett, Vivian Payne, Janet Rogers, Joseph Whittington, Chairman Terry Wells and Student Trustee Fatima Serrato voted aye. Trustee Anthony DeFilippo abstained. Nays: None. Motion carried.

B. Regular Board Meeting held August 11, 2022

Trustee Whittington moved and Trustee Lockett seconded to approve the minutes of the Regular Board of Trustees meeting held August 11, 2022. On roll call, Trustees Vincent Lockett, Vivian Payne, Janet Rogers, Joseph Whittington, Chairman Terry Wells and Student Trustee Fatima Serrato voted aye. Trustee Anthony DeFilippo abstained. Nays: None. Motion carried.

VI. NEW BUSINESS

A. Monthly Financial Report

Trustee DeFilippo moved and Trustee Lockett seconded to accept the Monthly Financial Report as presented by Tim Pollert of Pollert Consulting, LLC. On roll call, Trustees Anthony DeFilippo, Vincent Lockett, Vivian

Payne, Janet Rogers, Joseph Whittington, Chairman Terry Wells and Student Trustee Fatima Serrato voted aye. Nays: None. Motion carried.

B. Bills Payable for August, 2022

Trustee Rogers moved and Trustee Lockett seconded to approve the bills payable for August 2022 in the amount of \$3,490,695.44. On roll call, Trustees Anthony DeFilippo, Vincent Lockett, Vivian Payne, Janet Rogers, Joseph Whittington, Chairman Terry Wells and Student Trustee Fatima Serrato voted aye. Nays: None. Motion carried.

C. Approval of the operating and non-operating budgets for fiscal year 2023 for Community College District No. 510

Trustee DeFilippo moved and Trustee Rogers seconded to approve the operating and non-operating budgets for fiscal year 2023 for Community College District No. 510. On roll call, Trustees Anthony DeFilippo, Vincent Lockett, Vivian Payne, Janet Rogers, Joseph Whittington, Chairman Terry Wells and Student Trustee Fatima Serrato voted aye. Nays: None. Motion carried.

D. Approval to change the location of the November 10, 2022 regular Board of Trustees meeting

Trustee Lockett moved and Trustee Whittington seconded to change the location of the November 10, 2022 regular Board of Trustees meeting to the Oak Forest Campus. On roll call, Trustees Anthony DeFilippo, Vincent Lockett, Vivian Payne, Janet Rogers, Joseph Whittington, Chairman Terry Wells and Student Trustee Fatima Serrato voted aye. Nays: None. Motion carried.

VII. PERSONNEL RECOMMENDATIONS

A. Resignations/Retirements/Terminations

1. Trustee Whittington moved and Student Trustee Serrato seconded to approve the retirement of Anthony Todd as a full-time Academic and Career Counselor in the College and Career Success Center, effective July 31, 2023, and grant permission to advertise to fill the vacated position, as needed. On roll call, Trustees Anthony DeFilippo, Vincent Lockett, Vivian Payne, Janet Rogers, Joseph Whittington, Chairman Terry Wells and Student Trustee Fatima Serrato voted aye. Nays: None. Motion carried.

2. Trustee Payne moved and Trustee Rogers Seconded to approve the resignation of Zachary Hughes as a full-time Research Specialist in the Institutional Research Department, effective September 5, 2022, and grant permission to advertise to fill the vacated position, as needed. On roll call, Trustees Anthony DeFilippo, Vincent Lockett, Vivian Payne, Janet Rogers, Joseph Whittington, 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 resignation of Mickil Smith as a full-time EMT/Fire Science Faculty/Coordinator in the Allied Health Department, effective September 8, 2022, and grant permission to advertise to fill the vacated position, as needed. On roll call, Trustees Anthony DeFilippo, Vincent Lockett, Vivian Payne, Janet Rogers, Joseph Whittington, Chairman Terry Wells and Student Trustee Fatima Serrato voted aye. Nays: None. Motion carried.

4. Trustee Whittington moved and Trustee Payne seconded to approve the resignation of Candace Stanley as a full-time Administrative Assistant II in the Physical Plant Department, effective September 9, 2022, and grant permission to advertise to fill the vacated position, as needed. On roll call, Trustees Anthony DeFilippo, Vincent Lockett, Vivian Payne, Janet Rogers, Joseph Whittington, Chairman Terry Wells and Student Trustee Fatima Serrato voted aye. Nays: None. Motion carried.

5. Trustee Payne moved and Trustee Whittington seconded to approve the resignation of Jamie Turner as a grant-funded Workforce Partnership Coordinator (WEI), effective September 2, 2022, and grant permission to fill the vacated, grant-funded position. On roll call, Trustees Anthony DeFilippo, Vincent Lockett, Vivian Payne, Janet Rogers, Joseph Whittington, Chairman Terry Wells and Student Trustee Fatima Serrato voted aye. Nays: None. Motion carried.

B. Appointments

1. Trustee DeFilippo moved and Student Trustee Serrato seconded to approve the appointment of Denise Kelly as a full-time Switchboard Attendent I in the Information Technology Department, effective September 12, 2022, pending successful completion of a criminal background investigation, and grant permission to advertise to fill the vacated position, as needed. On roll call, Trustees Anthony DeFilippo, Vincent Lockett, Vivian Payne, Janet Rogers, Joseph Whittington, Chairman Terry Wells and Student Trustee Fatima Serrato voted aye. Nays: None. Motion carried.

VIII. CLOSED SESSION

At 7:30 p.m., on a motion made by Trustee Rogers and seconded by Trustee Payne, the Board of Trustees entered into closed session for the discussion of the hiring, discipline, performance and compensation of certain personnel, dismissal of specific volunteers, dismissal of specific independent contractors, matters of collective bargaining, acquisition of real property, and matters of pending, probable, or imminent litigation. On roll call, Trustees Anthony DeFilippo, Vincent Lockett, Vivian Payne, Janet Rogers, Joseph Whittington, Chairman Terry Wells and Student Trustee Fatima Serrato voted aye. Nays: None. Motion carried.

The Board of Trustees resumed open session at 8:40 p.m. on a motion made by Trustee Rogers and seconded by Trustee Payne. On roll call, Trustees Anthony DeFilippo, Vincent Lockett, Vivian Payne, Janet Rogers, Joseph Whittington, Chairman Terry Wells and Student Trustee Fatima Serrato voted aye. Nays: None. Motion carried.

IX. MISCELLANEOUS

There was none.

X. ADJOURNMENT

At 8:41 p.m., Trustee Rogers moved and Trustee Payne seconded to adjourn the Board of Trustees meeting. On roll call, Trustees Anthony DeFilippo, Vincent Lockett, Vivian Payne, Janet Rogers, Joseph Whittington, Chairman Terry Wells and Student Trustee Fatima Serrato voted aye. Nays: None. Motion carried.

Chairman of the Board

Secretary of the Board

New Business



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST Agenda Item FY23-VI.A

For Board Information in October, 2022.

For Board Action in October, 2022.

Board Committee:

- Policy
- Finance
- Architectural
- Other

Funding:

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

- Grant Funded
- Student Life
- Special Levies

PROPOSAL SUMMARY

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 August 31, 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

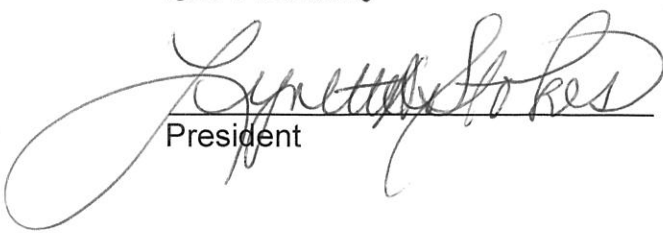
Approvals



Interim-Treasurer



Vice-President



President

SOUTH SUBURBAN COLLEGE
South Holland, Illinois

To: Board of Trustees
 From: Pat Rush
 Date: October 4, 2022
 Subject: Financial Report For The Period Ending August 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>
\$2,922,370.59	\$5,122,380.42
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$2,889,292.08	\$5,024,227.65

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

<u>Monthly Revenue</u>	<u>Year to Date Revenue</u>
\$4,291,085.88	\$7,001,938.66
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$4,276,239.24	\$6,898,974.87
<u>Net Monthly Position</u>	<u>Year to Date Net Position</u>
\$14,846.64	\$102,963.79

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

<u>Total Investments</u>	<u>Average Rate of Return</u>	<u>Basis Point Change from Last Month</u>
\$11,517,784.35	1.53%	63

SOUTH SUBURBAN COLLEGE
South Holland, Illinois

	Revenue Educational	Revenue O&M	Monthly Total
July	\$1,998,158.25	\$201,851.58	\$2,200,009.83
August	\$2,715,852.48	\$206,518.11	\$2,922,370.59
September			\$0.00
October			\$0.00
November			\$0.00
December			\$0.00
January			\$0.00
February			\$0.00
March			\$0.00
April			\$0.00
May			\$0.00
June			\$0.00
YTD	\$4,714,010.73	\$408,369.69	\$5,122,380.42

	Expenditures Educational	Expenditures O&M	Monthly Total
July	\$1,956,140.80	\$178,794.77	\$2,134,935.57
August	\$2,524,642.13	\$364,649.95	\$2,889,292.08
September			\$0.00
October			\$0.00
November			\$0.00
December			\$0.00
January			\$0.00
February			\$0.00
March			\$0.00
April			\$0.00
May			\$0.00
June			\$0.00
YTD	\$4,480,782.93	\$543,444.72	\$5,024,227.65

SOUTH SUBURBAN COLLEGE
South Holland, Illinois

	Revenues All Funds	Expenditures All Funds	Monthly Total
July	\$2,710,852.78	\$2,622,735.63	\$88,117.15
August	\$4,291,085.88	\$4,276,239.24	\$14,846.64
September			\$0.00
October			\$0.00
November			\$0.00
December			\$0.00
January			\$0.00
February			\$0.00
March			\$0.00
April			\$0.00
May			\$0.00
June			\$0.00
YTD	\$7,001,938.66	\$6,898,974.87	\$102,963.79

	Investment Total	Average Rate of Return	Basis Point Change from Last Month
July	\$11,282,727.56	0.90%	(8)
August	\$11,517,784.35	1.53%	63
September			
October			
November			
December			
January			
February			
March			
April			
May			
June			

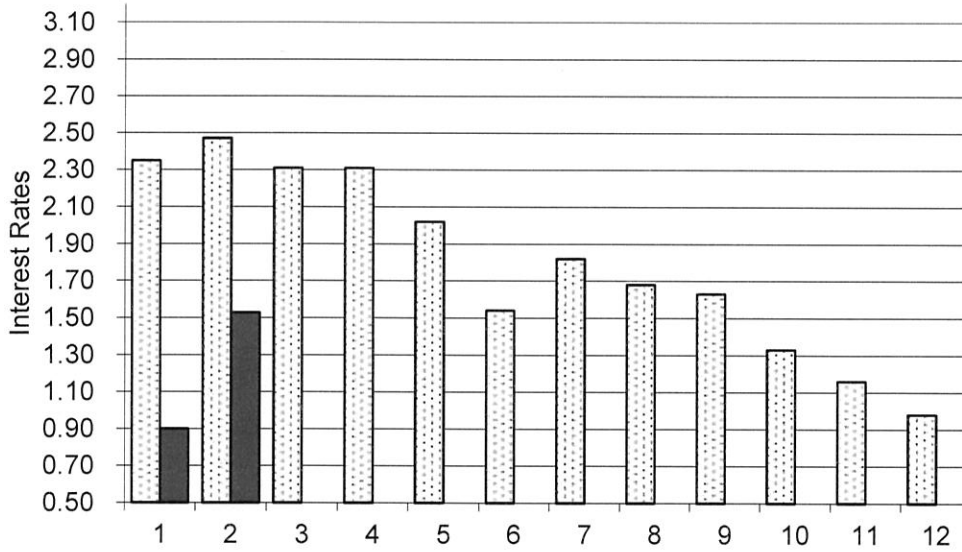
SOUTH SUBURBAN COLLEGE

Investment		Page 4	Page 6	Total	Percent to Total
10	U. S. Government Securities	0.00	0.00	0.00	0%
20	Time Deposits	0.00	0.00	0.00	0%
30	Commercial Paper	0.00	0.00	0.00	0%
40	Mutual Funds	0.00	0.00	0.00	0%
50	Illinois Funds	7,012,079.41	0.00	7,012,079.41	61%
###	Repurchase Agreements	0.00	0.00	0.00	0.00
###	Other	4,505,704.94	0.00	4,505,704.94	0.39
	Total	11,517,784.35	0.00	11,517,784.35	100%
	Average %	1.53			

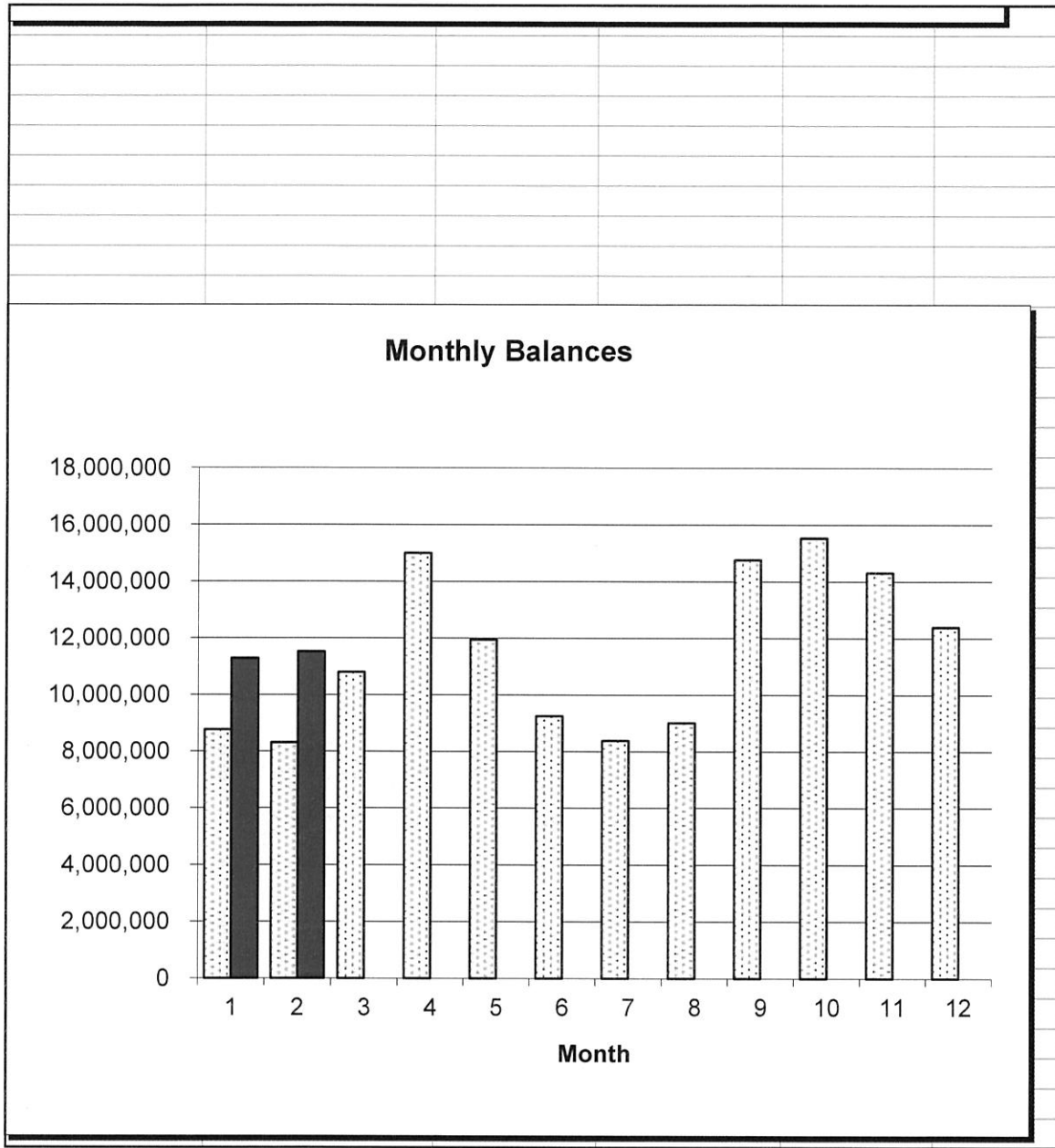
South Suburban College

Investment Summary				
	F Y 2021 - 2022		F Y 2022 - 2023	
Month	Month End Balance	Percent Return	Month End Balance	Percent Return
July	8,766,136	2.35	11,282,728	0.90
August	8,308,926	2.47	11,517,784	1.53
September	10,793,195	2.31		
October	15,000,699	2.31		
November	11,950,642	2.02		
December	9,252,590	1.54		
January	8,382,934	1.82		
February	9,015,324	1.68		
March	14,764,583	1.63		
April	15,529,366	1.33		
May	14,311,517	1.16		
June	12,390,395	0.98		

Interest Rates



South Suburban College





SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY23-VI.B

Board Meeting Date: October 13, 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

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ESTIMATED COST OR BENEFIT

[Empty box for estimated cost or benefit]

JUSTIFICATION OF ACTION



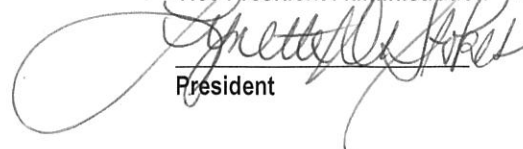
This action aligns with Strategic Direction 3.0; South Suburban College will ensure the financial, physical and technological resources necessary to support educational programs and promote continuous innovation and sustainability.

MOTION

Hereby authorize the Treasurer to pay the following list of bill:	
Education Fund	\$1,726,447.80
Operations & Maintenance Fund	\$367,986.17
Operation and Maintenance Fund Restricted	\$9,540.76
Auxiliary Enterprise Fund	\$53,995.87
Restricted Funds	\$563,767.58
Special Levies Fund	\$91,443.28
Audit Fund	\$70,500.00
Flex Plan Fund	\$2,668.24
Total	\$2,886,349.70

Approvals:

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


 Interim-Treasurer 10/11/22
 Date

 Vice President Administration 10/11/22
 Date

 President 10/14/22
 Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY23-VI.C

Board Meeting Date: October 13, 2022

BOARD COMMITTEE

FUNDING

- Policy
- Finance
- Architectural
- Other

- Operating
- College Capital
- Protection, Health and Safety

- Grant Funded
- Student Life
- Special Levies
- Other

PROPOSAL SUMMARY

To accept the bid of the lowest responsible bidder for the Air Conditioning System project (room 3251), utilizing the O&M Restricted Fund.

ESTIMATED COST OR BENEFIT

\$649,915.00

JUSTIFICATION OF ACTION

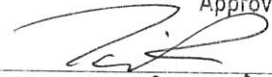
The action supports Strategic Direction #3, SSC 2.21; To provide an attractive safe, healthy, and welcoming learning environment for all students.

MOTION

To accept the bid of Chicago Heights Construction Company in the amount of \$649,915.00 for the Air Conditioning System project (room 3251), utilizing the O&M Restricted Fund

- * 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:


 Originator 9/22/22
Date


 Appropriate Dean/Vice President 9/27/22
Date


 President 9/28/22
Date

September 27, 2022

Mr. Justin Papp, Director of the Physical Plant
South Suburban College
15800 S. State St.
South Holland, IL 60473

Re: Room 3251 Air Conditioning System
Project No. 21-510-02

Dear Mr. Papp

Attached please find the Bid Tally sheet for the above referenced project. There were six contractors on the bid list three contractors submitted a bid.

There are two low bids that are relatively close. Integral Construction is lowest bidder and responded with a Minority/BEP participation of 3.8%.

Chicago Heights Construction is second lowest bidder and responded with a Minority/BEP participation of 54%.

The College attorney reviewed the matter and concluded the BEP participation could be considered in awarding the contract. Integral failed to demonstrate an adequate attempt toward compliance with the goal of 30% Minority/BEP participation and is considered non-responsive.

We recommend the project be awarded to the lowest responsive bidder, Chicago Heights Construction, Chicago Heights, IL in the Base Bid amount of \$649,915.00.

Please do not hesitate to call should you have any questions.

Respectfully submitted,

Planera Architects



Mario Planera, Architect

Enclosure: Bid Tally Sheet

Personnel



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY23-VII.A.1

Board Meeting Date: October 13, 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 that the Board of Trustees approve the retirement of Delfina Cuellar as a Custodian I in the Physical Plant Department, effective December 31, 2022, and grant permission to advertise to fill the vacated position, as needed.

ESTIMATED COST OR BENEFIT

N/A.

JUSTIFICATION OF ACTION

Please see the attached retirement letter from Delfina Cuellar. Replacement of this position 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 retirement of Delfina Cuellar as a Custodian I in the Physical Plant Department, effective December 31, 2022, and grant permission to advertise to fill the vacated position, as needed.

Approvals:

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

	10/11/22
Originator	Date
	10/11/22
Appropriate Vice President	Date
	10/11/22
Director of Human Resources	Date
	10/11/22
President	Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY23-VII.B.1

Board Meeting Date: October 13, 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 appoint Arturo Castillo as a full-time Admissions Assistant in the Admissions Office, effective October 17th, 2022.

ESTIMATED COST OR BENEFIT

This is a regular full-time position; 35 hours a week, 52 weeks per year with an annual salary of \$39,934, classified Grade VII in the Support Staff Salary Schedule.

JUSTIFICATION OF ACTION

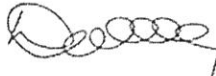
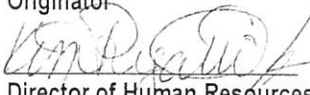
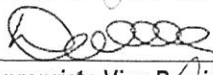
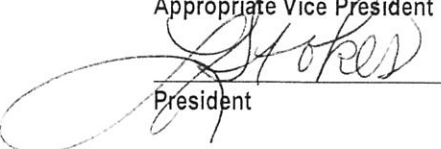
This action aligns with Strategic Direction 1.0; South Suburban College nurtures and empowers each student to succeed.

MOTION

Move that the Board of Trustees appoint Arturo Castillo as a full-time Admissions Assistant in the Admissions Office, effective October 17th, 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

	<u>9/23/22</u>
Originator	Date
	<u>9/26/22</u>
Director of Human Resources	Date
	<u>9/23/22</u>
Appropriate Vice President	Date
	<u>9/28/22</u>
President	Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY23-VII.B.2

Board Meeting Date: October 13, 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 that the Board of Trustees appoint Allison Stephan as a full-time Financial Aid Advisor in the Financial Aid Department, effective October 17th, 2022, pending successful completion of a criminal background investigation.

ESTIMATED COST OR BENEFIT

This is a regular full-time position; 35 hours a week, 52 weeks per year with an annual salary of \$41,805, classified Grade IX in the Support Staff Salary Schedule.

JUSTIFICATION OF ACTION

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

MOTION

Move that the Board of Trustees appoint Allison Stephan as a full-time Financial Aid Advisor in the Financial Aid Department, effective October 17th, 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

	9/23/22
Originator	Date
	10/4/22
Director of Human Resources	Date
	9/23/22
Appropriate Vice President	Date
	10/11/22
President	Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: _____

Board Meeting Date: October 13, 2022

BOARD COMMITTEE

- _____ Policy
- _____ Finance
- _____ Architectural
- _____ Other

FUNDING

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

PROPOSAL SUMMARY

Request that the Board of Trustees appoint Kye-Anne Wilborn as a full-time, grant funded, Director of Workforce Development in the Division of Extension Services and Workforce Development, effective October 19, 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 65,000.00 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 Kye-Anne Wilborn as a full-time, grant funded, Director of Workforce Development in the Division of Extension Services and Workforce Development, effective October 19, 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)

	10/05/2022
Originator	Date
	10-11-22
Director of Human Resources	Date
	10-5-2022
Appropriate Vice President	Date
	10-11-22
President	Date