

SOUTH SUBURBAN COLLEGE



January 12, 2023

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, JANUARY 12, 2023
6:50 PM

- I. Recommendation to authorize Administration to dispose of obsolete and/or broken equipment by selling it to the highest bidder



BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE
15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS
BOARD ROOM, SUITE 2248
REGULAR BOARD MEETING AGENDA
THURSDAY, JANUARY 12, 2023
7:00 PM

- I. **CALL TO ORDER/ROLL CALL**
- II. **PLEDGE OF ALLEGIANCE**
- III. **PUBLIC PARTICIPATION**
- IV. **PRESENTATIONS/REPORTS**
SSC Men's Bulldog Baseball Team (D. King/S. Ruzich)
- V. **APPROVAL OF MINUTES OF PREVIOUS MEETINGS**
 - A. Finance Committee held December 15, 2022
 - B. Regular Board Meeting held December 15, 2022
- VI. **NEW BUSINESS**
 - A. Monthly Financial Report (T. Hill)
 - B. Approval of the payment of bills for December, 2022 (T. Hill)
 - C. Approval to authorize Administration to dispose of obsolete and/or broken equipment by selling it to the highest bidder (P. Rush)
 - D. Approval to release the Closed Session minutes and destroy the Closed Session audio recordings in accordance with the Illinois Open Meetings Act. The written minutes of June 10, 2021, December 9, 2021, July 14, 2022 and September 8, 2022 shall be released. The written minutes of May 12, 2022 shall remain closed. The audio recordings of May 13, 2021 and June 10, 2021 are authorized to be destroyed. (P. Rush)
- 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**

BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE

15800 SOUTH STATE STREET, SOUTH HOLLAND, IL 60473

BOARD ROOM, ROOM 2248

MINUTES OF THE FINANCE COMMITTEE

WEDNESDAY, DECEMBER 14, 2022

Trustee Anthony DeFilippo called the meeting of the Finance Committee to order at 7:05 p.m.

Committee members present: Trustees Anthony DeFilippo, Vincent Locket and Secretary Janet Rogers.

Committee members absent: None.

Other Board members in attendance: Trustees Chairman Terry Wells, Vice Chairperson Vivian Payne, Trustee Joseph Whittington 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 Baness-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 adopt the resolution concerning the proposed 2022 tax levy of Community College District No. 510, South Suburban College of Cook County and Certificate of Tax Levy, as attached.

Trustee DeFilippo recommended the Board adopt the resolution concerning the proposed 2022 tax levy of Community District No. 510, South Suburban College of Cook County and Certificate of Tax Levy, as attached, at the regular Board of Trustees meeting.

II. Recommendation to adopt the resolution directing the Cook County Clerk to reduce the 2022 tax levy should it be capped under the Property Tax Extension Limitation Law

Trustee DeFilippo recommended the Board adopt the resolution directing the Cook County Clerk to reduce the 2022 tax levy should it be capped under the Property Tax Extension Limitation Law at the regular Board of Trustees meeting.

The meeting adjourned at 7:10 p.m.

BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE

15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS

BOARD ROOM, SUITE 2248

REGULAR BOARD MEETING MINUTES

WEDNESDAY, DECEMBER 14, 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 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 Kusper.

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 November 10, 2022

Trustee Payne moved and Trustee Lockett seconded to approve the minutes of the Finance Committee meeting held November 10, 2022. On roll call, Trustees Vincent Lockett, Vivian Payne, Janet Rogers and Chairman Terry Wells vote aye. Trustees Anthony DeFilippo, Joseph Whittington and Student Trustee Fatima Serrato passed. Motion carried.

C. Regular Board Meeting held November 10, 2022

Trustee Rogers moved and Trustee Payne seconded to approve the minutes of the regular Board of Trustees meeting held November 10, 2022. On roll call, Trustees Vincent Lockett, Vivian Payne, Janet Rogers and Chairman Terry Wells vote aye. Trustees Anthony DeFilippo, Joseph Whittington and Student Trustee Fatima Serrato passed. Motion carried.

VI. NEW BUSINESS

A. Monthly Financial Report

1 | December 14, 2022

Trustee Lockett moved and Trustee Whittington 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 November, 2022

Trustee DeFilippo moved and Trustee Whittington seconded to approve the bills payable for November, 2022 in the amount of \$3,799,448.04. 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 to adopt the resolution concerning the proposed 2022 tax levy of Community College District No. 510, South Suburban College of Cook County and certificate of tax levy, as attached

Trustee DeFilippo moved and Trustee Lockett seconded to adopt the resolution concerning the proposed 2022 tax levy of Community College District No. 510, South Suburban College of Cook County and Certificate of tax levy, as attached. On roll call, Trustees Anthony DeFilippo, Vincent Lockett, Vivian Payne, Janet Rogers, Joseph Whittington, Chairman Terry Wells and Student Trustee Fatima Serrato voted aye. Nays: None. Motion carried.

D. Approval to adopt the resolution directing the Cook County Clerk to reduce the 2022 tax levy should it be capped under the Property Tax Extension Limitation Law

Trustee DeFilippo moved and Trustee Lockett seconded to adopt the resolution directing the Cook county Clerk to reduce the 2022 tax levy should it be capped under the Property Tax Extension Limitation Law. 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.

E. Approval to adopt the proposed academic calendars for Fall 2024, Spring 2025 and Summer 2025

Trustee DeFilippo moved and Trustee Payne seconded to adopt the proposed academic calendars for Fall 2024, Spring 2025 and Summer 2025. 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.

F. Approval of the Board of Trustees Meeting Dates for Calendar Year 2023

Trustee Whittington moved and Trustee Rogers seconded to adopt the Board of Trustees Meeting Dates for calendar year 2023. 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. Memorandum of Understanding – South Suburban College Faculty Association Early Retirement Incentive

Trustee DeFilippo moved and Trustee Payne seconded to approve the Memorandum of Understanding between South Suburban Community College District No. 510 and the South Suburban College Faculty Association regarding the Early Retirement Incentive. 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. Memorandum of Understanding – South Suburban College Support Staff Association Early Retirement Incentive

Trustee Rogers moved and Trustee Whittington seconded to approve the Memorandum of Understanding between South Suburban Community College District No. 510 and the South Suburban College Support Staff Association regarding the Early Retirement Incentive. 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. Resignations/Retirements/Terminations

1. Trustee DeFilippo moved and Trustee Whittington seconded to approve the resignation of LaTonia Clark as a full-time Business Services Representative in the Workforce Development Department, effective November 14, 2022, and grant permission to advertise to fill the vacated grant-funded 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 Whittington moved and Trustee DeFilippo seconded to approve the resignation of Nathan Williams as a full-time Custodian I in the Physical Plant Department, effective November 1, 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 Payne moved and Trustee Lockett seconded to approve the resignation of Gina Mrozek as a full-time Instructor in the Mathematics & Computer Science Department, effective December 16, 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 DeFilippo moved and Trustee Whittington seconded to approve the resignation of Dr. Omar Sherriff as Dean of Allied Health and Career Programs, effective December 21, 2022, and grant permission to advertise to fill the vacated 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.

5. Trustee DeFilippo moved and Trustee Lockett seconded to approve the resignation of John Spehar as a full-time Director of Information Technology, effective December 31, 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.

D. Appointments

1. Trustee Lockett moved and Trustee Whittington seconded to approve the appointment of Vidal Lee as a full-time Custodian I (day shift) in the Physical Plant Department, effective January 3, 2023, pending successful completion of a criminal background investigation. 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 Whittington moved and Trustee Lockett seconded to approve the appointment of Donald Reed as a full-time Custodian I (evening shift) in the Physical Plant Department, effective January 3, 2023. 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 appointment of Alexis Gee as a full-time Financial Aid Technician in the Financial Aid Department, effective January 3, 2023. 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 DeFilippo moved and Trustee Rogers seconded to approve the appointment of Tracy Jones as a full-time, grant-funded Workforce Partnership Coordinator in the Workforce Equity Initiative Department, effective January 3, 2023, pending successful completion of a criminal background investigation. On roll call, Trustees Anthony DeFilippo, Vivian Payne, Janet Rogers, Joseph Whittington, Chairman Terry Wells and Student Trustee Fatima Serrato voted aye. Trustee Vincent Lockett abstained. Nays: None. Motion carried.

E. Approval to Create and Advertise

Trustee DeFilippo moved and Trustee Payne seconded to grant approval to create and advertise the full-time, grant-funded position of WEI Grant Assistant for the Workforce Equity Initiative Grant (WEI). 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

There was none.

IX. MISCELLANEOUS

There was none.

X. ADJOURNMENT

At 7:44 p.m., Trustee Lockett 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



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

For Board Information in January, 2023.

For Board Action in January, 2023.

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 November 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

Controller/Treasurer

Vice-President

President

SOUTH SUBURBAN COLLEGE
South Holland, Illinois

To: Board of Trustees
 From: Tyhani Hill
 Date: January 3, 2023
 Subject: Financial Report For The Period Ending November 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>
\$1,255,565.41	\$10,606,457.49
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$2,232,716.40	\$11,441,664.54

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>
\$2,655,565.41	\$16,029,018.47
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$2,904,603.68	\$16,319,118.13
<u>Net Monthly Position</u>	<u>Year to Date Net Position</u>
(\$249,038.27)	(\$290,099.66)

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>
\$7,124,559.77	0.98%	24

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	\$1,989,812.41	\$197,814.54	\$2,187,626.95
October	\$1,851,437.71	\$189,447.00	\$2,040,884.71
November	\$1,194,655.50	\$60,909.91	\$1,255,565.41
December			\$0.00
January			\$0.00
February			\$0.00
March			\$0.00
April			\$0.00
May			\$0.00
June			\$0.00
YTD	\$9,749,916.35	\$856,541.14	\$10,606,457.49

	Expenditures Educational	Expenditures O&M	Monthly Total
July	\$1,956,140.80	\$178,794.77	\$2,134,935.57
August	\$2,521,642.13	\$364,649.95	\$2,886,292.08
September	\$1,806,843.05	\$367,827.88	\$2,174,670.93
October	\$1,633,560.63	\$379,488.93	\$2,013,049.56
November	\$1,919,032.60	\$313,683.80	\$2,232,716.40
December			\$0.00
January			\$0.00
February			\$0.00
March			\$0.00
April			\$0.00
May			\$0.00
June			\$0.00
YTD	\$9,837,219.21	\$1,604,445.33	\$11,441,664.54

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	\$3,127,845.61	\$3,096,876.85	\$30,968.76
October	\$3,243,668.79	\$3,418,662.73	(\$174,993.94)
November	\$2,655,565.41	\$2,904,603.68	(\$249,038.27)
December			\$0.00
January			\$0.00
February			\$0.00
March			\$0.00
April			\$0.00
May			\$0.00
June			\$0.00
YTD	\$16,029,018.47	\$16,319,118.13	(\$290,099.66)

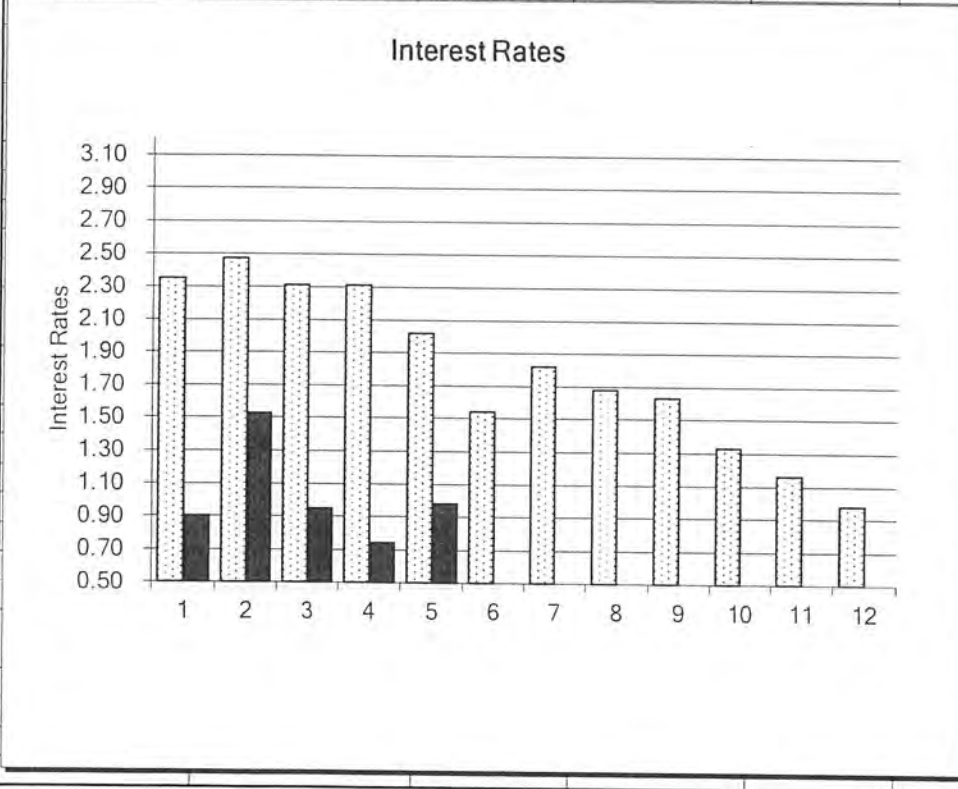
	Investment Total	Average Rate of Return	Basis Point Change from Last Month
July	\$11,282,727.56	0.90%	(8)
August	\$11,517,784.00	1.53%	63
September	\$9,217,656.85	0.95%	(58)
October	\$9,325,202.73	0.74%	(21)
November	\$7,124,559.77	0.98%	24
December			
January			
February			
March			
April			
May			
June			

SOUTH SUBURBAN COLLEGE

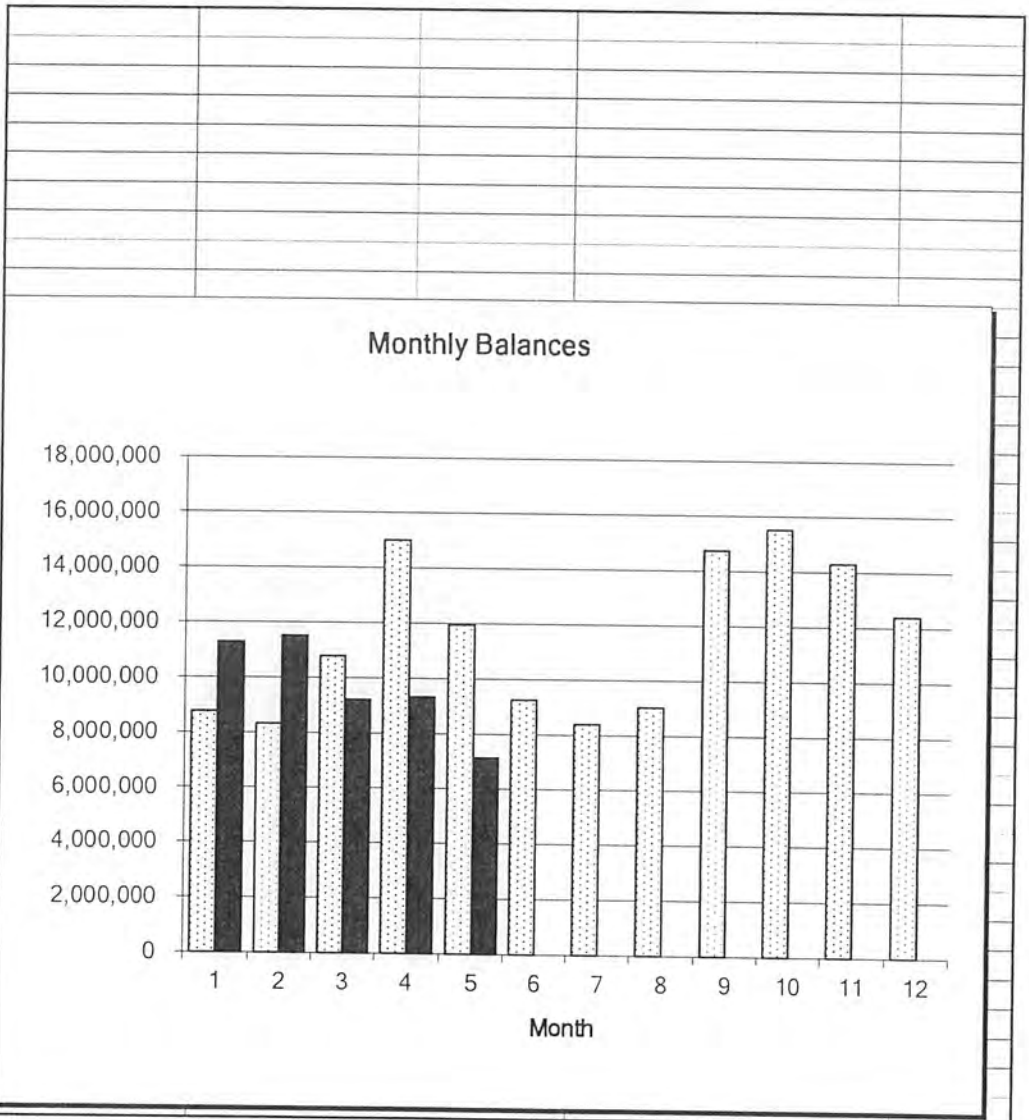
Description	Date	Fund 1 Educational	Fund 2 Opr. & Maint.	Fund 3 O&M Rst(300)	Fund 3 PH&S(379)
53 Investment account		4,414,817.49	0.00	0.00	0.00
PMA/I S D L A F + = ISDMAX		0.00	0.00	0.00	0.00
Illinois Funds		272,693.07	0.00	0.00	0.00
53 Contributory Trust		0.00	0.00	0.00	0.00
PFM Asset Management		2,202,336.69	0.00	0.00	0.00
IIIT Money Market/UMB		28,866.58	0.00	0.00	0.00
53 Financial Money Market		2,399,331.89	0.00	0.00	0.00
Totals	11/1/22	9,318,045.72	0.00	0.00	0.00
Transactions:					
Illinois Fund MM deposit from Comptroller	11/01/22	394,200.00			
Illinois Fund MM deposit from Comptroller	11/07/22	265,575.00			
Illinois Fund MM deposit from Comptroller	11/15/22	121,818.18			
Illinois Fund MM deposit from Comptroller	11/15/22	(925,000.00)			
Illinois Fund MM deposit from Comptroller	11/17/22	86,670.37			
Illinois Fund MM deposit from Comptroller	11/18/22	196,888.00			
Illinois Fund MM deposit from Comptroller	11/29/22	57,185.00			
Interest on Illinois Funds MM	11/30/22	1,701.22			
5/3 transfer from Investments to Cash	11/30/22	(2,400,000.00)			
Interest on 53 MM	11/30/22	319.27			
Ending Balance:		7,117,402.76	0.00	0.00	0.00
53 Investment account		4,414,817.49	0.00	0.00	0.00
PMA/I S D L A F + = ISDMAX		0.00	0.00	0.00	0.00
Illinois Funds		471,730.84	0.00	0.00	0.00
53 Contributory Trust		0.00	0.00	0.00	0.00
PFM Asset Management		2,202,336.69	0.00	0.00	0.00
IIIT Money Market/UMB		28,866.58	0.00	0.00	0.00
53 Financial Money Market		(348.84)	0.00	0.00	0.00
Totals	11/30/22	7,117,402.76	0.00	0.00	0.00

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	9,217,657	0.95
October	15,000,699	2.31	9,325,203	0.74
November	11,950,642	2.02	7,124,560	0.98
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		



South Suburban College





SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY23-VI.B

Board Meeting Date: January 12, 2023

BOARD COMMITTEE

FUNDING

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

PROPOSAL SUMMARY

[Empty box for proposal summary]

ESTIMATED COST OR BENEFIT

[Empty box for estimated cost or benefit]

JUSTIFICATION OF ACTION

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

MOTION

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

Education Fund	\$2,327,729.92
Operations & Maintenance Fund	\$397,241.91
Operation and Maintenance Fund Restricted	\$450.00
Auxiliary Enterprise Fund	\$186,516.74
Restricted Funds	\$2,486,642.29
Special Levies Fund	\$108,071.27
Audit Fund	\$7,600.00
Flex Plan Fund	\$3,195.63
Total	\$5,517,447.76

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

[Signature]
 Controller/Treasurer 1-6-23
 Date

[Signature]
 Vice President Administration 1/4/23
 Date

[Signature]
 President 01-05-2023
 Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY23-VI.C

Board Meeting Date: January 12, 2023

BOARD COMMITTEE

- Policy
- Finance
- Architectural
- Other

FUNDING

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

PROPOSAL SUMMARY

Board Policy 304.01 directs the Administration to dispose of obsolete and/or broken equipment by selling it to the highest bidder.

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION

This action is needed to clear College storage areas of obsolete and/or broken equipment. This action supports Strategic Direction SSC.2.17, to continue to provide an efficient, transparent, and financially secure institution.

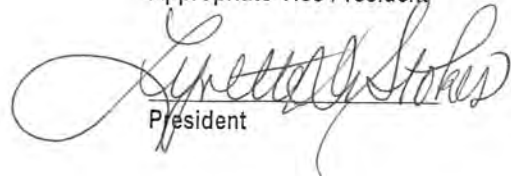
MOTION

Move to declare the attached list of property surplus, and authorize the Administration to dispose of same as per Board Policy 304.01.

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


 Appropriate Vice President 12/16/22
 Date


 President 01/05/2023
 Date

Items for Surplus - November 2022

Manufacturer	Model #	Quantity	Item	Condition	Purchase Price	Location/Contact Person
Apple	M7824LL/A (EMC 1810)	1	Computer: Power Mac G4 M7824LL/A (EMC 1810). 400 mHz, 1 MB Cache, 128MB SDRAM, 20 GB hard drive. Year of purchase: 1999	Works	\$2,000.00	PAC Women's Dressing Room Ellie Shunko
Royal Sovereign International	RBC-3100	1	Bill Counter	Works		PAC Women's Dressing Room Ellie Shunko / Joanna Tassin
Brandt, Inc.	Model 747	1	Coin Counter and Packager	Works		PAC Women's Dressing Room Ellie Shunko / Joanna Tassin
N/A	N/A	1	Tubes for counted coins, various denominations	Works		PAC Women's Dressing Room Ellie Shunko / Joanna Tassin
Tracsystems	AVS III	1	Print card machine	Needs Repair	\$4,484.00	Library
Tracsystems	AVS III	1	Print card machine	Needs Repair	\$4,484.00	Purchasing Office
Tracsystems	AVS III	1	Print card machine	Needs Repair	\$4,484.00	Purchasing Office
Tracsystems	AVS III	1	Print card machine	Works	\$4,484.00	Fishbowl
Tracsystems	AVS III	1	Print card machine	Works	\$4,484.00	OFC
Cartadis	TC4N	1	Print card reader	Obsolete		Library
Cartadis	TC4N	1	Print card reader	Obsolete		Purchasing Office
Cartadis	TCRS	4	Print card reader	Obsolete		Purchasing Office
Cartadis	TC4	1	Print card reader	Obsolete		Purchasing Office
Citizen	CBM910	2	(2) Dot Matrix Printer	Obsolete		Purchasing Office
Sharp	EL-1197G III	1	Receipt Printer	Works/needs ink		Library Storage Room
Sharp	EL-1197G III	1	Receipt Printer	Works/needs ink		Library Storage Room
NEC Auto Color		1	TV	Obsolete		Library Storage Room
Sony		1	TV	Works/Obsolete		Mariah x2416
Samsung		1	VCR	Obsolete		Mariah x2416
Samsung		1	Computer Monitor			Mariah x2416
Brother	ML100 Standard	1	Typewriter	Obsolete		Library Storage Room
MPC		1	Computer Keyboard			Mariah x2416
Virco Marset	9100	7	Chairs	Good		AAC
Virco	M9616	2	Chairs	Good		AAC
		2	Medium Tables	Good		Library
		1	Podium	Good		Library
		1	Gray Office Chair	Good		Library
		1	Blue Office Chair	Good		Library
Nasco		65	Mono Ocular Microscopes	Fair		J Allen X2364 (donation UIC)
American		40	Mono Ocular Microscopes	Fair		J Allen X2364 (donation UIC)
Swift	M3500D	30	Mono Ocular Microscopes	Fair		J Allen X2364 (donation UIC)
Bausch & Lomb		15	Bi-Ocular Microscopes	Fair		J Allen X2364 (donation UIC)
		1	Autoclave	Fair		Janice Allen X2364
Fischer Scientific	6101	2	Hot Plates	Fair		Janice Allen X2364
		2	Spectrophoto Meters	Fair		Janice Allen X2364
		8	2 drawer file cabinets			Physical Plant
		1	4 drawer file cabinets			Physical Plant
		1	3 tier metal shelf			Physical Plant
		7	4 tier metal shelf			Physical Plant
		1	5 tier metal shelf			Physical Plant
		4	Metal desk			Physical Plant
		2	Metal desk with credenza			Physical Plant

		1	4x6 table			Physical Plant
		1	2x4 table			Physical Plant
		1	2x3 table			Physical Plant
		1	3x6 table			Physical Plant
		1	Study Carrel			Physical Plant
		1	2 door red wooden cabinet			Physical Plant
Sharp	FO-2600	1	Fax Machine	Not Working		Janice Allen X2364
Panasonic	RQ-L31	1	Cassette Recorder	Obsolete		Purchasing Office
IBM	Wheelwriter 1000	1	Typewriter	Works		Purchasing Office
		1	Typewriter Stand	Good		Purchasing Office
		3	(3) AC Adapter	Excellent		Purchasing Office
1993	Dodge	1	Caravan	Runs-Poor Condition		Physical Plant

All Money Counting Equipment is for surplus auction. Some items are on a cart.
Additional items are on the counter in the Women's Dressing Room. We do not need the cart returned.



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY23-VI.D

Board Meeting Date: January 12, 2023

BOARD COMMITTEE

FUNDING

- Policy
Finance
Architectural
Other

- Operating
College Capital
Protection, Health and Safety

- Grant Funded
Student Life
Special Levies

PROPOSAL SUMMARY

Move to grant approval to release closed session minutes and destroy closed session audio tapes in accordance with the Illinois Open Meetings Act. The written minutes of June 10, 2021, December 9, 2021, July 14, 2022 and September 8, 2022 shall be released. The written minutes of May 12, 2022 shall remain closed. The audio recordings of May 13, 2021 and June 10, 2021 are authorized to be destroyed.

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION

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

MOTION

Move to grant approval to release closed session minutes and destroy closed session audio tapes in accordance with the Illinois Open Meetings Act. The written minutes of June 10, 2021, December 9, 2021, July 14, 2022 and September 8, 2022 shall be released. The written minutes of May 12, 2022 shall remain closed. The audio recordings of May 13, 2021 and June 10, 2021 are authorized to be destroyed.

- * 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

Approvals:

Signatures and dates for Approvals: Appropriate Vice President (1/4/23) and President (01-05-2023)



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY23-VII.A.1

Board Meeting Date: January 3, 2023

BOARD COMMITTEE

- Policy
- Finance
- Architectural
- Other

FUNDING

- | | |
|--|---|
| <input type="checkbox"/> Operating | <input type="checkbox"/> Grant Funded |
| <input type="checkbox"/> College Capital | <input type="checkbox"/> Student Life |
| <input type="checkbox"/> Protection, Health and Safety | <input type="checkbox"/> Special Levies |

PROPOSAL SUMMARY

Move to approve the retirement of David Stephenson as a full-time Web and Media Developer in the Communication Services Department, effective June 30, 2023, and grant permission to advertise to fill the vacated position, as needed.

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION

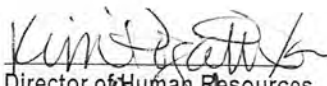
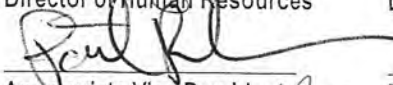
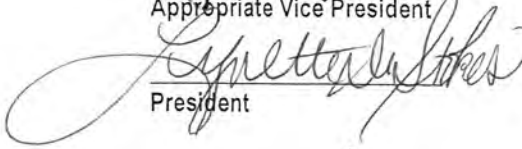
Please see the attached retirement letter from David Stephenson. Replacement of this position supports Strategic Direction 3.0; South Suburban College will ensure the financial, physical and technological resources necessary to support educational programs and promote continuous innovation and sustainability.

MOTION

Move to approve the retirement of David Stephenson as a full-time Web and Media Developer in the Communication Services Department, effective June 30, 2023, 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>11.5/23</u>
Director of Human Resources	Date
	<u>1/4/23</u>
Appropriate Vice President	Date
	<u>01-05-2023</u>
President	Date

December 2, 2022

The Board of Trustees
South Suburban College
South Holland, IL 60473

Dear Board of Trustees:

Please accept this letter as my intent to retire from South Suburban College as Web and Media Developer effective June 30, 2023, under the terms and conditions outlined in the Support Staff Contract Article **XXIII**, Section 23.1 pertaining to the SSC Retirement Plan Benefits.

I am grateful for the opportunities that my employment has provided me and my family for the past 21 years. Working for Pat Rush, Lisa Miller and George Pettit have been the most fulfilling years of my career. I leave here knowing that I have done my part to show South Suburban College as a creditable institute of higher learning and a pillar in the community.

I have met some wonderful people here and will think of them often.

Thank you for the opportunity of working for South Suburban College.

Sincerely,

A handwritten signature in black ink that reads "David Stephenson". The signature is written in a cursive, flowing style.

David Stephenson (Class of 2002)

cc: Dr. Lynette Stokes
Patrick Rush
George Pettit
Kim Pigatti
Shannon Smith



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY23-VII.A.2

Board Meeting Date: January 12, 2023

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 resignation of Amy Babinec as a full-time Instructor in the Art & Design Department, effective December 28, 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 Amy Babinec. Replacement of this position aligns with Strategic Direction 1.1; Increase student retention, progression, persistence, and completion.

MOTION

Move that the Board of Trustees approve the resignation of Amy Babinec as a full-time Instructor in the Art & Design Department, effective December 28, 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

	1/4/23
Originator	Date
	1/5/23
Director of Human Resources	Date
	1/4/23
Appropriate Vice President	Date
	01-05-2023
President	Date

2541 Greeley Ave.
Evanston, IL 60201
December 28, 2022

Dr. Anna Helwig
Dean, Arts and Sciences
South Suburban College
15800 S. State St.
South Holland, IL 60473

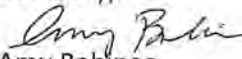
Dear Dean Helwig,

I write this letter to inform you that I am resigning my position as Instructor of Art at South Suburban College, effective immediately. Please consider this my formal resignation letter.

I will truly miss the amazing colleagues I have worked with at South Suburban College, as well as the wonderful students. I am honored to have received the opportunity to grow and learn with you, Dr. Williams, Dr. Stokes, and the faculty and staff.

I appreciate the support and encouragement you have offered me over the years. Thank you so much for your assistance and attention to this matter. I wish you and my colleagues the best of success, and I hope we will remain in touch. I can always be contacted at amy.babinec@gmail.com or 312-543-2308.

Sincerely,


Amy Babinec



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY23-VII.A.3

Board Meeting Date: January 12, 2023

BOARD COMMITTEE

- Policy
- Finance
- Architectural
- Other

FUNDING

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

PROPOSAL SUMMARY

Request the Board of Trustees approve the resignation of Lorena Del Valle, full-time Youth Career Coach in the Workforce Development Department, effective December 21, 2022, and grant permission to advertise and fill the vacated grant funded position as needed.

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION

Please see the attached letter from Lorena Del Valle. Replacement of this position will assist in continuing to provide Career Coaching services to youth participants. Strategic Direction 4.6: Coordinate partnerships between career programs and community employers to bridge skill gaps.

MOTION

Move that the Board of Trustees approve the resignation of Lorena Del Valle, full-time Youth Career Coach in the Workforce Development Department, effective December 21, 2022, and grant permission to advertise and fill the vacated grant funded position as needed.

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

Approvals:

	12/13/2022
Originator	Date
	1/5/23
Director of Human Resources	Date
	12-15-22
Appropriate Vice President	Date
	01-05-2023
President	Date

Lorena Del Valle
12026 S. Kildare Avenue
Alsip, IL 60803

December 8, 2022

Ms. Brianna Wells
Manager of Workforce Development
South Suburban College
Workforce Development
16333 S. Kilbourn Ave.
Oak Forest, IL 60452

Ms. Wells,

I hope this letter finds you well, as per our conversation yesterday, I have accepted another opportunity, which is closer to my home. My last day is Wednesday, December 21st, 2022.

I have enjoyed working with the South Suburban College WIOA Team and will miss them dearly. I wish the South Suburban College team all the best with their future WIOA goals.

Sincerely,

Lorena Del Valle

A handwritten signature in black ink that reads "Lorena Del Valle". The signature is written in a cursive style with a large, flowing "L" and "V".



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY23-VII.A.4

Board Meeting Date: January 12, 2023

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 termination of Marilyn Wells, Librarian in the Library Department effective January 13, 2023, and grant permission to advertise and fill the vacated position as needed.

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION

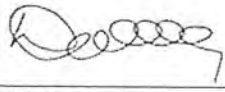
This action aligns with Strategic Direction 1.0; South Suburban College nurtures and empowers each student to succeed.

MOTION

Move that the Board of Trustees approve the termination of Marilyn Wells, Librarian in the Library Department effective January 13, 2023, and grant permission to advertise and fill the vacated position as needed.

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)


 Originator 12/21/22
 Date Date

 Director of Human Resources 1/5/23
 Date Date

 Appropriate Vice President 12/21/22
 Date Date

 President 01-05-2023
 Date Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY23-VII.A.5

Board Meeting Date: January 12, 2023

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 termination of Marcus Smith as a full-time Night Operations Manager in the Physical Plant Department, effective January 13, 2023, and grant permission to advertise and fill the vacated position as needed.

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION


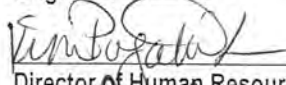
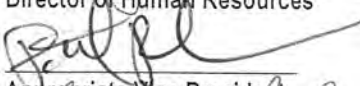
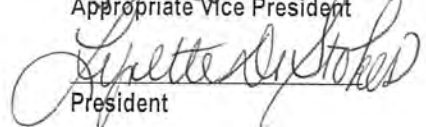
This action aligns with Strategic Direction 3.0; South Suburban College will ensure the financial, physical and technological resources necessary to support educational programs and promote continuous innovation and sustainability.

MOTION

Move that the Board of Trustees approve the termination of Marcus Smith as a full-time Night Operations Manager in the Physical Plant Department, effective January 13, 2023, and grant permission to advertise and 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>1/5/23</u>
Originator	Date
	<u>1/5/23</u>
Director of Human Resources	Date
	<u>1/4/23</u>
Appropriate Vice President	Date
	<u>01-05-2023</u>
President	Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY23-VII.B.1

Board Meeting Date: 01/12/2023

BOARD COMMITTEE

FUNDING

- Policy
- Finance
- Architectural
- Other

- Operating
- College Capital
- Protection, Health and Safety

- Grant Funded
- Student Life
- Special Levies

PROPOSAL SUMMARY

Request that the Board of Trustees appoint Shannon Cornell Gordon as Network Specialist in the Network Systems Department, effective January 17, 2023, and grant permission to advertise to fill the vacated position, as needed.

ESTIMATED COST OR BENEFIT

This is a Grade XIII position on the Support Staff Salary Schedule. This is a full-time position, 35 hours a week, 52 weeks per year, with a beginning annual salary of \$51,233 plus benefits.

JUSTIFICATION OF ACTION


Replacement of position is necessary to install, configure, and troubleshoot SSC computer networks. This position will assist in the process to modernize all classrooms, labs and other areas utilized by students, faculty and staff as set forth by the college's master facilities plan. This position will also assist in a plan to access and improve technology support systems that advance student learning. (Strategic Direction 2, SSC 2.19 and SSC 2.20)

MOTION

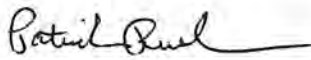
Move that the Board of Trustees appoint Shannon Cornell Gordon as Network Specialist in the Network Systems Department effective January 17, 2023 and grant permission to advertise to fill the vacated position, as needed.

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 1/5/23
 Date


 Director of Human Resources 1/5/23
 Date


 Appropriate Vice President 1/5/23
 Date


 President 01-05-2023
 Date