

SOUTH SUBURBAN COLLEGE



March 16, 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
BOND ISSUE NOTIFICATION ACT (BINA) HEARING
THURSDAY, MARCH 16, 2023
6:40 PM

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. PUBLIC PARTICIPATION
- IV. NEW BUSINESS
 - A. Conduct a public hearing concerning the intent of the Board to issue funding bonds to support the Allied Health & Nursing Center and capital projects not to exceed \$10,400,000
- V. CLOSED SESSION

The Board to consider meeting in Closed Session for the discussion of the sale or purchase of securities, investments, or investment contracts.
- VI. MISCELLANEOUS
- VII. ADJOURNMENT



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, MARCH 16, 2023
6:50 PM

- I. Recommendation to accept the proposal of CA Management in the amount of \$65,000 plus upgrades for the Bus Conversion to a Mobile Barber Shop, utilizing Workforce Equity initiative (WEI) grant funds.
- II. Recommendation to approve the book fees proposed for specific courses to allow digital delivery of instructional materials beginning with the Fall 2023 Semester
- III. Recommendation to adopt the resolution of intent not to exceed \$10,400,000 in funding bonds to support the Allied Health & Nursing Center and capital projects



BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE
15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS
BOARD ROOM, SUITE 2248
REGULAR BOARD MEETING AGENDA
THURSDAY, MARCH 16, 2023
7:00 PM

- I. **CALL TO ORDER**
- II. **PLEDGE OF ALLEGIANCE**
- III. **PUBLIC PARTICIPATION**
- IV. **PRESENTATIONS/REPORTS**
 - A. Induction of SSC Men's Basketball Coach John Pigatti into the NJCAA Region IV Hall of Fame (D. King)
- V. **APPROVAL OF MINUTES OF PREVIOUS MEETINGS**
 - A. Audit Committee Meeting held February 9, 2023
 - B. Finance Committee Meeting held February 9, 2023
 - C. Regular Board Meeting held February 9, 2023
 - D. Closed Session Meeting held February 9, 2023
- VI. **NEW BUSINESS**
 - A. Monthly Financial Report (T. Hill)
 - B. Approval of the payment of bills for February, 2023 (T. Hill)
 - C. Approval to accept the proposal of CA Management in the amount of \$65,000 plus upgrades for the Bus Conversion to a Mobile Barber Shop, utilizing Workforce Equity initiative (WEI) grant funds. (A. DeFilippo)
 - D. Approval of the book fees proposed for specific courses to allow digital delivery of instructional materials beginning with the Fall 2023 Semester (A. DeFilippo)
 - E. Approval to adopt the resolution of intent not to exceed \$10,400,000 in funding bonds to support the Allied Health & Nursing Center and capital projects (A. DeFilippo)
- VII. **PERSONNEL RECOMMENDATIONS**
 - A. Plant Operations Reorganization Plan
 - B. Retirements/Resignations/Terminations
 - C. Appointments
 - D. Create and Advertise Grant-funded Position
 - E. Memorandum of Understanding – Mr. Anthony Todd
 - F. Memorandum of Understanding – Mr. Raymond Vogel
 - G. College President's Contract
- 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 SOUTH STATE STREET, SOUTH HOLLAND, IL 60473
BOARD ROOM, ROOM 2248
MINUTES OF THE AUDIT COMMITTEE
THURSDAY, FEBRUARY 9, 2023

Trustee Joseph Whittington called the meeting of the Audit Committee to order at 7:06 p.m.

Committee members present: Trustees Joseph Whittington, Anthony DeFilippo, and Vincent Lockett.

Committee members absent: None.

Other Board members in attendance: Chairman Terry Wells, Vice Chairperson Vivian Payne, and Secretary Janet Rogers. Trustee Prince Reed entered the meeting at 7:10 p.m.

Other Board members absent: Student Trustee Fatima Serrato.

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 accept the Comprehensive Annual Financial Audit Report, Internal Controls over Financial Reporting and Professional Standards (SAS 114) as presented by Crowe, LLP, for the fiscal year ended June 30, 2022.

Trustee Whittington recommended that the Board accept the Comprehensive Annual Financial Audit Report, Internal Controls over Financial Reporting and Professional Standards (SAS 114) as presented by Crowe, LLP, for the fiscal year ended June 30, 2022 at the Regular Board of Trustees meeting.

II. Recommendation to accept the OMB Circular A-133 Audit Report for the fiscal year ended June 30, 2022, as presented, at the Regular Board of Trustees meeting.

Trustee Whittington recommended the Board accept the OMB Circular A-133 Audit Report for the fiscal year ended June 30, 2022, as presented, at the Regular Board of Trustees meeting.

III. Recommendation to appoint the firm Crowe, LLP to conduct an audit of the college financial statements and the Single Audit of Federal Funds for the fiscal year ending June 30, 2023.

Trustee Whittington recommended the Board appoint the firm Crowe, LLP to conduct an audit of the college financial statements and the Single Audit of Federal Funds for the fiscal year ending June 30, 2023 at the Regular Board of Trustees meeting.

The meeting adjourned at 7:15 p.m.

BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE
15800 SOUTH STATE STREET, SOUTH HOLLAND, IL 60473
BOARD ROOM, ROOM 2248
MINUTES OF THE FINANCE COMMITTEE
THURSDAY, FEBRUARY 9, 2023

Trustee Anthony DeFilippo called the meeting of the Finance Committee to order at 7:15 p.m.

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

Committee members absent: None.

Other Board members in attendance: Chairman Terry Wells, Vice Chairperson Vivian Payne, and Trustees Prince Reed and Joseph Whittington.

Other Board members absent: Student Trustee Fatima Serrato.

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 approve the resolution for the issue of not to exceed \$10,100,000 of debt certificates of Community College District No. 510 for the purpose of financing certain capital projects (Allied Health and Nursing Center), providing for the repayment of the debt certificates and providing for the sale of the debt certificates to the purchase thereof.

Trustee DeFilippo recommended the Board approve the resolution for the issue of not to exceed \$10,100,000 of debt certificates of Community College District No. 510 for the purpose of financing certain capital projects (Allied Health and Nursing Center), providing for the repayment of the debt certificates and providing for the sale of the debt certificates to the purchase thereof at the Regular Board of Trustees meeting.

The meeting adjourned at 7:25 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, FEBRUARY 9, 2023

I. CALL TO ORDER & ROLL CALL:

At 7:27 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, Prince Reed, Joseph Whittington.

Absent: Student Trustee Fatima Serrato.

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

A presentation to honor Lady Bulldogs Soccer Team was delivered to the Board of Trustees.

V. PREVIOUS MEETING MINUTES

A. Finance Committee Meeting held January 12, 2023

Trustee DeFilippo moved and Trustee Whittington seconded to approve the minutes of the Finance Committee meeting held January 12, 2023. On roll call, Trustees Anthony DeFilippo, Vincent Lockett, Vivian Payne, Prince Reed, Janet Rogers, Joseph Whittington, and Chairman Terry Wells vote aye. Motion carried.

B. Regular Board Meeting held January 12, 2023

Trustee Whittington moved and Trustee Rogers seconded to approve the minutes of the Regular Board of Trustees meeting held January 12, 2023. On roll call, Trustees Anthony DeFilippo, Vincent Lockett, Vivian Payne, Prince Reed, Janet Rogers, Joseph Whittington, and Chairman Terry Wells vote aye. Motion carried.

C. Closed Session Meeting held January 12, 2023

Trustee Rogers moved and Trustee Whittington seconded to approve the Closed Session meeting held January 12, 2023. On roll call, Trustees Anthony DeFilippo, Vincent Lockett, Vivian Payne, Prince Reed, Janet Rogers, Joseph Whittington, and Chairman Terry Wells vote aye. Motion carried.

VI. NEW BUSINESS

A. Monthly Financial Report

Trustee DeFilippo moved and Trustee Payne seconded to accept the Monthly Financial Report as presented by Treasurer Tyhani Hill. On roll call, Trustees Anthony DeFilippo, Vincent Lockett, Vivian Payne, Prince Reed, Janet Rogers, Joseph Whittington, and Chairman Terry Wells vote aye. Motion carried.

B. Bills Payable for January 2023

Trustee Rogers moved and Trustee Reed seconded to approve the bills payable for January, 2023 in the amount of \$2,938,912.53. On roll call, Trustees Anthony DeFilippo, Vincent Lockett, Vivian Payne, Prince Reed, Janet Rogers, Joseph Whittington, and Chairman Terry Wells vote aye. Motion carried.

C. Approval to accept the Comprehensive Annual Financial Audit Report, Internal Controls over Financial Reporting and Professional Standards (SAS 114) as presented by Crowe, LLP for the fiscal year ended June 30, 2022, as presented

Trustee Whittington moved and Trustee Lockett seconded to accept the Comprehensive Annual Financial Audit Report, Internal Controls over Financial Reporting and Professional Standards (SAS 114) as presented. On roll call, Trustees Anthony DeFilippo, Vincent Lockett, Vivian Payne, Prince Reed, Janet Rogers, Joseph Whittington, and Chairman Terry Wells vote aye. Motion carried.

D. Approval to accept the OMB Circular A-133 Audit Report for the fiscal year ended June 30, 2022, as presented

Trustee Whittington moved and Trustee Rogers seconded to accept the OMB Circular A-133 Audit Report for the fiscal year ended June 30, 2022, as presented. On roll call, Trustees Anthony DeFilippo, Vincent Lockett, Vivian Payne, Prince Reed, Janet Rogers, Joseph Whittington, and Chairman Terry Wells vote aye. Motion carried.

E. Approval to appoint the firm Crowe, LLP to conduct an audit of the college financial statements and the Single Audit of Federal Funds for the fiscal year ending June 30, 2023

Trustee Whittington moved and Trustee DeFilippo seconded to appoint the firm Crowe, LLP to conduct an audit of the college financial statements and the Single Audit of Federal Funds for the fiscal year ending June 30, 2023. On roll call, Trustees Anthony DeFilippo, Vincent Lockett, Vivian Payne, Prince Reed, Janet Rogers, Joseph Whittington, and Chairman Terry Wells vote aye. Motion carried.

F. Approval of the resolution for the issue of not to exceed \$10,100,000 of debt certificates of Community College District No. 510 for the purpose of financing certain capital projects (Allied Health and Nursing Center), providing for the repayment of the debt certificates and providing for the sale of debt certificates to the purchase thereof.

Trustee DeFilippo moved and Trustee Reed seconded to approve the resolution for the issue of not to exceed \$10,100,000 of debt certificates of Community College District No. 510 for the purpose of financing certain capital projects (Allied Health and Nursing Center), providing for the repayment of the debt certificates and providing for the sale of debt certificates to the purchase thereof. On roll call, Trustees Anthony DeFilippo, Vincent Lockett, Vivian Payne, Prince Reed, Janet Rogers, Joseph Whittington, and Chairman Terry Wells vote aye. Motion carried.

VII. PERSONNEL RECOMMENDATIONS

A. Resignations/Retirements/Terminations

1. Trustee Whittington moved and Trustee Rogers seconded to approve the retirement of Michael Garth as a full-time Manager of Physical Plant, effective April 30, 2023, and grant permission to advertise to fill the vacated position of Manager of Plant Operations, as needed. On roll call, Trustees Anthony DeFilippo, Vincent Lockett, Vivian Payne, Prince Reed, Janet Rogers, Joseph Whittington, and Chairman Terry Wells vote aye. Motion carried.

2. Trustee Whittington moved and Trustee DeFilippo seconded to approve the retirement of Clifton Cobb as a full-time Custodian I (evening shift) in the Physical Plant Department, effective May 31, 2023, and grant permission to advertise to fill the vacated position, as needed. On roll call, Trustees Anthony DeFilippo, Vincent Lockett, Vivian Payne, Prince Reed, Janet Rogers, Joseph Whittington, and Chairman Terry Wells vote aye. Motion carried.

3. Trustee Rogers moved and Trustee Whittington seconded to approve the retirement of Mary Alice Kelly as a full-time Academic Records Recorder in the Registration and Records Department, effective April 30, 2023, and grant permission to advertise to fill the vacated position. On roll call, Trustees Anthony DeFilippo, Vincent Lockett, Vivian Payne, Prince Reed, Janet Rogers, Joseph Whittington, and Chairman Terry Wells vote aye. Motion carried.

4. Trustee Whittington moved and Trustee Rogers seconded to approve the retirement of Jane Kawanna as a full-time purchasing Coordinator in Administrative Services, effective April 30, 2023, and grant permission to advertise to fill the vacated position, as needed. On roll call, Trustees Anthony DeFilippo, Vincent Lockett, Vivian Payne, Prince Reed, Janet Rogers, Joseph Whittington, and Chairman Terry Wells vote aye. Motion carried.

5. Trustee DeFilippo moved and Trustee Reed seconded to approve the resignation of Tracy Jones as a full-time, grant-funded Workforce Partnership Coordinator for the Workforce Equity Initiative (WEI) Grant, effective January 5, 2023, and grant permission to advertise to fill the vacated, grant-funded position. On roll call, Trustees Anthony DeFilippo, Vincent Lockett, Vivian Payne, Prince Reed, Janet Rogers, Joseph Whittington, and Chairman Terry Wells vote aye. Motion carried.

6. Trustee Rogers moved and Trustee DeFilippo seconded to approve the resignation of Siobhan Loggins as a full-time Registration Specialist in the Registration & Records Department, effective February 10, 2023, and grant permission to advertise to fill the vacated position, as needed. On roll call, Trustees Anthony DeFilippo, Vincent Lockett, Vivian Payne, Prince Reed, Janet Rogers, Joseph Whittington, and Chairman Terry Wells vote aye. Motion carried.

B. Appointments

1. Trustee Payne moved and Trustee Rogers seconded to approve the appointment of James Martin as a full-time Executive Director of Information Technology, effective February 13, 2023, pending successful completion of a criminal background investigation, and grant permission to advertise to fill the vacated position. On roll call, Trustees Anthony DeFilippo, Vincent Lockett, Vivian Payne, Prince Reed, Janet Rogers, Joseph Whittington, and Chairman Terry Wells vote aye. Motion carried.

2. Trustee Rogers moved and Trustee Whittington seconded to approve the appointment of Tyler Thompson as a full-time Custodian I (evening shift) in the Physical Plant Department, effective February 21, 2023, pending successful completion of a criminal background investigation. On roll call, Trustees Anthony DeFilippo, Vincent Lockett, Vivian Payne, Prince Reed, Janet Rogers, Joseph Whittington, and Chairman Terry Wells vote aye. Motion carried.

3. Trustee DeFilippo moved and Trustee Reed seconded to approve the appointment of Brian Hiskes as a full-time Microcomputer Analyst in the Academic Computing and Telecommunications Department, effective February 13, 2023, and grant permission to advertise to fill the vacated position, as needed. On roll call, Trustees Anthony DeFilippo, Vincent Lockett, Vivian Payne, Prince Reed, Janet Rogers, Joseph Whittington, and Chairman Terry Wells vote aye. Motion carried.

4. Trustee DeFilippo moved and Trustee Rogers seconded to approve the appointment of Marrion Jackson as a full-time, grant-funded Grant Assistant for the Workforce Equity Initiative (WEI) Grant, effective February 13, 2023, and grant permission to advertise to fill the vacated, grant-funded position. On roll call, Trustees Anthony DeFilippo, Vincent Lockett, Vivian Payne, Prince Reed, Janet Rogers, Joseph Whittington, and Chairman Terry Wells vote aye. Motion carried.

5. Trustee Reed moved and Trustee Payne seconded to approve the appointment of Ashley McCray as a full-time, grant-funded Project Coordinator for the Pipeline for the Advancement of the Healthcare Workforce (PATH) Grant, effective February 13, 2023, pending successful completion of a criminal background investigation. On roll call, Trustees Anthony DeFilippo, Vincent Lockett, Vivian Payne, Prince Reed, Janet Rogers, Joseph Whittington, and Chairman Terry Wells vote aye. Motion carried.

6. Trustee Reed moved and Trustee Payne seconded to approve the appointment of Delorah Mims as a full-time Administrative Assistant II in the Enrollment Services Department, effective February 13, 2023, pending successful completion of a criminal background investigation. On roll call, Trustees Anthony DeFilippo, Vincent Lockett, Vivian Payne, Prince Reed, Janet Rogers, Joseph Whittington, and Chairman Terry Wells vote aye. Motion carried.

C. Approval to Grant Tenure

Trustee Reed moved and Trustee DeFilippo seconded to grant tenure to the following faculty members: Dr. Sandra Karim (Nursing), Pamela Planera (Art & Design), and Becky Walters (Legal Studies). On roll call, Trustees Anthony DeFilippo, Vincent Lockett, Vivian Payne, Prince Reed, Janet Rogers, Joseph Whittington, and Chairman Terry Wells vote aye. Motion carried.

D. Approval to Reappoint Non-tenured Faculty for the 2023/2024 Academic Year

Trustee Reed moved and Trustee Payne seconded to reappoint the following non-tenured faculty for the 2023/2024 academic year: Lucas Gunby (Barbering), Dr. Ginah Haynes (Nursing), Antoinett Lane (Social & Behavioral Sciences), Dr. Deborah Padgett (Nursing), and Ian Sharping (Legal Studies). On roll call, Trustees Anthony DeFilippo, Vincent Lockett, Vivian Payne, Prince Reed, Janet Rogers, Joseph Whittington, and Chairman Terry Wells vote aye. Motion carried.

E. Reappointment of Administrative Staff for Fiscal Year 2024

Trustee Reed moved and Trustee Payne seconded to reappoint Administrative Staff for fiscal year 2024, as presented. On roll call, Trustees Anthony DeFilippo, Vincent Lockett, Vivian Payne, Prince Reed, Janet Rogers, Joseph Whittington, and Chairman Terry Wells vote aye. Motion carried.

F. Reappointment of Technical Professional Exempt Staff for Fiscal Year 2024

Trustee Whittington moved and Trustee Reed seconded to reappoint Technical Professional Exempt Staff for Fiscal Year 2024, as presented. On roll call, Trustees Anthony DeFilippo, Vincent Lockett, Vivian Payne, Prince Reed, Janet Rogers, Joseph Whittington, and Chairman Terry Wells vote aye. Motion carried.

G. Reappointment of Grant-funded Staff for Fiscal Year 2024

Trustee Rogers moved and Trustee Reed seconded to reappoint Grant-funded Staff for fiscal year 2024, as presented. On roll call, Trustees Anthony DeFilippo, Vincent Lockett, Vivian Payne, Prince Reed, Janet Rogers, Joseph Whittington, and Chairman Terry Wells vote aye. Motion carried.

VIII. CLOSED SESSION

At 8:22 p.m., on a motion made by Trustee Rogers and seconded by Trustee Whittington, the Board of Trustees entered into Closed Session for the discussion of 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, Prince Reed, Janet Rogers, Joseph Whittington, and Chairman Terry Wells vote aye. Motion carried.

At 10:00 p.m., the Board of Trustees resumed Open Session on a motion made by Trustee Payne and seconded by Trustee Whittington. On roll call, Trustees Anthony DeFilippo, Vincent Lockett, Vivian Payne, Prince Reed, Janet Rogers, Joseph Whittington, and Chairman Terry Wells vote aye. Motion carried.

IX. MISCELLANEOUS

There was none.

X. ADJOURNMENT

At 10:03 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, Prince Reed, Janet Rogers, Joseph Whittington, and Chairman Terry Wells vote aye. Motion carried.

Chairman of the Board

Secretary of the Board

New Business



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY23-VI.A

Board Meeting Date: March 16, 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 Financial Report as presented.

ESTIMATED COST OR BENEFIT

JUSTIFICATION OF ACTION

Please refer to the attached Investment Report and Financial Summary enclosed in your Board booklet for the period ending January 31,2023. This action aligns with Strategic Direction 3.1; Foster fiscal stability and sustainability.

MOTION

Move that the Board of Trustees approve the Financial Report as presented.

Approvals:

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

[Signature] 3/9/23
 Controller/Treasurer Date

[Signature] 3/8/23
 Appropriate Vice President Date

[Signature] 3/9/23
 President Date

SOUTH SUBURBAN COLLEGE
South Holland, Illinois

To: Board of Trustees
 From: Tyhani Hill
 Date: February 27, 2023
 Subject: Financial Report For The Period Ending January 31, 2023

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>
\$5,133,317.72	\$20,955,377.39
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$3,048,472.08	\$18,333,284.05

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>
\$5,392,470.58	\$28,421,885.79
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$4,887,658.01	\$27,899,389.80
<u>Net Monthly Position</u>	<u>Year to Date Net Position</u>
\$504,812.57	\$522,495.99

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>
\$11,249,971.24	2.84%	(4)

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	\$4,998,099.93	\$217,502.25	\$5,215,602.18
January	\$4,939,024.86	\$194,292.86	\$5,133,317.72
February			\$0.00
March			\$0.00
April			\$0.00
May			\$0.00
June			\$0.00
YTD	\$19,687,041.14	\$1,268,336.25	\$20,955,377.39

	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	\$3,445,687.66	\$397,459.77	\$3,843,147.43
January	\$2,762,354.96	\$286,117.12	\$3,048,472.08
February			\$0.00
March			\$0.00
April			\$0.00
May			\$0.00
June			\$0.00
YTD	\$16,045,261.83	\$2,288,022.22	\$18,333,284.05

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	\$7,000,396.74	\$6,692,613.66	\$307,783.08
January	\$5,392,470.58	\$4,887,658.01	\$504,812.57
February			\$0.00
March			\$0.00
April			\$0.00
May			\$0.00
June			\$0.00
YTD	\$28,421,885.79	\$27,899,389.80	\$522,495.99

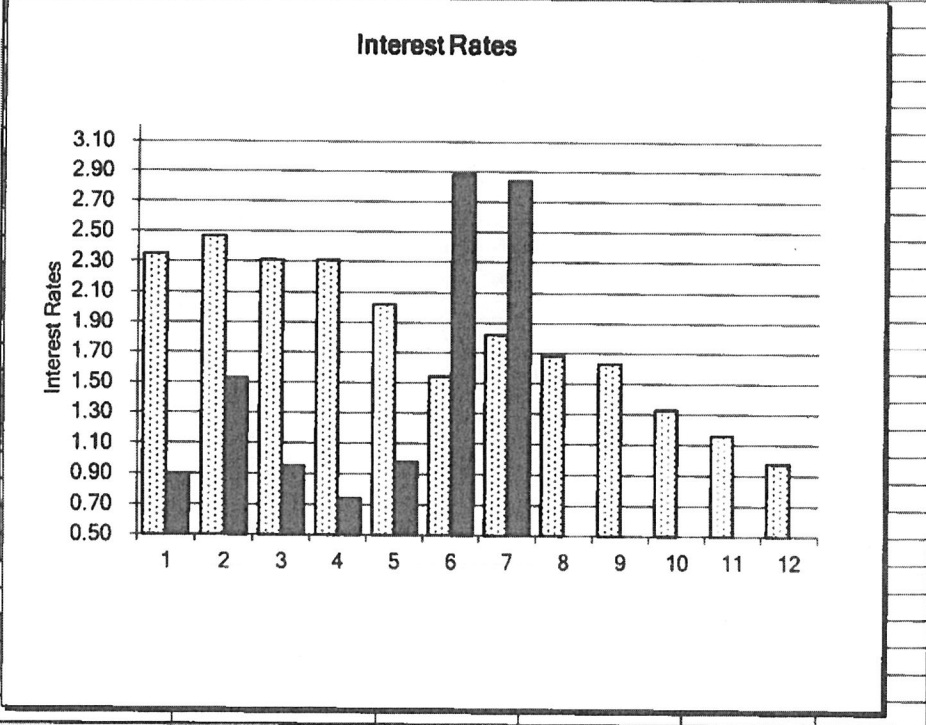
	Investment Total	Average Rate of Return	Basis Point Change from Last Month
July	\$11,282,727.56	0.90%	(8)
August	\$11,517,784.00	1.53%	63
September	\$9,217,656.85	0.95%	(58)
October	\$9,325,202.73	0.74%	(21)
November	\$7,124,559.77	0.98%	24
December	\$8,965,058.57	2.88%	190
January	\$11,249,971.24	2.84%	(4)
February			
March			
April			
May			
June			

SOUTH SUBURBAN COLLEGE

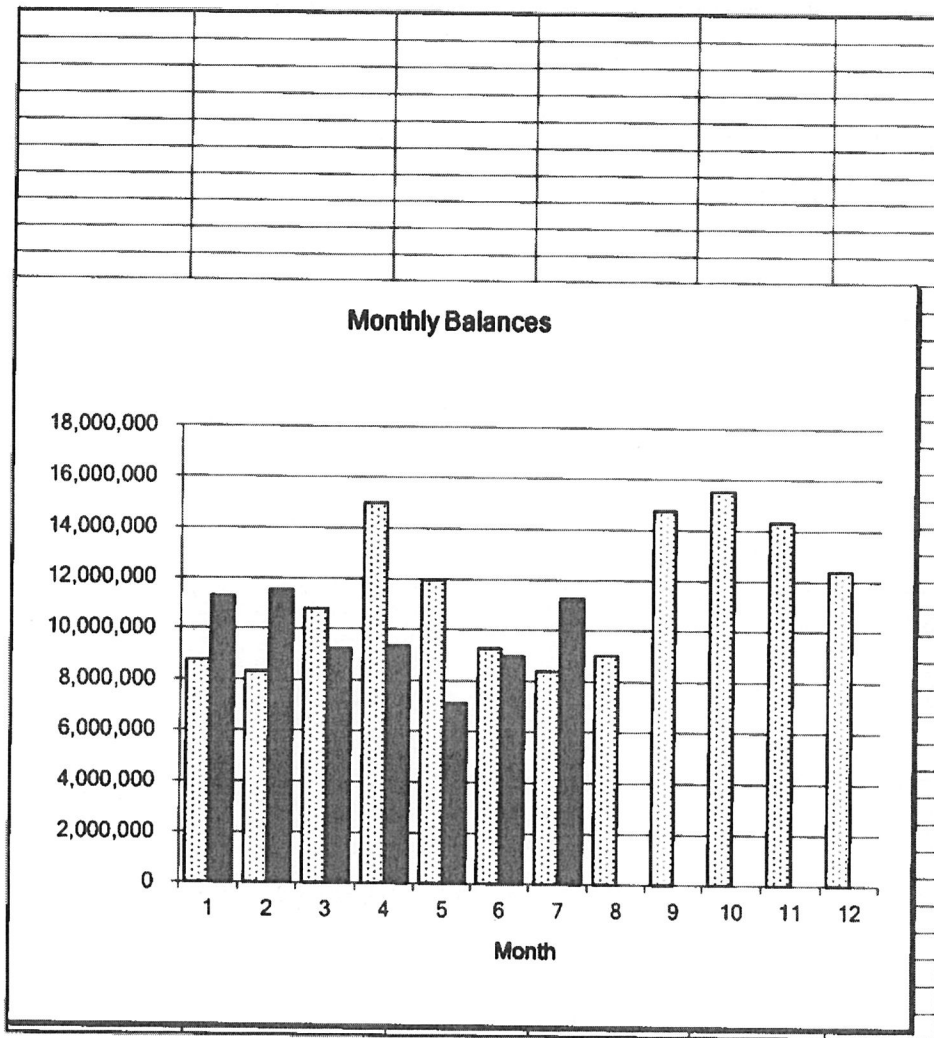
Investment		Page 4	Page 6	Total	Percent to Total
40	Mutual Funds	0.00	0.00	0.00	0%
50	Illinois Funds	2,981,730.27	0.00	2,981,730.27	27%
60	Repurchase Agreements	0.00	0.00	0.00	0.00
90	Other	8,268,240.97	0.00	8,268,240.97	73%
	Total	11,249,971.24	0.00	11,249,971.24	100%
	Average %	2.84			

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	8,965,059	2.88
January	8,382,934	1.82	11,242,814	2.84
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: March 16, 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	<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.

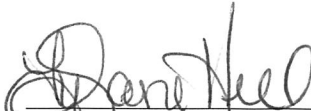
MOTION

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

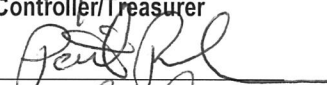
Education Fund	\$1,774,000.63
Operations & Maintenance Fund	\$307,439.58
Auxiliary Enterprise Fund	\$5,372.30
Restricted Funds	\$400,802.89
Special Levies Fund	\$34,373.40
Flex Plan Fund	\$3,291.50
Total	\$2,525,280.30

Approvals:

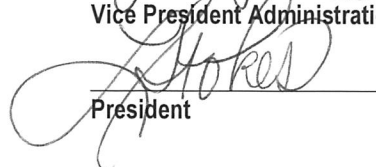
- * Are funds available in the budget? Yes
- * Is this related to any previous Board action? No
- * Is this part of a large project requiring additional funds? (Explain) No



 Controller/Treasurer 3-1-23
 Date



 Vice President Administration 3/8/23
 Date



 President 3/9/23
 Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY23-VI.C

Board Meeting Date: March 16, 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 accept the proposal of CA Management in the amount of \$65,000 plus upgrades for the Bus Conversion to Mobile Barber Shop, utilizing Workforce Equity initiative (WEI) grant funds.

ESTIMATED COST OR BENEFIT

JUSTIFICATION OF ACTION

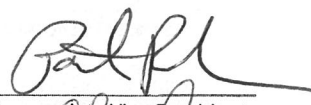
This action supports Strategic Direction 3.0; South Suburban College will ensure the financial, physical, and technological resources necessary to support educational programs and promote continuous innovation and sustainability.

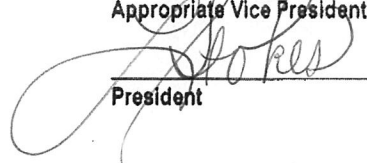
MOTION

Move that the Board of Trustees accept the proposal of CA Management in the amount of \$65,000 plus upgrades for the Bus Conversion to Mobile Barber Shop, utilizing Workforce Equity initiative (WEI) grant funds.

Approvals:

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


 Appropriate Vice President 3/8/23
 Date


 President 3/9/23
 Date



SOUTH SUBURBAN COLLEGE

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

Board of Trustees

Terry R. Wells,
Chairman

Vivian Payne,
Vice-Chair

Janet M. Rogers,
Secretary

Anthony P. DeFilippo

Vincent Lockett

Prince Reed

Joseph Whittington Jr.

Dr. Lynette D. Stokes,
College President

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

MEMO

Date: March 2, 2023
From: Patrick Rush, Vice President of Administration
To: Dr. Lynette D. Stokes, President

Re: Bus Conversion to Mobile Barber Shop

On February 5, 2023, the South Suburban College Purchasing Office e-mailed requests for proposal for the conversion of our existing bus to a Mobile Barber Shop. Our legal requirement to advertise was also satisfied through a notice placed in *The Southtown*. We had one response, and a public acknowledgement/proposal opening was held on February 24, 2023 at 10:00 a.m.

The College has checked the references of the successful vendor and was pleased to find them to be more than satisfactory. We therefore, recommend acceptance of the proposal from CA Management, Inc., Chicago Heights, Illinois, for the Mobile Barber Shop conversion. The work will be completed before the end of fiscal year 2023.



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY23-VI.D

Board Meeting Date: **March 16, 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 approve the book fees proposed for specific courses to allow digital delivery of instructional materials beginning with the Fall 2023 Semester.

ESTIMATED COST OR BENEFIT

The change in revenue will be offset by the actual costs incurred to deliver the courses and student services. This action will benefit students by reducing the cost of textbooks.

JUSTIFICATION OF ACTION


All fees and costs have been reviewed by the appropriate departments and administrators. The changes will assist SSC in continuing to provide high quality, accessible, and affordable credit courses and associate degree and certificate programs for a diverse academically prepared student body. This action aligns with Strategic Direction 1.0; nurture and empower each student to succeed.

MOTION

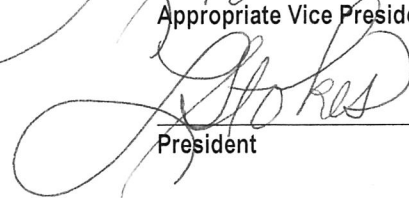
Move to approve the book fees proposed for specific courses to allow digital delivery of instructional materials beginning with the Fall 2023 Semester.

Approvals:

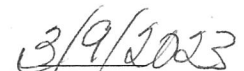
- * Are funds available in the budget? Yes
- * Is this related to any previous Board action? No
- * Is this part of a large project requiring additional funds? (Explain) No



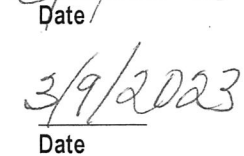
 Appropriate Vice President



 President



 Date



 Date

Course Fee Increase Proposal

Fall 2023-New Inclusive Access Adoptions

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

Course Number	Course Name	Estimated Current Cost	Student Cost, eff. 2023 Fall	Student Savings
ACC 130	Computerized Accounting	\$170.66	\$109.22	\$61.44
ACC 291	Advanced Federal and Illinois Taxes	\$178.45	\$114.22	\$64.24
BIO 101	Concepts of Biology	\$116.81	\$74.75	\$42.06
BUS 102	Introduction to Hospitality	\$162.23	\$103.82	\$58.40
BUS 137	International Business Practice Firm	\$162.23	\$103.82	\$58.40
BUS 210	Principles of Sales	\$162.23	\$103.82	\$58.40
BUS 285	Operations Management	\$168.72	\$107.98	\$60.74
OAT 128	Microsoft Word	\$99.19	\$74.40	\$24.79
OAT 132	Microsoft Access	\$99.19	\$74.40	\$24.79
OAT 143	Microsoft Excel	\$99.19	\$74.40	\$24.79
OAT 155	Microsoft PowerPoint	\$99.19	\$74.40	\$24.79
OAT 172	Business Communication	\$124.84	\$79.90	\$44.94

Cengage Unlimited		Estimated Current Cost	Student Cost, eff. 2023 Fall	Student Savings
One year subscription for unlimited access to all Cengage textbooks				
New Courses	CIS 132, CIS 180, CIS 228, CIS 229	\$576.98	\$189.00	\$387.98
New Courses	MIS 104, MIS 110, MIS 111, MIS 130, MIS 190, MIS 195, MIS 205, MIS 211, MIS 212, MIS 213, MIS 215, MIS 216, MIS 221, MIS 230, MIS 250	\$2,339.23	\$189.00	\$2,150.23
New Courses	HIT 101, HIT 106, HIT 108, HIT 114, HIT 116, HIT 200	\$867.98	\$189.00	\$678.98
New Program	MAS 105, MAS 106, MAS 107, MAS 108, MAS 112, MAS 113, MAS 115, HIT 103, HIT 105	\$862.00*	\$189.00	\$673.00
Added Course	PLA 213	N/A	N/A	N/A

*estimate-includes new courses



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY23-VI.E

Board Meeting Date: March 16, 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 adopt the resolution of intent to issue not to exceed \$10,400,000 in funding bonds.

ESTIMATED COST OR BENEFIT

JUSTIFICATION OF ACTION

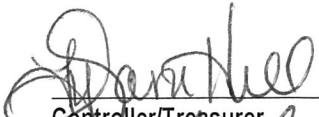
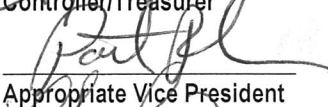
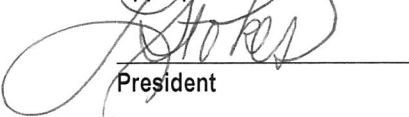
To authorize the issuance of \$10,400,000 in funding bonds for the purpose of financing infrastructure improvements and the Allied Health and Nursing Center capital project. This action aligns with Strategic Direction 3.0; South Suburban College will ensure the financial, physical, and technological resources necessary to support educational programs and promote continuous innovation and sustainability.

MOTION

Move to adopt the resolution of intent to issue not to exceed \$10,400,000 in funding bonds.

Approvals:

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

 Controller/Treasurer	<u>3/9/23</u> Date
 Appropriate Vice President	<u>3/8/23</u> Date
 President	<u>3/9/23</u> Date

MINUTES of a public meeting of the Board of Trustees of Community College District No. 510, County of Cook and State of Illinois, held in the Board Room (No. 2334) at 15800 South State Street, South Holland, Illinois, in said Community College District at 7:00 o'clock P.M., on the 16th day of March, 2023.

* * *

The Chairman called the meeting to order and directed the Secretary to call the roll.

Upon the roll being called, Terry Wells, the Chairman, and the following Trustees were physically present at said location: _____

The following Trustees were allowed by a majority of the members of the Board of Trustees in accordance with and to the extent allowed by rules adopted by the Board of Trustees to attend the meeting by video or audio conference: _____

No Trustee was not permitted to attend the meeting by video or audio conference.

The following Trustees were absent and did not participate in the meeting in any manner or to any extent whatsoever: _____

The Chairman announced that in view of the current financial condition of the District, the Board of Trustees would consider the adoption of a resolution declaring its intention to issue funding bonds pursuant to Article 3A of the Public Community College Act and directing that notice of such intention be published.

Whereupon Trustee _____ presented and the Secretary read by title a resolution as follows, a copy of which was provided to each member of the Board of Trustees prior to said meeting and to everyone in attendance at said meeting who requested a copy:

RESOLUTION setting forth and describing in detail claims heretofore authorized and allowed for proper community college purposes which are presently outstanding and unpaid, declaring the intention to avail of the provisions of Article 3A of the Public Community College Act of the State of Illinois, as amended, and to issue bonds in the principal amount of \$10,400,000 for the purpose of paying claims against Community College District No. 510, County of Cook and State of Illinois, and directing that notice of such intention be published as provided by law.

* * *

WHEREAS, pursuant to the provisions of Article 3A of the Public Community College Act of the State of Illinois, as amended (the "*Act*"), Community College District No. 510, County of Cook and State of Illinois (the "*District*"), is authorized to issue bonds to pay claims against the District; and

WHEREAS, the District has presently outstanding and unpaid claims in the aggregate amount of \$10,400,000 (the "*Claims*"), all of the Claims having been heretofore authorized and allowed for proper community college purposes; and

WHEREAS, there are not sufficient funds on hand and available with which to pay the Claims, and the Board of Trustees of the District (the "*Board*") has determined and does hereby determine that it is necessary and in the best interests of the District that the Claims be paid from proceeds of bonds in the principal amount of \$10,400,000 (the "*Bonds*"); and

WHEREAS, before the Bonds can be issued pursuant to the Act, the Board must examine and consider the Claims and must adopt a resolution declaring the Claims to be authorized and allowed for proper community college purposes, set forth and describe in detail the Claims, declare its intention to issue the Bonds for the purpose of paying the Claims and direct that notice of such intention to issue the Bonds be given as provided by law; and

WHEREAS, the Board has examined and considered the Claims:

NOW, THEREFORE, Be It and It Is Hereby Resolved by the Board of Trustees of Community College District No. 510, County of Cook and State of Illinois, as follows:

Section 1. Incorporation of Preambles. The Board hereby finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and does incorporate them into this Resolution by this reference.

Section 2. The Claims. The Claims are set forth and described on *Exhibit A* attached hereto, and it is hereby found, determined and declared that the Claims are presently outstanding and unpaid, were heretofore authorized and allowed for proper community college purposes and constitute valid and binding obligations of the District.

Section 3. Declaration of Intent. The Board does hereby determine and declare its intention to avail the provisions of Article 3A of the Act and to issue Bonds in the amount of \$10,400,000 for the purpose of paying the Claims.

Section 4. Notice of Intent. In accordance with the provisions of Section 5 of the Local Government Debt Reform Act of the State of Illinois, as amended, notice of said intention to avail of the provisions of Article 3A of the Act and to issue the Bonds shall be given by publication of such notice once in the *Daily Southtown*, the same being a newspaper of general circulation in the District.

Section 5. Form of Notice. The notice of intention to issue the Bonds shall be in substantially the following form:

**NOTICE OF INTENTION OF
COMMUNITY COLLEGE DISTRICT NO. 510
COUNTY OF COOK AND STATE OF ILLINOIS
TO ISSUE \$10,400,000
FUNDING BONDS**

PUBLIC NOTICE is hereby given that on the 16th day of March, 2023, the Board of Trustees (the "*Board*") of Community College District No. 510, County of Cook and State of Illinois (the "*District*"), adopted a resolution declaring its intention and determination to issue bonds in the aggregate amount of \$10,400,000 for the purpose of paying presently outstanding and unpaid claims against the District, all of which unpaid claims have been heretofore authorized and allowed for proper community college purposes and it is the intention of the Board to avail of the provisions of Article 3A (Sections 3A-6 to 3A-9, inclusive) of the Public Community College Act of the State of Illinois, and all laws amendatory thereof and supplementary thereto, and to issue said bonds for the purpose of paying such unpaid claims.

A petition may be filed with the Secretary of the Board (the "*Secretary*") within thirty (30) days after the date of publication of this notice, signed by not less than 17,617 voters of the District, said number of voters being equal to ten per cent (10%) of the registered voters of the District, requesting that the proposition to issue said bonds as authorized by the provisions of said Article 3A be submitted to the voters of the District. If such petition is filed with the Secretary within thirty (30) days after the date of publication of this notice, an election on the proposition to issue said bonds shall be held on the 19th day of March, 2024. The Circuit Court may declare that an emergency referendum should be held prior to said election date pursuant to the provisions of Section 2A-1.4 of the Election Code of the State of Illinois, as amended. If no such petition is filed within said thirty (30) day period, then the District shall thereafter be authorized to issue said bonds for the purpose hereinabove provided.

By order of the Board of Trustees of Community College District No. 510, County of Cook
and State of Illinois.

DATED this 16th day of March, 2023.

Janet Rogers
Secretary, Board of Trustees,
Community College District No. 510,
County of Cook and State of Illinois

Terry Wells
Chairman, Board of Trustees,
Community College District No. 510,
County of Cook and State of Illinois

Note to Publisher: Please be certain that this notice appears over the names of the Chairman and Secretary of the Board.

Section 6. Further Proceedings. If no petition signed by the requisite number of voters is filed with the Secretary of the Board within thirty (30) days after the date of the publication of such notice of intention to issue the Bonds, the Board shall, by appropriate proceedings to be hereafter taken, fix the details concerning the issue of the Bonds and provide for the levy of a direct annual tax to pay the principal and interest on the same.

Section 7. Severability. If any section, paragraph, clause or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.

Section 8. Repealer and Effective Date. All resolutions and parts of resolutions in conflict herewith be and the same are hereby repealed and that this Resolution be in full force and effect forthwith upon its adoption.

Adopted March 16, 2023.

Chairman, Board of Trustees

Secretary, Board of Trustees

EXHIBIT A

Taxable General Obligation Debt Certificates (Limited Tax),
Series 2023, dated March 1, 2023, of the District

Trustee _____ moved and Trustee _____
seconded the motion that said resolution as presented and read by title be adopted.

After a full and complete discussion thereof, the Chairman directed the Secretary to call
the roll for a vote upon the motion to adopt said resolution.

Upon the roll being called, the following Trustees voted AYE: _____

The following Trustees voted NAY: _____

Whereupon the Chairman declared the motion carried and said resolution adopted, and in
open meeting approved and signed said resolution and directed the Secretary to record the same in
full in the records of the Board of Trustees of Community College District No. 510, County of
Cook and State of Illinois, which was done.

Other business not pertinent to the adoption of said resolution was duly transacted at said
meeting.

Upon motion duly made, seconded and carried, the meeting was adjourned.

Secretary, Board of Trustees

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

CERTIFICATION OF MINUTES AND RESOLUTION

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees of Community College District No. 510, County of Cook and State of Illinois (the "Board"), and that as such official I am the keeper of the records and files of the Board.

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Board held on the 16th day of March, 2023, insofar as same relates to the adoption of a resolution entitled:

RESOLUTION setting forth and describing in detail claims heretofore authorized and allowed for proper community college purposes which are presently outstanding and unpaid, declaring the intention to avail of the provisions of Article 3A of the Public Community College Act of the State of Illinois, as amended, and to issue bonds in the principal amount of \$10,400,000 for the purpose of paying claims against Community College District No. 510, County of Cook and State of Illinois, and directing that notice of such intention be published as provided by law.

a true, correct and complete copy of which said resolution as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 48 hours in advance of the holding of said meeting, that a true, correct and complete copy of said agenda as so posted is attached hereto as *Exhibit A*, that at least one copy of said agenda was continuously available for public review during the entire 48-hour period preceding said meeting, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Public Community College Act of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Acts and with all of the procedural rules of the Board in the conduct of said meeting and in the adoption of said resolution.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 16th day of March, 2023.

Secretary, Board of Trustees

Personnel



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY23-VII.A.1

Board Meeting Date: March 16, 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 approve the Plant Operations Restructuring Proposal.

ESTIMATED COST OR BENEFIT

The overall cost savings to the general operating budget will be \$ 45.20.

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

Request that the Board of Trustees approve the Plant Operations Restructuring Proposal.

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>BPJH</u>	<u>3/8/23</u>
Director of Human Resources	Date
<u>[Signature]</u>	<u>3/8/23</u>
Appropriate Vice President	Date
<u>[Signature]</u>	<u>3/9/23</u>
President	Date



SOUTH SUBURBAN COLLEGE

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

Board of Trustees

Terry R. Wells,
Chairman

Vivian Payne,
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Joseph Whittington Jr.

Dr. Lynette D. Stokes,
College President

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

MEMO

To: Dr. Lynette Stokes, President
From: Patrick Rush, Vice President of Administration
Date: February 15, 2023

Subject: Plant Operations Restructuring Proposal

In 2023 and in the coming years, Plant Operations will be uniquely positioned to support both institutional and student success in new and innovative ways. This includes leveraging grants and energy efficiencies to provide a financial benefit to the college, while enhancing the student experience and providing new and improved tools to support educational outcomes. With the pending retirement of our long-tenured employee Mike Garth and others, I believe a small but impactful reallocation of the existing Plant Operations budget will better organize our team to meet the needs of our community and prepare for the growth that will be required of the department. The proposed changes include reorganizing the job responsibilities to include two managers of Plant Operations (daytime and nighttime) as well as creating a new Sustainability Coordinator which will be funded through an ARPA Grant in collaboration with Cook County. The current and future growth needs are driven by several highly visible and impactful projects:

- 1. ARPA Grant through Cook County** - SSC has been selected by Cook County to be a subrecipient for an ARPA Grant they recently secured to build and maintain a recycling center and related sustainability programming in the Southland region – specifically at the college’s Main Campus. This million-dollar, three-year grant will establish a new Sustainability Coordinator position as well as provide a 10% indirect cost benefit totaling \$90,000 over the next three years, among other paybacks. Because we are opening the Drop-Off Stations (for electronic waste, furniture, batteries, glass, recyclable materials, etc.) and have further been identified as the preferred location for a brick and mortar household hazardous waste (HHW) Facility, the County has decided to call the entire site a CHARM Center (Center for Hard to Recycle Materials). “CHARMS” are popping up around the country, and the SSC CHARM Center will represent one of the very first such sites in Illinois. With these projects will come expanded but limited operating hours on Saturdays, a need for maintenance staff and manger oversight, as well as the establishment of a student worker/intern program.
- 2. IGEN Grant and Energy Efficient Projects** – The future of Plant Operations will be rooted in projects that meet our goals and initiatives for developing a much more sustainable and energy efficient environment. These strategic efforts at a minimum will include identifying grants and opportunities which will assist SSC in leveraging energy rebates, identifying solar and other sustainable projects that will improve campus natural gas and electrical efficiencies, and fostering an environment and structure for

sustainability that may be incorporated into the educational process for future programmatic growth. Currently, SSC is administering a first-time IGEN grant totaling \$113,500 of sustainable projects which will result in both significant energy rebates and reductions in expenses that will be realized in 2023 and beyond. These funds will be available to be reinvested in future sustainable projects, construction and technology, and human capital, as needed.

3. Allied Health & Nursing Center - The pending Allied Health & Nursing Center (AHNC) project will create a need for additional staffing in maintenance and custodial services in future years. This will begin with the construction - tentatively expected to begin sometime in 2024. Once completed, the project will create an additional 69,000 square feet of space that will need to be cleaned and maintained, in addition to the many painting, carpentry and electrical projects that may be performed through the talent and expertise within the Plant Operations team. This Plant Operations restructuring proposal is the first step in preparing for the future work needs with the construction of the AHNC.

Please see the proposed changes and related cost below. These include filling Mike Garth's vacated Manager of Custodial Services position with a Daytime Manager of Plant Operations and promoting Joe Marjan from Nighttime Supervisor of Physical Plant to Nighttime Manager of Plant Operations, as well as appointing Nadine Smith-Boone as Daytime Custodial Team Lead. Also included in this proposal is the establishment of the Sustainability Coordinator - fully grant funded for a minimum three-years.

Name	Title Change	Proposed Salary	Current Salary	Change
Joe Marjan	Manager of Operations - Nighttime	\$ 60,000.00	\$ 45,796.00	\$ 14,204.00
Nadine Smith-Boone	Custodian I - Daytime Lead	\$ 37,534.20	\$ 34,122.00	\$ 3,412.20*
New Hire	Manager of Operations - Daytime	\$ 60,000.00	\$ -	\$ 60,000.00
Mike Garth	Retiring Manager of Custodial Services	\$ -	\$ 77,571.00	\$ (77,571.00)
		\$ 157,534.20	\$ 157,489.00	\$ 45.20

**Stipend for Team Lead.*

Grant Funded New Hire: Sustainability Coordinator.

With this reinvestment will come greater levels of leadership, responsibility and accountability for certain key roles and individuals, without increasing the overall Plant Operations personnel budget. Thank you in advance for your consideration.



SOUTH SUBURBAN COLLEGE
Job Description

Job Title: Manager of Plant Operations
Department: Physical Plant
Reports To: Director of Physical Plant
FLSA Status: Exempt
DATE: February 10, 2023

SUMMARY

Under the direction of the Director of Physical Plant and in collaboration with the Manager of Maintenance, the Manager of Plant Operations shall be responsible for the overall operation of the Custodial and Maintenance Departments, with a primary focus and supervision of custodial services. The Manager of Plant Operations directs all facets of college operations in a manner which ensures adherence to the goals, objectives and policies of the College.

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

Organizes and schedules the efficient, economical operation of the custodial function in accordance with Board of Trustees' policies and as required by law; supervises the custodial function to assure safety, appearance and cleanliness for all personnel in the College; provides programs and opportunities for staff development.

In the role of supervisor, the manager has the authority to recommend the hiring, review grievances and recommend appropriate discipline for staff members.

In accordance with Board of Trustees' policies, the manager will evaluate all custodial personnel on a regular basis.

In conjunction with the Director of Physical Plant, the Manager of Plant Operations will assist in the preparation of an annual budget for the custodial department.

Keeping in mind the demands and needs of the academic community, the manager will maintain a facility request file.

Appropriate staff will be assigned to comply with these requests.

Monitors and maintains all regulatory procedures required by local, state and federal governments pertaining to custodial services.

Examples are MSDS sheets and recycling procedures.

The Manager of Plant Operations will prepare and submit to the Director of Physical Plant plans, objectives and schedules related to the operation of custodial services.

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

SUPERVISORY RESPONSIBILITIES

Directly supervises up to 30 employees in the Custodial Services Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; disciplining employees; addressing complaints and resolving problems.



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY23-VII.C.1

Board Meeting Date: March 16, 2023

BOARD COMMITTEE

FUNDING

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

PROPOSAL SUMMARY

Move to appoint Maureen Summit as a full-time Purchasing Coordinator in the Purchasing department and advertise the vacated position effective March 20, 2023 and grant permission to advertise to fill the vacated position, as needed.

ESTIMATED COST OR BENEFIT

This is a regular full-time Support Staff position for 35 hours per week, 52 weeks per year, classified Grade XI on the Support Staff Salary Schedule. The salary is \$49,990 per year plus benefits.

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 Maureen Summit as a full-time Purchasing Coordinator in the Purchasing department and advertise the vacated position effective March 20, 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 No additional funds? (Explain)

<u><i>[Signature]</i></u> Director of Human Resources	<u>3/7/23</u> Date
<u><i>[Signature]</i></u> Appropriate Vice President	<u>3/8/23</u> Date
<u><i>[Signature]</i></u> President	<u>03/09/23</u> Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY23-VII.C.2

Board Meeting Date: March 16, 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 appoint Raymond Vogel as Manager of Plant Operations (Day Shift) in the Physical Plant Department, effective March 20, 2023 and grant permission to advertise to fill the vacated position, as needed.

ESTIMATED COST OR BENEFIT

This is a full-time TPE position, 40 hours per week, 52 weeks per year with a beginning annual salary of \$60,000 plus benefits. Upon successful completion of a six month probationary period, the pending FY24 compensation increase may at that time, be applied.

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 Raymond Vogel as Manager of Plant Operations (Day Shift) in the Physical Plant Department, effective March 20, 2023 and grant permission to advertise to 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)

<u>Just Peppk</u>	<u>3/9/23</u>
Originator	Date
<u>K. H. H.</u>	<u>2/28/23</u>
Director of Human Resources	Date
<u>Booth</u>	<u>3/8/23</u>
Appropriate Vice President	Date
<u>Stokes</u>	<u>3/9/23</u>
President	Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY23-VII-C.3

Board Meeting Date: March 16, 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 appoint Lisa Santoro Director of Information Technology in the Information Technology department, effective March 20, 2023, and grant permission to advertise to fill the vacated position, as needed.

ESTIMATED COST OR BENEFIT

This is a full-time Administrator position, 40 hours per week, 52 weeks per year with a beginning annual salary of \$98,000 plus benefits. Upon successful completion of a six month probationary period, the pending FY24 compensation increase may at that time, be applied.

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 Lisa Santoro Director of Information Technology in the Information Technology department, effective March 20, 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

_____ Director of Human Resources	_____ Date: 2/28/23
_____ Appropriate Vice President	_____ Date: 3/8/23
_____ President	_____ Date: 03/09/23



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY23-VII.C.4

Board Meeting Date: March 16, 2023

BOARD COMMITTEE

FUNDING

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

PROPOSAL SUMMARY

Move to appoint Brittani Turner as a full-time Admissions/Registration Specialist in the Registration Department, effective March 20, 2023 pending successful completion of a criminal background investigation.

ESTIMATED COST OR BENEFIT

This is a full-time Support Staff positin; 35 hours per week, 52 weeks per year with a beginning annual salary of \$38,620 plus benefits, classified Grade VII on the Support Staff 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 Brittani Turner as a full-time Admissions/Registration Specialist in the Registration Department, effective March 20, 2023 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)

	<u>3/9/23</u>
Originator	Date
	<u>2/23/23</u>
Director of Human Resources	Date
	<u>3/9/23</u>
Appropriate Vice President	Date
	<u>3/9/23</u>
President	Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY23-VII.C.5

Board Meeting Date: March 16, 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 appoint Gladys Middleton as a full-time Business Service Representative (BSR) in the Workforce Development Department, effective March 20, 2023.

ESTIMATED COST OR BENEFIT

This is a regular full-time grant funded position for 40 hours per week, 52 weeks per year. Continued employment is contingent upon receipt of grant funds. The salary is \$40,000 per year plus benefits. Upon successful completion of a six month probationary period, the pending FY24 compensation increase may at that time, be applied.

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 Gladys Middleton as a full-time Business Service Representative (BSR) in the Workforce Development Department, effective March 20, 2023.

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 No additional funds? (Explain)

[Signature] 3-8-23
 Originator Date

[Signature] 2/28/23
 Director of Human Resources Date

[Signature] 3/8/23
 Appropriate Vice President Date

[Signature] 3/9/23
 President Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY23-VII.C.6

Board Meeting Date: March 16, 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 appoint Jordan Sorrell as a full-time Business Service Representative (BSR) in the Workforce Development Department, effective March 20, 2023.

ESTIMATED COST OR BENEFIT

This is a regular full-time grant funded position for 40 hours per week, 52 weeks per year. Continued employment is contingent upon receipt of grant funds. The salary is \$40,000 per year plus benefits. Upon successful completion of a six month probationary period, the pending FY24 compensation increase may at that time, be applied.

JUSTIFICATION OF ACTION


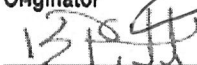
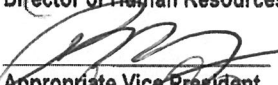
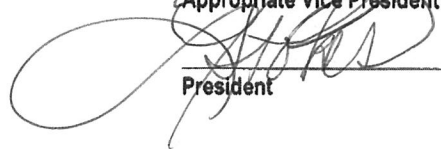
This action supports Strategic Direction 3.0; South Suburban College will ensure the financial, physical and technological resources necessary to support educational programs and promote continuous innovation and sustainability.

MOTION

Move to appoint Jordan Sorrell as a full-time Business Service Representative (BSR) in the Workforce Development Department, effective March 20, 2023.

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 No additional funds? (Explain)

 3-8-23
 Originator Date
 2/28/23
 Director of Human Resources Date
 3-8-23
 Appropriate Vice President Date
 3/9/23
 President Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY23-VII.C.7

Board Meeting Date: March 16, 2023

BOARD COMMITTEE

FUNDING

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

PROPOSAL SUMMARY

Move to appoint Iman Whitfield as a full-time Career Coach WIOA Youth in the Workforce Development Department, effective March 20, 2023 and grant permission to advertise to fill the vacated position, as needed.

ESTIMATED COST OR BENEFIT

This is a regular full-time grant funded position for 40 hours per week, 52 weeks per year. Continued employment is contingent upon receipt of grant funds. The salary is \$40,000 per year plus benefits. Upon successful completion of a six-month probationary period, the pending FY24 compensation increase may at that time, be applied.

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 Iman Whitfield as a full-time Career Coach WIOA Youth in the Workforce Development Department, effective March 20, 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 No additional funds? (Explain)

	<u>3-9-23</u>
Originator	Date
	<u>3/9/23</u>
Director of Human Resources	Date
	<u>3-9-23</u>
Appropriate Vice President	Date
	<u>3/9/23</u>
President	Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

FY23-VII.C.8

ITEM: _____

Board Meeting Date: March 16, 2023

BOARD COMMITTEE

FUNDING

- ___ Policy
- ___ Finance
- ___ Architectural
- ___ Other

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

- ___ Grant Funded
- ___ Student Life
- ___ Special Levies

PROPOSAL SUMMARY

Move to appoint Megan Hughes as Dean of Allied Health & Career Programs in the Allied Health Department, effective April 3, 2023, per successful completion of a criminal background check.

ESTIMATED COST OR BENEFIT

This is a regular full-time Administrator position for 40 hours per week, 52 weeks per year. The salary is \$105,000 per year plus benefits. Upon successful completion of a six-month probationary period, the pending FY24 compensation increase may at that time, be applied.

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 Megan Hughes as Dean of Allied Health & Career Programs in the Allied Health Department, effective April 3, 2023, per successful completion of a criminal background check.

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 No additional funds? (Explain)

Jasha S. Williams

3-6-23

Originator

Date

ISP/ST

3/6/23

Director of Human Resources

Date

Jasha S. Williams

3-6-23

Appropriate Vice President

Date

[Signature]

3/9/23

President

Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY23-VII.D.1

Board Meeting Date: **March 16, 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 grant permission to create and advertise the full-time, grant-funded position of Grant Sustainability Coordinator.

ESTIMATED COST OR BENEFIT

This is a full-time, grant funded position, with a beginning annual salary of \$65,000; 40 hours per week, 52 weeks per year plus benefits. This is a three-year (3) grant funded position. Continued employment is contingent upon receipt of grant funds.

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 grant permission to create and advertise the full-time, grant-funded position of Grant Sustainability Coordinator.

Approvals:

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

 Director of Human Resources

 Date
 2/27/23

 Appropriate Vice President

 President

 Date
 3/8/23

 Date
 3/9/23



SOUTH SUBURBAN COLLEGE
Job Description

Job Title: Grant Sustainability Coordinator
Division: Administrative Services
Department: Administration
Reports To: Vice President of Administration
FLSA Status: Exempt
DATE: December 15, 2022

SUMMARY: The Sustainability Coordinator will serve as a resource, advocate, and catalyst for campus and community sustainability. The position will work to integrate sustainability into processes, standard operating procedures, and adopted business practices. The position will work to empower students, staff, and residents to prioritize and actively engage in sustainability and environmental stewardship.

The Sustainability Coordinator will direct the implementation of the ARPA Solid Waste & Recycling Initiative, including implementation of the Zero Waste Initiative:

1. Internally diverting materials away from the landfill.
2. Providing opportunities for residents to divert materials away from the landfill.
3. Coordinating opportunities for student engagement into various programs, events, etc.
4. Coordinating opportunities for staff engagement into various programs, events, etc.
5. Supporting local municipal governmental entities adopting sustainable practices.
6. Securing resources in support of the goals of the Zero Waste Initiative and other related sustainability practices.
7. Support a “circular economy”, “zero waste”, single-use plastics reduction campaigns, food diversion efforts, and other related practices.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Serve as the chief liaison to the Cook County Department of Environment & Sustainability, and other related sustainability funders and partners.
- Coordinate communications between the Facilities Department, Academic Affairs, the Sustainability Team, and other internal stakeholders.
- Aid in preparation of materials for sustainability related engagements: for students, staff, community residents, and other external audiences.
- Support branding, marketing, and education efforts.
- Oversee the smooth operations of the Recycling Drop-Off Station. Including partnering with student intern programs that will aid residents in disposing of materials in the appropriate manner and in the appropriate location.
- Communicate clearly, regularly, and congenially with internal and external team members.

- Proactively follow up on tasks and deliverables with internal and external stakeholders.
- Perform other miscellaneous duties as requested by campus leadership.

MINIMUM QUALIFICATIONS:

- Associate's Degree or equivalent education from an accredited institution, preferably in Political Science, Public Administration, Public Safety Management, Sustainability, the Environmental Sciences, and/or another equivalent/related field.
- At least three years of experience in implementing a comprehensive sustainability/recycling related initiative, department, and/or program.
- Possess passion for the subject matter, and for consistent improvement.
- Strong attention to technical details.
- Desire to constantly build upon existing knowledge to empower design, construction, program teams, to meet desired project goals.
- Ability to collaborate effectively and interface appropriately internally and externally in construction, design, academia, government, etc.
- Very strong written, visual, and oral communication skills.
- Self-Starting attitude to run with direction, and the independence to identify discoveries that align within defined parameters and goals.
- Applied knowledge of Microsoft Software (Excel, PowerPoint, Word, Outlook, etc.).

This is a three-year, grant funded position. Salary is \$65,000 a year.



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY23-VII.E.1

Board Meeting Date: March 16, 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 accept the Memorandum of Agreement between South Suburban College District No. 510, Cook County, Illinois, the South Suburban College Faculty Association (hereafter "SSCFA"), and Mr. Anthony Todd concerning the South Suburban College Retirement Incentive.

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

Request that the Board of Trustees accept the Memorandum of Agreement between South Suburban College District No. 510, Cook County, Illinois, the South Suburban College Faculty Association (hereafter "SSCFA"), and Mr. Anthony Todd concerning the South Suburban College Retirement Incentive.

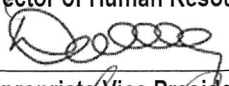
Approvals:

- * 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



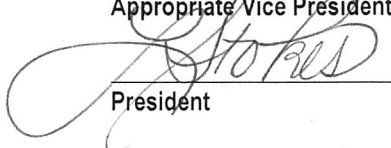
Director of Human Resources

3/9/23
Date



Appropriate Vice President

3/8/23
Date



President

3/9/23
Date

If to TODD, to: Anthony Todd
(Home address)

6. NO PRECEDENT: This MOU shall establish no precedent between the COLLEGE and SSCFA and SSCFA members. All signatories to the MOU understand agree that the terms stated herein shall apply only to TODD, unless there is a written MOU executed between the authorized agents of the Parties in the future.
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 seeking such revocation. There shall be no guarantee or expectation that a request for revocation shall be granted.
8. ENTIRE AGREEMENT: This Agreement contains the entire agreement between the COLLEGE, SSCFA and TODD with respect to the subject matter hereof, and there are no understandings, representations, or warranties of any kind between the COLLEGE, SSCFA and TODD except those expressly set forth herein.
9. AMENDMENTS: This Agreement may not be modified except by written approval of the authorized agent of the COLLEGE, SSCFA and TODD.

SOUTH SUBURBAN COLLEGE

ANTHONY TODD

BY: _____

BY: _____

DATE: _____

DATE: _____

SOUTH SUBURBAN COLLEGE FACULTY ASSOCIATION

BY: _____

DATE: _____



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY23-VII.F.1

Board Meeting Date: March 16, 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 accept the Memorandum of Understanding between Community College District No. 510 and the South Suburban College Support Staff Association concerning Mr. Raymond Vogel's transition from Support Staff to a Management position.

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION

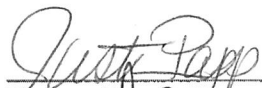
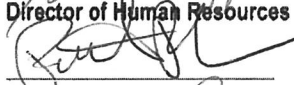
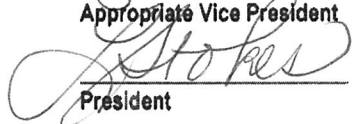
This action aligns with Strategic Direction 3.0; South Suburban College will ensure the financial, physical, and technological resources necessary to support educational programs and promote continuous innovation and sustainability.

MOTION

Request that the Board of Trustees accept the Memorandum of Understanding between Community College District No. 510 and the South Suburban College Support Staff Association concerning Mr. Raymond Vogel's transition from Support Staff to a Management position.

Approvals:

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

	3/9/23
Director of Human Resources	Date
	3/8/23
Appropriate Vice President	Date
	3/9/23
President	Date

MEMORANDUM OF UNDERSTANDING
BETWEEN
SOUTH SUBURBAN COLLEGE,
THE SOUTH SUBURBAN COLLEGE SUPPORT STAFF ASSOCIATION,
AND RAYMOND VOGEL

This Memorandum of Understanding is made on the, by and between the South Suburban Community College District No. 510, Cook County, Illinois (hereafter the "COLLEGE"), the South Suburban College Support Staff Association (hereinafter "SSCSSA") and Raymond Vogel (hereafter "VOGEL").

WHEREAS, VOGEL has been employed by the COLLEGE for 10 years, most recently in the position of Trades II in the maintenance department, which is a Support Staff Association position; and

WHEREAS, VOGEL has applied for and been selected for the position of Manager of Plant Operations, a non-union TPE position; and

WHEREAS, VOGEL has requested that the COLLEGE allow him to return to an SSCSSA position at the same seniority and compensation level in the event of COLLEGE downsizing as a result of persistent enrollment declines or other budgetary constraints.

in the future; and

WHEREAS, the COLLEGE is willing to provide VOGEL with this option; and

WHEREAS, the Parties believe it best to resolve any issues quickly and fairly for the benefit of the PARTIES.

NOW, THEREFORE, IN CONSIDERATION OF THESE PREMISES, it is agreed between the COLLEGE, SSCSSA and VOGEL as follows:

1. EFFECTIVE DATE: VOGEL shall resign his SSCSSA membership, effective March 20, 2023, the employment date of the appointment to the position of Manager of Plant Operations.
2. MAINTAINING SENIORITY AND SALARY MOVEMENT: In the event that VOGEL opts to return to an SSCSSA position in the future, VOGEL shall have the privilege of re-entering the bargaining unit with incremental steps at full salary comparable to and no higher than step movement of Support Staff members during the period of time as a TPE, taking into account any salary schedule compacting or conversation that may have taken place during the time of non-support staff service.
3. WAIVER: By executing this MOU, VOGEL and SSCSSA agree not to grieve any of the terms and conditions stated herein or to file any legal action against the COLLEGE arising from or related to VOGEL'S departure from or return to the SSCSSA pursuant to the terms and conditions of this MOU.
4. JURISDICTION: This MOU shall be governed by and construed in accordance with the substantive laws of the State of Illinois regardless of any conflict of laws provision. All disputes arising out of this Agreement, wherever derived, will be resolved in the Circuit Court of Cook County, Illinois

5. 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: Dr. Lynette Stokes, President
South Suburban Community College District #510
15800 South State Street
South Holland, Illinois 60473

If to VOGEL, to: Raymond Vogel
South Suburban Community College District #510
15800 South State Street
South Holland, Illinois 60473

6. NO PRECEDENT: This MOU shall establish no precedent between the COLLEGE and SSCSSA and SSCSSA members. All signatories to the MOU understand agree that the terms stated herein shall apply only to VOGEL, unless there is a written MOU executed between the authorized agents of the Parties in the future.
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 seeking such revocation. There shall be no guarantee or expectation that a request for revocation shall be granted.
8. ENTIRE AGREEMENT: This Agreement contains the entire agreement between the COLLEGE, SSCSSA and VOGEL with respect to the subject matter hereof, and there are no understandings, representations, or warranties of any kind between the COLLEGE, SSCSSA and VOGEL except those expressly set forth herein.
9. AMENDMENTS: This Agreement may not be modified except by written approval of the authorized agent of the COLLEGE, SSCSSA and VOGEL.

SOUTH SUBURBAN COLLEGE

RAYMOND VOGEL

BY: _____

BY: _____

DATE: _____

DATE: _____

SOUTH SUBURBAN COLLEGE SUPPORT STAFF ASSOCIATION

BY: _____

DATE: _____



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY23-VII.G.1

Board Meeting Date: **March 16, 2023**

BOARD COMMITTEE

FUNDING

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

PROPOSAL SUMMARY

Move that the Board of Trustees approve the College President's contract, effective July 1, 2023 June 30, 2026.

ESTIMATED COST OR BENEFIT

Length of the College President's contract: July 1, 2023 -June 30, 2026.

Annual Increases:
 Year One - 3%
 Year Two - 3%
 Year Three - 3%

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 College President's contract, effective July 1, 2023 June 30, 2026.

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

Chairman of the Board

March 16, 2023
Date

EMPLOYMENT CONTRACT WITH DR. LYNETTE D. STOKES

THIS AGREEMENT, entered into on the 16th day of March, 2023 and effective as of the 1st day of July, 2023, by and between the **BOARD OF TRUSTEES OF COMMUNITY COLLEGE DISTRICT NO. 510, COUNTY OF COOK AND STATE OF ILLINOIS (SOUTH SUBURBAN COLLEGE)**, a body politic and corporate, hereinafter referred to as the "Board," and **DR. LYNETTE D. STOKES**, hereinafter referred to as "Stokes";

WITNESSETH:

WHEREAS, the Board desires to employ Stokes as President of South Suburban College, and Stokes desires to be employed by the Board in such capacity;

NOW, THEREFORE, IN CONSIDERATION OF THE PREMISES, it is agreed by and between the Board and Stokes as follows:

1. TERM OF AGREEMENT

The term of this Agreement is from July 1, 2023 to June 30, 2026, both dates inclusive, unless sooner terminated as provided herein.

2. AUTHORITY AND ACCOUNTABILITY OF THE PRESIDENT

During the term of the Agreement, Stokes is to serve as President and Chief Executive officer of South Suburban College, and will perform such other additional duties as may be assigned to her from time to time by the Board. Such duties shall be of a nature consistent with the duties of President of a Community College, as specified by Illinois law, rules, regulations and accepted State practices.

The Board will provide Stokes with office space, equipment and such administrative, educational and clerical faculty and staff as may be required to develop and maintain a community college program within the District. Stokes will make such recommendations to the Board concerning programs, personnel appointments, expenditures and faculty, staff, and student regulations which, in her best professional judgment, are necessary or desirable for the maintenance of the College program.

The Chairman of the Board shall be the individual to whom the President reports informally between Board meetings. Final approval of the Board is required prior to the commencement of programs, the appointment of permanent full-time personnel and the payment of financial obligations, adoption of regulations and the implementation of other matters of policy. Stokes will make regular reports to the Board of the status of the College program and submit her recommendations for its improvement. Stokes will provide the Board and its members with such information as they may reasonably request from time to time.

3. BOARD AUTHORITY

The Board may adopt rules and regulations from time to time, and, to the extent that such rules and regulations are not inconsistent with the provisions of this Agreement, Stokes will abide by them.

4. SERVICES OF THE PRESIDENT

Stokes will devote her entire time, attention and energies to her employment during the term of this Agreement, and will not engage in any other business activity, whether for compensation or otherwise. Notwithstanding the provisions of the preceding sentence, however, Stokes may, subject to the giving of prior notice to the Board, on her vacation days, engage in such extra-curricular consulting (including accreditation services) activities, teaching, lecturing, public speaking and professional writing, for compensation or not, that are reasonably related to Stokes' employment as President. Further, subject to prior approval of the Board, Stokes may become a member of the Boards of Directors of corporations, provided such activities or memberships shall not interfere with her responsibilities or conflict with the policies or objectives of the Board. The Board shall not unreasonably withhold consent for any such outside memberships or consulting work by the President which do not interfere with her obligations to the College.

5. ABSENCE NOTICE

During the term of this Agreement, Stokes shall give reasonable notice to the Chairman of the Board if she is to be absent from her duties for in excess of two (2) days.

6. ANNUAL VACATION

The President shall be entitled to five (5) weeks, i.e., twenty-five (25) working days, annual vacation in addition to College holidays and close-down periods. The President shall be entitled to receive payments annually on the 1st pay period in July for any unused vacation days beyond twenty (20) days, based upon the cash per diem value (annual base salary/250).

7. COMPENSATION AND BENEFITS

In full compensation for her services, the Board will, during the term of this Agreement:

- a. Pay to Stokes for each such year, an annual base salary of \$____ for the first year, and \$____ for the second year, and \$____ for the third year. Said annual base salary shall be in the sum reported by the Board to the Federal and State governments for income tax purposes as taxable compensation,

and shall be paid to the President in regular payroll installments and with the appropriate deductions made therefrom as required and permitted by law.

- b. The Board shall pay Stokes' required employee State University Retirement System (SURS) contributions on all compensation provided for in paragraphs 7(a), 7(f) and 8 herein under such Act. Said contributions shall be deemed employer contributions pursuant to a non-contributory plan as contemplated by Section 414 (h) of the Internal Revenue Code of 1954 as amended.
- c. Stokes shall also be entitled to all benefits provided by the Board for other administrators employed by the Board, including, but not limited to, all health, vision, and life insurance programs. Accordingly, Stokes shall be entitled to the South Suburban College Incentive Plan as provided for in Section 13.6 of the 2020-2024 South Suburban College Faculty Association Agreement and any future enhancements thereto.
- d. The Board shall provide for the President an annual professional medical examination.
- e. The Board shall pay on behalf of the President the annual premiums on a whole life insurance policy in an amount equal to \$_____ which policy shall insure the life of the President. The ownership of said policy shall be vested in the President or a trust to be named by the President and upon the termination of this Agreement, the President may continue to pay the premiums of said policy and have the exclusive ownership thereof.
- f. In addition to the above, the Board shall provide a sum of \$_____ to be used by Stokes, in any manner, including those delineated, but not limited to, the following:
 - (i) payment of the premiums for a long-term disability insurance policy for the President to compensate her for a sum not less than sixty percent (60%) of the President's base salary under this Agreement. Such policy shall insure the President for her occupation in performing the services of this Agreement, and shall not require offsets. The ownership of said policy shall be vested in the President or trust to be named by the President, and upon the termination of this Agreement, the President may continue to pay the premiums for said policy and have exclusive ownership thereof.
 - (ii) the purchase of an annuity pursuant to a statutory plan of annuity as permitted under Section 403 (b) of the Internal Revenue Code of 1954 as amended. The premium for such annuity shall not exceed the difference between the sum of \$_____ and the total of the other Board expenditures provided for in this Paragraph f.

- (iii) educational, civic, and governmental expenses.
- (iv) distribution thereof in any other manner, in such residual amounts not to exceed \$_____ including distribution thereof as additional salary compensation, and shall be taxable for Federal and State purposes, and reported as such. Such payment shall also be reported to SURS as creditable compensation.

8. AUTOMOBILE

The Board shall provide to the President the authority to expend approximately \$_____ of College funds annually, as and for the purchase or lease of a motor vehicle, and for the full maintenance of said vehicle, including, but not limited to, the costs for gasoline, oil, repairs, licensing, stickers, insurance and such other incidental expenses for keeping the automobile in a safe and usable condition, said vehicle to be used for business and personal use during the term of this contract. The Board may provide, in its discretion, a gasoline credit card for use by the President. The automobile shall remain the sole and exclusive property of the College during the term of the lease. The President shall have the option to purchase this automobile at the end of the term of the lease.

Upon the termination of any automobile lease agreement, at the discretion of the President, she may choose to forgo a new leased vehicle and to purchase her own vehicle. In that case, the Board shall pay to the President the sum of \$_____ per month as reimbursement for, including but not limited to, the costs of maintenance, depreciation, repairs, licensing, stickers, insurance, and such other incidental expenses for keeping the vehicle in a safe and usable condition for her use in conjunction with her duties as President.

9. EVALUATION

Prior to January 31 of each year, the Board will meet with Stokes and evaluate her performance with reference to the duties and responsibilities of her position as set forth in the official position description which is a part of the South Suburban College Board of Trustees Policy Manual. At such time, the Board shall evaluate this Agreement, and may in years two or three of this Agreement, if it deems fit, propose the execution of a new employment agreement with Stokes. Such new agreement shall be approved by the Board of Trustees at a public meeting.

10. TERMINATION

This Agreement may be terminated in any of the following ways:

- A. By Stokes' delivery of written notice to the Board at least (90) days prior to the effective date specified in said notice.
- B. By the Board, for just cause as follows:
 - 1. Death of Stokes;
 - 2. Serious disability of a nature which, even with reasonable accommodation, renders Stokes physically or mentally incompetent to perform her obligations pursuant to this Agreement for a period in excess of three (3) months;
 - 3. Any act, omission of duty, or conduct of Stokes of a serious nature which brings substantial discredit or injury to the reputation of the College, the Board, or the President;
 - 4. Any willful or serious failure by Stokes to comply with the rules and policies established by the Board;
 - 5. Any breach of the terms of the Agreement by Stokes, which the Board, in the exercise of prudent judgment, and for good and just cause shown, considers to be material and sufficient for termination.
 - 6. For failure to perform her duties and responsibilities at a level acceptable to the Board.

If the Board seeks to terminate Stokes for cause it shall first provide Stokes with full notice of the reasons for her termination and an opportunity to respond to those reasons at a hearing. Such hearing shall be before the Board or, if the Board so determines, before a committee of the Board. If the hearing is conducted by the committee, the committee will report the findings to the full Board. The full Board will then accept, reject, or amend the committee's recommendation as to whether just cause exists to terminate this Agreement. If the full Board then

determines to terminate this Agreement, the Board shall specify the effective date of the termination.

On the effective termination date of this Agreement, Stokes will surrender to the Board the possession of her office and any automobile and other equipment owned by the Board. Stokes will not be entitled to office services after such termination date.

- C. By the Board without cause:
The parties acknowledge that the Board retains the sole and unlimited discretion to change the Administration at the College. If the Board chooses to terminate this Agreement without cause, it will take all reasonable steps to safeguard the professional reputation of the President. The Board's right of termination under this Subparagraph may be exercised without any obligation to provide Stokes with a pre-termination or post-termination hearing, and Stokes expressly waives any right she may possess to such a hearing.
- D. In the event of termination, Stokes shall be entitled to compensation as follows:
1. If, pursuant to Paragraph 10A, Stokes elects to terminate the Agreement, she shall receive the compensation provided for in this Agreement until the effective date of the termination, as well as compensation for any accrued vacation days.
 2. If, pursuant to Paragraph 10B, Stokes is terminated for cause, her compensation shall cease upon termination.
 3. If, pursuant to Paragraph 10C, the Board terminates Stokes without cause, she shall be compensated as follows:
 - (i) Commencing with the effective date of such termination, the Board shall continue to pay Stokes her base salary in effect on the date of such notice, in bi-weekly installments, for one year from the date of Stokes' last date of employment.
 - (ii) During the period of such severance payments, the Board shall continue to provide Stokes' annuity premium payments as provided in Paragraph 7,f,ii, and Stokes will be included in hospitalization and insurance benefits provided to other administrators. The severance payments provided in this subparagraph are in lieu of all other claims and rights which Stokes has or may have under this Agreement, under existing laws, or under any Board policies, including those pertaining to administrative tenure as set forth in the Administrative Policy Manual relating to the termination of Agreements.

11. NON-RENEWAL

The Board may, for any reason whatsoever, determine that this Agreement will not be renewed. If the Board so determines, it shall send written notice thereof to Stokes at least four (4) months prior to the termination date of the Agreement, that it will not be renewed. If the Board gives such notice, then this Agreement shall terminate on June 30, 2026. In the event of the failure to provide such notification, this Agreement shall be deemed extended for ninety (90) days and it shall thereupon terminate.

12. PROHIBITION ON CONTRACT ASSIGNMENT

This Agreement is for the personal services of Stokes and may not be assigned, in whole or in part, by either party, without the prior written approval of the other party. This Agreement contains all of the terms agreed upon by the parties with respect to the subject matter of this Agreement, and supersedes all prior agreements, arrangements and communications between the parties concerning such subject matter, whether oral or written. No amendment to this Agreement is effective unless it is set forth in writing, signed by both parties, and attached hereto. This Agreement terminates on the death of Stokes. This Agreement is to be construed in accordance with the laws of the State of Illinois.

14. PROFESSIONAL LIABILITY

The Board agrees to defend, hold harmless, and indemnify the President from any and all demands, claims, suits, actions and legal proceedings brought against her to the extent required by law.

The Board of Trustees shall not, however, be required to pay any legal fees and costs of any legal proceedings in the event the Board and the President have adverse interests in such litigation.

15. RESIDENCY REQUIREMENT

The Board requires and Stokes agrees to maintain her residency within the jurisdictional limits of District 510. Failure to do so shall result in the automatic termination of this Agreement without further notice to Stokes.

16. NOTICES

All notices required or permitted to be sent hereunder are to be in writing, and shall be considered provided when delivered in person or when the same shall be deposited in the United States Mail and sent by registered or certified mail, with return receipt requested, and proper postage affixed thereto, as follows:

A. NOTICES TO THE BOARD:

Chairman of the Board
Board of Trustees of Community College
District No. 510 (South Suburban College)
15800 South State Street
South Holland, Illinois 60473

B. NOTICES TO STOKES:

Dr. Lynette D. Stokes
16861 School Street
South Holland, Illinois 60473

The addresses set forth herein may be changed by the parties from time to time by sending written notice of such changes to the other party.

17. BINDING EFFECT

This Agreement shall be binding upon the parties and upon their heirs, executors, administrators and successors.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the 16th day of March, 2023.

**BOARD OF TRUSTEES OF COMMUNITY
DISTRICT NO. 510, COUNTY OF COOK
AND STATE OF ILLINOIS
(SOUTH SUBURBAN COLLEGE)**

DR. LYNETTE D. STOKES

BY _____
**TERRY WELLS,
CHAIRMAN OF THE BOARD**

WITNESS:

WITNESS:

**JANET ROGERS
SECRETARY OF THE BOARD**