

SOUTH SUBURBAN COLLEGE



August 10, 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 2134
REGULAR BOARD MEETING AGENDA
THURSDAY, AUGUST 10, 2023
7:00 PM

- I. CALL TO ORDER/ROLL CALL**
- II. PLEDGE OF ALLEGIANCE**
- III. PUBLIC PARTICIPATION**
- IV. PRESENTATIONS/REPORTS**
- V. APPROVAL OF MINUTES OF PREVIOUS MEETINGS**
 - A. Finance Committee meeting held July 13, 2023
 - B. Regular Board of Trustees meeting held July 13, 2023
 - C. Closed Session meeting held July 13, 2023
- VI. NEW BUSINESS**
 - A. Monthly Financial Report (T. Hill)
 - B. Approval of the payment of bills for July, 2023 (T. Hill)
 - C. Approval to retain the law firm of Petrarca, Gleason, Boyle & Izzo, LLC for the provision of legal services, at the rates specified in the legal services proposal (L. Stokes)
- VII. PERSONNEL RECOMMENDATIONS**
 - A. Retirements/Resignations/Terminations
 - B. Appointments
 - C. Approval of salary adjustments per grant requirements
 - D. Approval to create and advertise grant-funded positions
 - E. Memorandum of Understanding
- VIII. CLOSED SESSION**

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

BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE

16333 S. KILBOURN AVENUE, OAK FOREST, ILLINOIS

JOHN A. DALY CONFERENCE ROOM

MINUTES OF THE FINANCE COMMITTEE

THURSDAY, JULY 13, 2023

Trustee Anthony DeFilippo called the meeting of the Finance Committee to order at 6:57 p.m.

Committee members present: Trustees Anthony DeFilippo, Janet Rogers and Kevin L. Daly.

Committee members absent: None.

Other Board members in attendance: Chairman Terry Wells, Trustees Sherelene A. Harris, Vivian Payne, Anthony Williams, and Student Trustee Jamesina Collier.

Other Board members absent: None.

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

Agenda:

I. Recommendation to approve the tentative operating and non-operating budgets for fiscal year 2024

Trustee DeFilippo recommended the Board of Trustees approve the tentative operating and non-operating budget for fiscal year 2024 at the regular Board of Trustees meeting.

II. Recommendation to approve the Resource Allocation Management Plan (RAMP), as presented

Trustee DeFilippo recommended the Board of Trustees approve the Resource Allocation Management Plan (RAMP), as presented, at the regular Board of Trustees meeting.

III. Recommendation to approve the resolution setting forth the prevailing wage rates compiled by the Illinois Department of Labor

Trustee DeFilippo recommended the Board of Trustees approve the resolution setting forth the prevailing wage rates compiled by the Illinois Department of Labor at the regular Board of Trustees meeting.

The meeting adjourned at 7:14 p.m.

BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE

16333 S. KILBOURN AVENUE, OAK FOREST, ILLINOI

JOHN A. DALY CONFERENCE ROOM

REGULAR BOARD MEETING MINUTES

THURSDAY, JULY 13, 2023

I. CALL TO ORDER & ROLL CALL:

At 7:14 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 Oak Forest Campus in the John A. Daly Conference Room.

Present: Chairman Terry Wells, Vice Chairperson Vivian Payne, Secretary Janet Rogers and Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Anthony Williams, and Student Trustee Jamesina Collier.

Absent: None.

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

II. PLEDGE OF ALLEGIANCE

Chairman Terry Wells led the Pledge of Allegiance.

III. PUBLIC PARTICIPATION:

There was none.

IV. REPORTS/PRESENTATIONS

A. An exhibit and tour of the SSC Barber Bus was delivered to the Board of Trustees.

V. PREVIOUS MEETING MINUTES

A. Decennial Committee Meeting held June 8, 2023

Trustee Payne moved and Trustee DeFilippo seconded to approve the minutes of the Decennial Committee meeting held June 8, 2023. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Jamesina Collier voted aye. Nays: None. Motion carried.

B. Regular Board of Trustees meeting held June 8, 2023

Trustee DeFilippo moved and Trustee Payne seconded to approve the minutes of the Regular Board of Trustees meeting held June 8, 2023. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Jamesina Collier voted aye. Nays: None. Motion carried.

C. Closed Session Meeting held June 8, 2023

Trustee DeFilippo moved and Trustee Payne seconded to approve the minutes of the Closed Session meeting held June 8, 2023. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Jamesina Collier voted aye. Nays: None. Motion carried.

VI. NEW BUSINESS

A. Monthly Financial Report

Trustee Rogers moved and Trustee Daly seconded to accept the Monthly Financial Report as presented by Treasurer Tyhani Hill. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Jamesina Collier voted aye. Nays: None. Motion carried.

B. Bills Payable for June 2023

Trustee Rogers moved and Trustee Collier seconded to approve the bills payable for May, 2023 in the amount of \$4,186,108.43. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Jamesina Collier voted aye. Nays: None. Motion carried.

C. Approval of the tentative operating and non-operating budgets for fiscal year 2024

Trustee DeFilippo moved and Trustee Rogers seconded to approve the tentative operating and non-operating budgets for fiscal year 2024. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Jamesina Collier voted aye. Nays: None. Motion carried.

D. Approval of the Resource Allocation Management Plan (RAMP), as presented

Trustee DeFilippo moved and Trustee Daly seconded to approve the Resource Allocation Management Plan (RAMP), as presented. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Jamesina Collier voted aye. Nays: None. Motion carried.

E. Approval to adopt the resolution setting forth the prevailing wage rates compiled by the Illinois Department of Labor

Trustee DeFilippo moved and Trustee Payne seconded to approve the resolution setting forth the prevailing wage rates compiled by the Illinois Department of Labor. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Jamesina Collier voted aye. Nays: None. Motion carried.

F. Approval to release closed session minutes and dispose of closed session audio tapes in accordance with the Illinois Open Meetings Act.

Trustee Harris moved and Student Trustee Collier seconded to grant approval to release closed session minutes and dispose of closed session audio tapes in accordance with the Illinois Open Meetings Act. The written minutes of June 10, 2021, December 9, 2021, January 12, 2023, and May 11, 2023 may be released. The written minutes of May 12, 2022, February 9, 2023 and June 8, 2023 shall remain closed. The audio recordings of June 10, 2021, December 9, 2021 and January 20, 2022 are authorized to be destroyed. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Jamesina Collier voted aye. Nays: None. Motion carried.

VII. PERSONNEL RECOMMENDATIONS

A. Retirements/Resignations/Terminations

1. Trustee DeFilippo moved and Trustee Harris seconded to approve the retirement of Bruce Allardice as a full-time Instructor in the Social and Behavioral Sciences Department, effective December 31, 2023, and grant permission to advertise to fill the vacated position, as needed. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Jamesina Collier voted aye. Nays: None. Motion carried.
2. Trustee DeFilippo moved and Trustee Payne seconded to approve the retirement of Janice Allen as a full-time Administrative Assistant II in the Physical Science, Math, Life Science and Physical Education Department, effective June 30, 2024, and grant permission to advertise to fill the vacated position, as needed. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Jamesina Collier voted aye. Nays: None. Motion carried.
3. Trustee Payne moved and Trustee DeFilippo seconded to approve the resignation of Jaidon Nance as a full-time Dispatcher in the Campus Police Department, effective June 5, 2023, and grant permission to advertise to fill the vacated, grant-funded position. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Jamesina Collier voted aye. Nays: None. Motion carried.
4. Trustee Harris moved and Trustee Rogers seconded to approve the resignation of Iman Whitfield as a full-time, grant-funded Youth Career Coach in the Workforce Development Department, effective June 29, 2023, and grant permission to advertise to fill the vacated, grant-funded position. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Jamesina Collier voted aye. Nays: None. Motion carried.
5. Trustee Rogers moved and Trustee Payne seconded to approve the resignation of Taryn Giddings as a full-time, grant-funded Adult Education Transitions Advisor in the Adult Education Department, effective July 31, 2023, and grant permission to advertise to fill the vacated, grant-funded position. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Jamesina Collier voted aye. Nays: None. Motion carried.
6. Trustee DeFilippo moved and Trustee Harris seconded to approve the resignation of Dr. Deborah Baness-King as a Vice President of Student and Enrollment Services, effective August 15, 2023, and grant permission to advertise to fill the vacated position. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Jamesina Collier voted aye. Nays: None. Motion carried.

B. Appointments

1. Trustee Rogers moved and Trustee DeFilippo seconded to approve the appointment of Jillane Newsom as a full-time, grant-funded Workforce Equity Initiative (WEI) Student Success Advisor in the Student Development Department, effective July 17, 2023, pending successful completion of a criminal background investigation. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Jamesina Collier voted aye. Nays: None. Motion carried.
2. Trustee DeFilippo moved and Trustee Rogers seconded to approve the appointment of Frank Provenzano as a full-time Trades I in the Plant Operations Department, effective July 17, 2023, pending successful completion of a criminal background investigation. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Jamesina Collier voted aye. Nays: None. Motion carried.
3. Trustee DeFilippo moved and Trustee Payne seconded to approve the appointment of Bradley Smith as a full-time Trades I in the Plant Operations Department, effective July 17, 2023, pending successful completion of a criminal background investigation. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A.

Harris, Vivian Payne, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Jamesina Collier voted aye. Nays: None. Motion carried.

4. Trustee DeFilippo moved and Student Trustee Collier seconded to approve the appointment of Joseph Jeter as a full-time, grant-funded Business Services Representative in the Workforce Development Department, effective July 17, 2023, pending successful completion of a criminal background investigation. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Jamesina Collier voted aye. Nays: None. Motion carried.

5. Trustee Harris moved and Student Trustee Collier seconded to approve the appointment of Melinda Stallworth as a full-time Instructor in the Nursing Department, effective July 31, 2023, pending successful completion of a criminal background investigation. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Jamesina Collier voted aye. Nays: None. Motion carried.

6. Trustee Harris moved and Trustee DeFilippo seconded to approve the appointment of Dr. Anshanette Taylor as a full-time Instructor in the Nursing Department, effective July 31, 2023, pending successful completion of a criminal background investigation. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Jamesina Collier voted aye. Nays: None. Motion carried.

7. Trustee Rogers moved and Trustee Williams seconded to approve the appointment of Nehemiah Owens as a full-time Custodian I (evenings) in the Plant Operations Department, effective July 17, 2023, pending successful completion of a criminal background investigation. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Jamesina Collier voted aye. Nays: None. Motion carried.

8. Trustee Daly moved and Trustee Payne seconded to approve the appointment of Joanna Tassin as a full-time, grant-funded Sustainability Program Specialist in the Plant Operations Department, effective July 24, 2023. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Jamesina Collier voted aye. Nays: None. Motion carried.

9. Trustee Daly moved and Student Trustee Collier seconded to approve the appointment of Shaunta Williams as a full-time Early Childhood Access Consortium for Equity (ECACE) Student Success Advisor in the Student Development Department, effective July 17, 2023. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Jamesina Collier voted aye. Nays: None. Motion carried.

10. Trustee DeFilippo moved and Trustee Payne seconded to approve the appointment of Jenna Camalick as a full-time Academic Records Recorder in the Registration and Records Department, effective July 17, 2023, and grant permission to advertise to fill the vacated position, as needed. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Jamesina Collier voted aye. Nays: None. Motion carried.

VIII. CLOSED SESSION

At 8:01 p.m., on a motion made by Trustee Payne and seconded by Trustee Rogers, the Board entered Closed Session for the discussion of the hiring, discipline, performance, and compensation of certain personnel, dismissal to 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 Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Jamesina Collier voted aye. Nays: None. Motion carried.

At 9:49 p.m., the Board resumed Open Session on a motion made by Trustee DeFilippo and seconded by Student Trustee Collier. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Jamesina Collier voted aye. Nays: None. Motion carried.

IX. MISCELLANEOUS

Chairman Wells expressed his appreciation of the Frank M. Zuccarelli Memorial Park Dedication Ceremony.

X. ADJOURNMENT

At 9:51 p.m., Trustee Payne moved and Student Trustee Collier seconded to adjourn the Board of Trustees meeting. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Jamesina Collier voted aye. Nays: None. Motion carried.

Chairman of the Board

Secretary of the Board



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VI.B

Board Meeting Date: August 10, 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 June 30, 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

Daniel Hill
Controller/Treasurer

07/31/2023
Date

Patricia Bush
Appropriate Vice President

8/2/23
Date

Spencer Stokes
President

8/3/23
Date

SOUTH SUBURBAN COLLEGE
South Holland, Illinois

To: Board of Trustees
 From: Tyhani Hill
 Date: July 31, 2023
 Subject: Financial Report For The Period Ending June 30, 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>
\$2,393,659.24	\$31,678,831.51
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$2,977,223.19	\$29,255,629.67

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>
\$6,271,727.41	\$47,116,521.13
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$5,518,368.91	\$45,550,606.35
<u>Net Monthly Position</u>	<u>Year to Date Net Position</u>
\$753,358.50	\$1,565,914.78

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>
\$16,707,052.00	2.88%	(7)

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	\$1,467,058.97	\$260,959.09	\$1,728,018.06
March	\$1,594,752.63	\$132,438.50	\$1,727,191.13
April	\$1,725,830.36	\$267,900.81	\$1,993,731.17
May	\$835,109.74	\$2,045,744.78	\$2,880,854.52
June	\$1,450,614.25	\$943,044.99	\$2,393,659.24
YTD	\$26,760,407.09	\$4,918,424.42	\$31,678,831.51

	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	\$1,604,465.13	\$310,149.40	\$1,914,614.53
March	\$1,570,985.68	\$333,572.76	\$1,904,558.44
April	\$1,652,529.69	\$308,310.31	\$1,960,840.00
May	\$1,815,280.51	\$349,828.95	\$2,165,109.46
June	\$2,024,959.13	\$952,264.06	\$2,977,223.19
YTD	\$24,713,481.97	\$4,542,147.70	\$29,255,629.67

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	\$2,702,308.56	\$2,696,052.76	\$6,255.80
March	\$3,923,570.84	\$3,848,377.34	\$75,193.50
April	\$2,841,880.04	\$2,610,818.70	\$231,061.34
May	\$2,955,148.49	\$2,977,598.84	(\$22,450.35)
June	\$6,271,727.41	\$5,518,368.91	\$753,358.50
YTD	\$47,116,521.13	\$45,550,606.35	\$1,565,914.78

	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	\$9,485,255.50	2.89%	5
March	\$22,075,088.48	2.91%	2
April	\$21,490,926.76	2.91%	-
May	\$18,325,736.95	2.95%	4
June	\$16,707,052.00	2.88%	(7)

SOUTH SUBURBAN COLLEGE

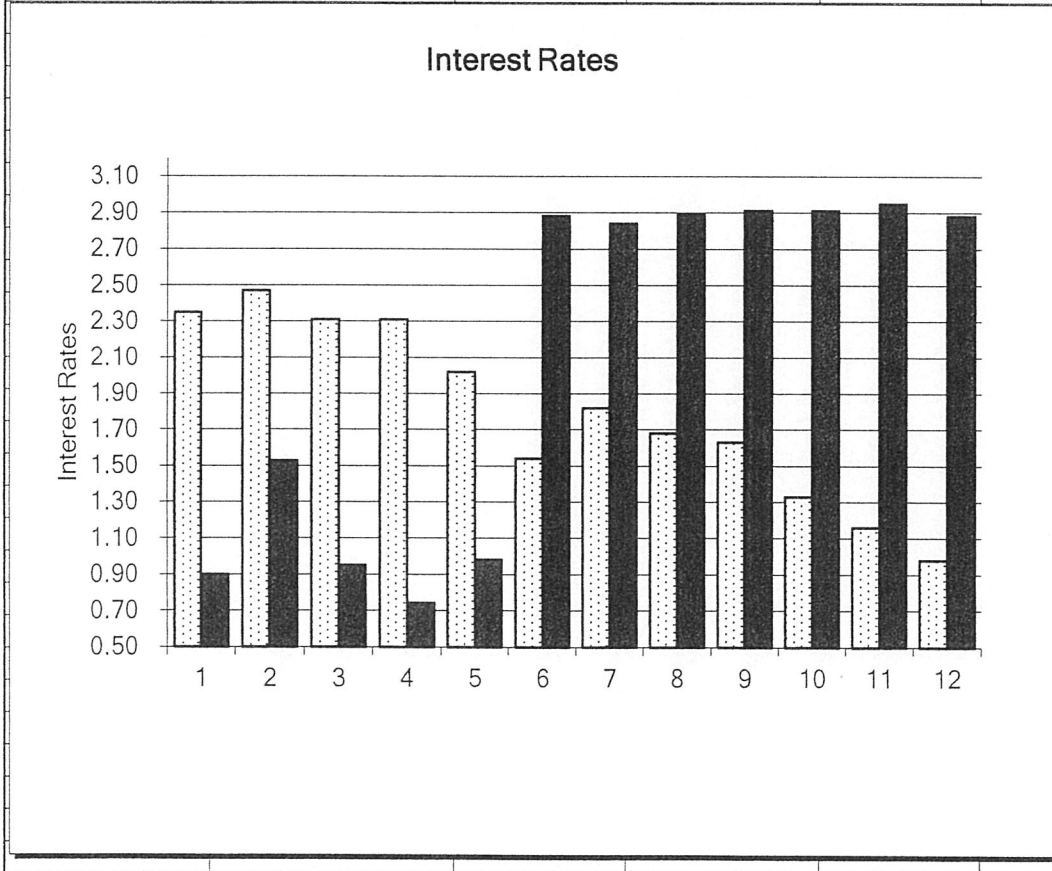
Description	Date	Fund 1 Educational	Fund 2 Opr. & Maint.	Fund 3 O&M Rst(300)	Fund 3 PH&S(379)
53 Investment account		0.00	0.00	0.00	0.00
PMA/ISDLAF + = ISDMAX		0.00	0.00	0.00	0.00
Illinois Funds		346,825.52	0.00	0.00	0.00
53 Contributory Trust		0.00	0.00	0.00	0.00
PFM Asset Management		2,290,202.73	0.00	0.00	0.00
IIIT Money Market/UMB		(0.00)	0.00	0.00	0.00
53 Financial Money Market		15,681,551.69	0.00	0.00	0.00
Totals	6/1/2023	18,318,579.94	0.00	0.00	0.00
Transactions:					
Illinois Fund MM deposit from Comptroller	06/07/23	6,065.00			
Illinois Fund MM deposit from Comptroller	06/08/23	121,818.18			
Illinois Fund MM deposit from Comptroller	06/09/23	575.00			
Illinois Fund MM deposit from Comptroller	06/14/23	90,450.00			
Illinois Fund MM deposit from Comptroller	06/16/23	35,537.87			
Illinois Fund MM deposit from Comptroller	06/20/23	690.00			
Illinois Fund MM deposit from Comptroller	06/27/23	70,734.16			
Illinois Fund MM deposit from Comptroller	06/30/23	11,660.00			
Interest on Illinois Funds MM	06/30/23	2,236.96			
5/3 transfer from Investments to Cash	06/30/23	(2,004,634.32)			
Interest on 53 MM	06/30/23	36,555.68			
PFM Interest	06/30/23	9,626.20			
Ending Balance:		16,699,894.67	0.00	0.00	0.00
53 Investment account		0.00	0.00	0.00	0.00
PMA/ISDLAF + = ISDMAX		0.00	0.00	0.00	0.00
Illinois Funds		686,592.69	0.00	0.00	0.00
53 Contributory Trust		0.00	0.00	0.00	0.00
PFM Asset Management		2,299,828.93	0.00	0.00	0.00
IIIT Money Market/UMB		(0.00)	0.00	0.00	0.00
53 Financial Money Market		13,713,473.05	0.00	0.00	0.00
Totals	6/30/2023	16,699,894.67	0.00	0.00	0.00

SOUTH SUBURBAN COLLEGE

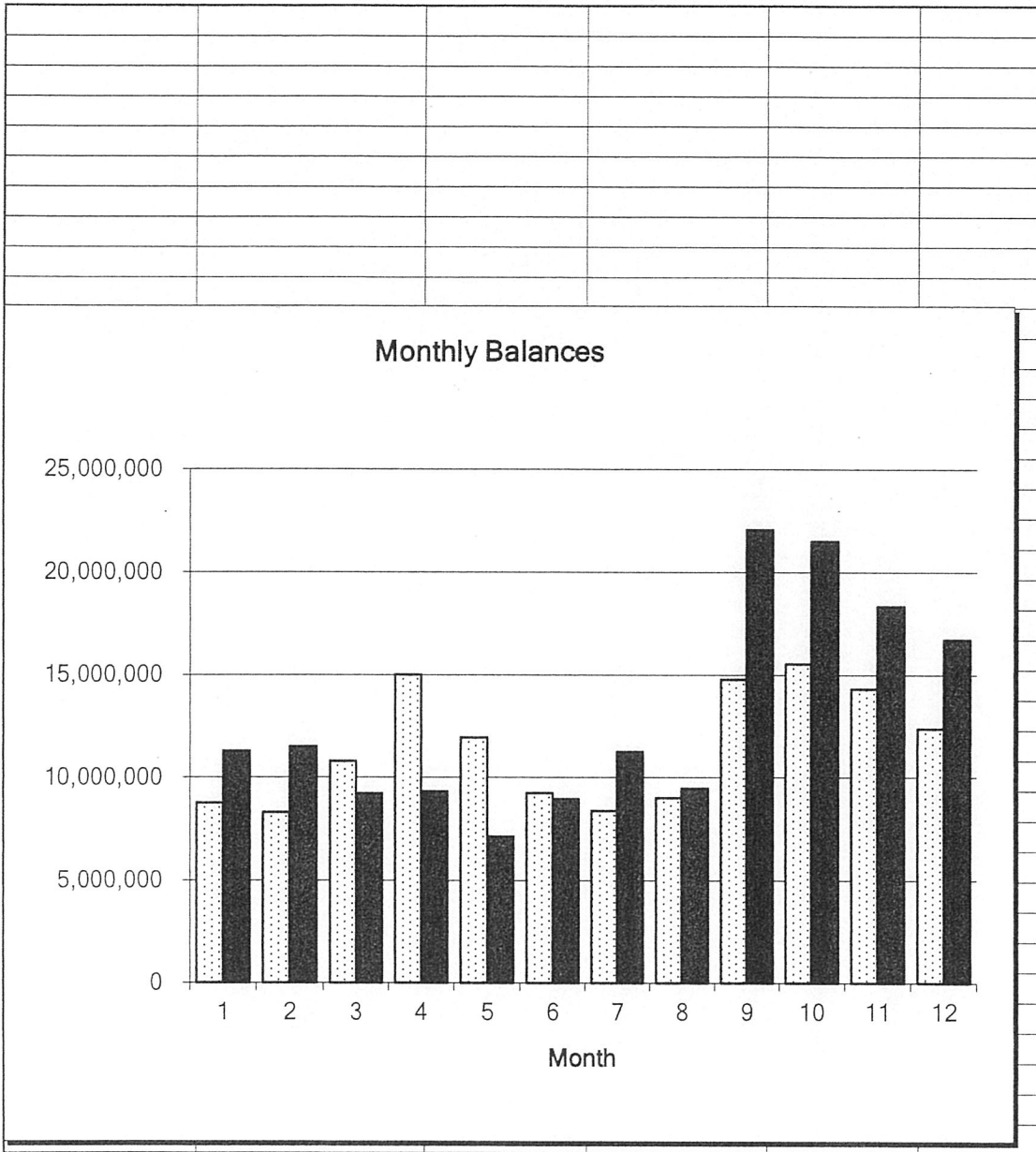
Investment		Page 4	Page 6	Total	Percent to Total
10	U. S. Government Securities	0.00	0.00	0.00	0%
20	Time Deposits	0.00	0.00	0.00	0%
30	Commercial Paper	0.00	0.00	0.00	0%
30	Commercial Paper	0.00	0.00	0.00	0%
40	Mutual Funds	0.00	0.00	0.00	0%
50	Illinois Funds	2,986,421.62	0.00	2,986,421.62	18%
90	Other	13,720,630.06	0.00	13,720,630.06	82%

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	9,485,256	2.89
March	14,764,583	1.63	22,075,088	2.91
April	15,529,366	1.33	21,490,927	2.91
May	14,311,517	1.16	18,325,737	2.95
June	12,390,395	0.98	16,707,052	2.88



South Suburban College





SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VI.B

Board Meeting Date: August 10, 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	\$2,714,799.78
Operations & Maintenance Fund	\$378,626.16
Auxiliary Enterprise Fund	\$66,405.13
Restricted Funds	\$479,619.67
Special Levies Fund	\$165,326.78
Flex Plan Fund	\$2,226.96
Total	\$3,807,004.48

Approvals:

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

[Signature]
Controller/Treasurer

08/02/2023
Date

[Signature]
Vice President of Administration

8/2/23
Date

[Signature]
President

8/3/23
Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VI.C

Board Meeting Date: August 10, 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 approval to retain the law firm of **Petrarca, Gleason, Boyle & Izzo, LLC** for the provision of legal services, at the rates specified in the legal services proposal, effective August 11, 2023, to be renewed on a yearly basis.

ESTIMATED COST OR BENEFIT

Petrarca, Gleason, Boyle & Izzo, LLC will provide an itemized monthly statement by the tenth of each month, following the delivery of services. The statement will itemize the date service is rendered, the specific service and the time expended thereon. No distinction will be made between actual and effective billing rates. The college will be charged a rate of \$250 per hour for attorney services for partners and associates, billed in increments of one-tenth of an hour. Paralegals, when employed, will be billed at a rate of \$110 per hour. Law clerks, when employed, will be billed at a rate of \$90.00 per hour. The college will not be charged a flat fee for any service with the exception of bond issues.

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 grant approval to retain the law firm of **Petrarca, Gleason, Boyle & Izzo, LLC** for the provision of legal services, at the rates specified in the legal services proposal, effective August 11, 2023, to be renewed on a yearly basis.

Approvals:

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

President

8/8/23
Date

Legal Services Proposal

Prepared For:
**Board of Trustees
South Suburban College**

Submitted By:

PETRARCA, GLEASON, BOYLE & IZZO, LLC
Attorneys at Law

Flossmoor Office

19730 Governors Highway, Suite 10
Flossmoor, Illinois 60466
Telephone: 708-799-6766
Facsimile: 708-799-6866

Oak Brook Office

1415 W. 22nd Street, Suite 200
Oak Brook, Illinois 60523
Telephone: 630-928-1200
Facsimile: 630-928-1300

Downers Grove Office

5121 Main Street, Suite 3
Downers Grove, IL 60515
Telephone: 630-796-2086
Facsimile: 630-786-3157

June 25, 2023

Contact Information

Christopher L. Petrarca/Partner
Petrarca, Gleason,
Boyle & Izzo, LLC
cpetrarca@petrarcagleason.com
(630) 928-1200

Dr. Lynette D. Stokes
President
South Suburban College
15800 South State Street
South Holland, Illinois 60473
lstokes@ssc.edu

June 25, 2023

Re: Response to Request for Proposal - Legal Services

Dear Dr. Stokes:

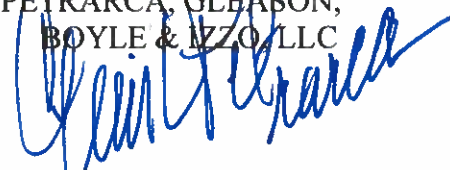
On behalf of Petrarca, Gleason, Boyle & Izzo, LLC, I am pleased to submit to you this Response to the Request for Proposal for Legal Services from South Suburban College. We are prepared to serve as general counsel to the Board of Trustees of South Suburban College with respect to all legal services required, including but not limited to those listed in the Request for Proposal. We have extensive experience in representing school districts of all sizes throughout the State of Illinois in all aspects of the law.

Petrarca, Gleason, Boyle & Izzo, LLC is an established school law firm operating throughout the State of Illinois. Our law firm was formed in 2005 in Flossmoor, Illinois. Flossmoor remains our main office and we have added offices in Oak Brook and Downers Grove. Our partners have south suburban roots and over 100 years of combined experience in representing Illinois school districts. Representing school districts is what we do. We have 10 full-time attorneys (six partners and three associates) and one attorney who works of counsel. Our fee structure is \$250 per hour for all attorneys and all services. We currently represent approximately 90 school districts, some as general counsel and some as special counsel. For your reference, we are including a list of some of our clients, many of which are in the south suburbs.

In accordance with the Request for Qualifications, our attorneys possess a high degree of experience, the ability, poise and professionalism to interact with the College Board, senior management, staff, faculty and community stakeholders. I hereby acknowledge that all of the attorneys in our firm are licensed to practice law in Illinois and are in good standing, that we have available and capable staff to complete all assignments from South Suburban College and that we have and will maintain legal malpractice insurance for all licensed attorneys attending to South Suburban College matters. We would welcome an opportunity to meet with the Evaluation Committee and/or the Board of Trustees. For all of the reasons contained in this proposal, we believe that we are well-suited and are the best fit to serve as general counsel to the Board of Trustees of South Suburban College.

Very truly yours,

PETRARCA, GLEASON,
BOYLE & IZZO, LLC



CHRISTOPHER L. PETRARCA

SCOPE OF LEGAL SERVICES

We are prepared and well-qualified to handle all the legal issues identified in the Request for Proposal. This section provides a sampling of the legal issues that we handle for our clients.

Board Governance, Organization, and Ethics

Our attorneys attend board of education meetings on a weekly basis. We address concerns regarding agendas, minutes, notices, closed session topics, voting requirements, the role, power and duties of the board and board officers. We are frequently called upon to provide legal opinions on the Open Meetings Act, the Freedom of Information Act (FOIA), the Local Records Act, the Personnel Records Review Act, and similar statutes. We provide guidance on general parliamentary procedure and compliance with Robert's Rules of Order. We regularly counsel clients on the interpretation of board policies. Similarly, we often review, revise and/or draft board policies. We frequently assist in preparing responses to information requests under the FOIA. We have significant experience representing clients before the Attorney General's Public Access Counselor with regard to both the Open Meetings Act and the Freedom of Information Act.

With respect to organization, we are often called upon to counsel clients on organizational matters following school board elections in April of odd numbered years. These matters include the timing of the organizational meeting, the qualification and seating of new board members, the delivery of the oath of office, the election of board officers and training requirements for new board members. We provide opinions on board vacancies and terms of office. Finally, we frequently advise and draft policies on a variety of ethics topics, such as limitations on gifts to public officials and employees, prohibited political activities, economic interest reporting, nepotism, financial conflicts of interest, incompatible offices, and the role of individual board members.

Personnel

The lawyers in our firm are in daily contact with our school clients regarding personnel issues. We provide guidance and advice concerning all areas of the labor/management relationship, including, but not limited to, employee discipline, employee discharge, employee evaluation, non-renewal, remediation, reduction in force. This often involves the interplay of some combination of board policies, collective bargaining agreements, individual contracts and the law. Our considerable experience in this context will greatly benefit the Board of Trustees. Frequently our attorneys address questions regarding the Family Medical Leave Act, the Americans with Disabilities Act, the Workers' Compensation Act, general labor law, and the interpretation of collective bargaining agreements. Throughout the COVID-19 pandemic, in a constantly changing legal environment, we provided extensive guidance to our clients on the interpretation of Gubernatorial Executive Orders, the Families First Coronavirus Relief Act, EEOC guidance and federal and state law regarding mask and vaccine mandates, and religious and medical accommodations. We also work closely with our clients' human resources department to address their questions and regularly review and revise employment policies, practices and procedures.

Collective Bargaining Negotiations and Labor Law

We have extensive experience negotiating collective bargaining agreements with both teachers and support staff. Our attorneys are well-versed in both traditional bargaining and interest-based bargaining. Of course, our approach to collective bargaining will be determined by the preferences and goals of the Board of Trustees. Our firm regularly handles union grievances and unfair labor practice charges. We also have extensive experience practicing before the Illinois Educational Labor Relations Board, the Illinois Department of Labor and the Illinois State Labor Relations Board.

Litigation

As outside counsel, we work with our clients to avoid or minimize the possibility of litigation against them. But litigation is often inevitable, and all our attorneys have litigation experience representing school districts in both State and federal courts in a variety of matters and claims. Based upon this experience, our firm has been approved to handle general liability claims and errors and omissions claims on behalf of many insurance cooperatives and insurance companies who provide coverage for Illinois school districts.

We represent our school district and joint agreement clients in federal and State courts in matters such as personal injury and contract liability, civil rights issues, and administrative/appellate review. We also represent our clients in administrative proceedings before federal and State agencies such as the Illinois Education Labor Relations Board, the Illinois State Labor Relations Board, the Illinois Workers' Compensation Commission, the Illinois Department of Labor, the Equal Employment Opportunity Commission, the Illinois Department of Human Rights, the Illinois Human Rights Commission, the U.S. Department of Education's Office for Civil Rights, the National Labor Relations Board, and the Illinois State Board of Education, as well as in student residency, suspension/expulsion, and special education proceedings.

In the event of any type of litigation, it is our practice at the outset to provide our clients with a legal analysis of the lawsuit, including the potential for loss, the probable cost of the litigation, insurance coverage issues and potential settlement options. We believe it is our fundamental responsibility to provide our clients with the information that is necessary to allow the clients to make an informed decision regarding the litigation/settlement strategy. We provide timely updates on all pending litigation matters. Our firm also provides guidance and assistance throughout the process to minimize the disruption and impact upon the operations of our clients.

It is always our goal to provide practical advice and guidance to minimize risk and the chance of litigation. Although we cannot prevent lawsuits from being filed, we can put the College in the best posture to successfully defend potential lawsuits. Our experience in understanding the types of claims and how they will be presented by potential litigants is invaluable to our clients.

Construction

We have extensive experience in construction law, both transactional and litigation. We routinely review and revise contracts dealing with all aspects of construction, including contracts for architects, contractors, subcontractors, and construction managers. We have worked with virtually every type of delivery system in the construction industry. Those systems include general contractor, multiple prime contractors, and design build. We have worked with construction managers and owner's representatives. Most construction projects utilize the American Institute of Architects (AIA) construction documents and we are well versed in all AIA documents and have developed detailed modification recommendations designed to protect the District's interests.

A large portion of our work involves providing legal support and advice to our school district clients on large construction projects and resolving complex claims. We often deal with difficult issues facing our clients on construction related projects including defective construction, mechanic's liens, performance issues, payment disputes and injury claims. Construction disputes are often complicated and involve multiple parties and insurance carriers. We take a highly cost-effective view of construction disputes by attempting to resolve the disputes early and through informal meetings with all interested parties. In the event that an amicable resolution cannot be reached, we are well prepared to resolve the disputes through adversarial proceedings in the form of mediation, arbitration and/or litigation.

Civil Rights, Discrimination and Bias Issues

Our attorneys regularly assist our school district clients to address complaints of discrimination and bias by employees, parents, and students on the basis of gender, age, disability, religion, race, and national origin. We advise school districts on ways to avoid these complaints and we also defend clients in investigations or hearings conducted by the U.S. Department of Education's Office for Civil Rights, the Illinois Department of Human Rights, the Illinois Human Rights Commission and the United States Equal Employment Opportunity Commission. We also regularly assist clients in investigating claims under Title VII, the Illinois Human Rights Act, Title IX of the Civil Rights Act and Title VI of the Civil Rights Act.

Privacy and Technology

With the increasing amount of online educational services and interactive technologies, and remote learning, student privacy and technology issues have gained significant importance. Our attorneys consult with school districts regarding student records and privacy issues. We review and draft contracts with online educational service providers and other providers with access to personally identifiable information to ensure that these agreements include needed privacy protections.

Property Taxes, Finance and Other Business Services

The firm's attorneys regularly advise and represent school districts on business service issues, including tax levies, budgets, fund transfers, bond issues and borrowing, State aid, taxpayer appeals, tax incentives for development, vendor contracts, and mandated reports. We intervene in approximately 100 new cases each year before the Illinois Property Tax Appeal Board, various county boards of review, and the circuit courts. We also defend districts in tax rate objections when taxpayers seek refunds by contending that the district's rates are excessive under various legal theories.

We prefer to take a proactive role on tax incentives, frequently negotiating and drafting tax abatement agreements which place important conditions protecting the districts' interests while still fostering economic development. We advise clients with respect to municipal tax increment financing ("TIF") districts, including representing our clients before joint review boards and negotiating and drafting intergovernmental agreements. When warranted, we have been involved in litigation opposing TIFs.

Similarly, with bonds, we generally assume an active role as issuer's counsel. In that capacity, our partners have long-standing relationships with leading underwriters and bond counsel, while working to protect the districts' own unique interests. We also regularly provide counsel and guidance to our clients regarding the purchase and sale of property.

PERSONNEL QUALIFICATIONS AND EXPERIENCE

Attorney Biographies

Christopher L. Petrarca (Partner) Mr. Petrarca has an M.B.A. from the University of Notre Dame and J.D. from the University of Illinois Chicago School of Law. Mr. Petrarca focuses his practice on counseling and representing public school districts and other local governmental entities in a broad range of matters. He has extensive experience in public sector labor law, including negotiating collective bargaining agreements, defending grievances and defending unfair labor practice claims. Mr. Petrarca regularly advises clients regarding board procedures and policies and compliance with the Illinois Open Meetings Act and the Freedom of Information Act. He regularly represents clients in administrative proceedings before various state agencies.

Mr. Petrarca regularly provides counsel to clients on a variety of employment matters, such as the FMLA, ADA, workers compensation and other general employment issues. He has counseled numerous school districts regarding all aspects of construction projects from bid specifications and negotiating contracts (with contractors, architects and construction managers) to resolving and litigating disputes over construction defects and delays. Mr. Petrarca has a substantial background in commercial real estate matters.

William F. Gleason (Partner) graduated with High Honors from the Illinois Institute of Technology in 2001 with a Bachelor of Science degree in Pre-Professional Political Science. He received his J.D. degree from Chicago-Kent College of Law in 2003. While at Chicago-Kent he was an inaugural member of the Honors Law Program and worked in the school's in-house law clinic. His litigation experience includes premises liability claims, sexual abuse, student discipline, civil rights, and municipal tort liability. He has represented many clients in State and Federal courts, as well as representing clients before the Equal Employment Opportunity

commission and the Illinois Department of Human Rights. Mr. Gleason is also often called on to negotiate collective bargaining agreements with a broad base of employee groups for both school and municipal clients. He has argued cases before the Illinois Supreme Court, the Illinois Appellate Court and the Seventh Circuit Court of Appeals.

Daniel M. Boyle (Partner) received his B.A. degree, with honors, from DePaul University in 1983 and his J.D. and LL.M. degrees from John Marshall Law School in 1986 and 1993, respectively. He has been a lecturer for the Illinois Association of School Business Officials, the Illinois Association of School Boards, the Illinois Association of School Administrators, as well as for other national organizations and area superintendent and administrator groups. He is a member of the National and Illinois Councils of School Attorneys and concentrates his practice in general school law. Mr. Boyle also has considerable expertise in school law, labor and tax/employment law, and employee benefits law.

John M. Izzo (Partner) received his B.A. degree in political science, summa cum laude, from Bradley University in 1978 and his J.D. degree, cum laude, from the University of Illinois in 1982. For two years following his graduation from law school, he served as law clerk to Illinois Appellate Court Justice George W. Lindberg. Since 1984, his legal practice has focused in the areas of general school law, as well as real estate taxation and local government finance, constitutional law, election law, and board ethics and procedures. Mr. Izzo has co-authored the chapters on Church-State Issues, Civil Rights Litigation, and School Finance in the last several editions of the Illinois Institute for Continuing Legal Education's treatise on Illinois School Law. He has acted as counsel to numerous educational and municipal officers' electoral boards. Mr. Izzo is a frequent presenter to organizations such as the Illinois Association of School Business Officials, the Illinois Local Government Finance Officials Association, and the League of Women Voters.

Eric S. Grodsky (Partner) Mr. Grodsky graduated from the University of Wisconsin with a degree in Business Administration (1998) and his Juris Doctor (2002). Mr. Grodsky served as Deputy General Counsel at the Illinois State Board of Education. At Petrarca, Gleason, Boyle & Izzo, LLC, Mr. Grodsky represents school districts, charter schools, and private employers. He practices in the areas of education, labor, and employment law. Mr. Grodsky routinely counsels clients on employee rights and benefits, student rights and discipline, the Open Meetings Act, and Freedom of Information Act compliance. Mr. Grodsky negotiates and drafts contracts and intergovernmental agreements and advises on board governance and regulatory matters. Mr. Grodsky also regularly litigates before state and federal courts and administrative agencies. He is licensed to practice law in Illinois, Wisconsin, and Ohio.

Jennifer K. Schwendener (Partner) received a Bachelor of Arts degree from Indiana University in Bloomington, Indiana in 2002. She received her Juris Doctor degree from The John Marshall Law School, Chicago, Illinois in 2005. While at The John Marshall Law School, Ms. Schwendener prosecuted and tried numerous misdemeanor and felony cases as a law clerk at the Cook County State's Attorney's Office in its Juvenile Delinquency and Gang Prosecution Divisions. Her experience includes litigation defense in the following areas: premises liability, sexual assault, student discipline, Title VII, Title IX, ADEA, ADA, equal protection, due process, willful and wanton supervision, First Amendment claims, retaliation claims, construction disputes, breach of contract claims, insurance coverage and personal injury. Ms. Schwendener has litigated and successfully tried cases in numerous counties throughout the states of Illinois, Indiana and Oklahoma. Ms. Schwendener has handled appeals in the First, Second and Fifth District Appellate

Courts, along with the U.S. Court of Appeals for the Seventh Circuit. Ms. Schwendener is recognized as an Illinois “Super Lawyer” in Civil Litigation.

Eric B. Bernard (Associate) graduated *summa cum laude* from Carthage College in 2014 and graduated *magna cum laude* from the University of Illinois College of Law in 2017. While at the University of Illinois, Eric obtained significant trial and moot court experience. Before coming to Petrarca, Gleason, Boyle & Izzo, LLC, Eric practiced law at a full-service Chicago law firm where he represented employers and other businesses in all aspects of civil litigation. Eric has appeared before state and federal courts and administrative tribunals.

Mary J. Rocco (Associate) has over seventeen years of experience practicing law. She worked for ten years as a litigator with Administration of Children’s Services in New York City, focusing on assisting families and children touched by the foster care system.

In 2015, Mary moved to Illinois with her family and opened up her own law practice specializing in family law focusing on special education matters. With her years of experience in advocating on behalf of families, Mary has the background to advocate on behalf of school districts. She has experience with IEP compliance, 504 Plans, mediation, due process hearings, disciplinary matters, expulsion and residency hearings.

Mary earned her J.D. from The University of San Diego School of Law, her B.A. from Villanova University and obtained an M.S.W. from New York University. Mary is licensed to practice law in Illinois and New York. In 2007, Mary was the recipient of the Family Court Legal Service’s Permanency Award, recognized for her outstanding dedication and hard work.

Angelo Tzivas (Associate) represents individuals, corporations, municipalities, and school districts. His practice includes civil litigation, in addition to advisory and transactional work. Angelo practices in the areas of labor and employment, school law, corporate, administrative law, civil rights, consumer protection, construction, real estate, insurance coverage, trademarks, and general liability. Angelo has successfully litigated cases in various courthouses throughout the State of Illinois, in the United States District Court for the Northern District of Illinois, before the Illinois Civil Service Commission, before the Illinois Court of Claims, and in arbitration.

Angelo received his Juris Doctor degree from the University of Illinois Chicago School of Law, formerly known as the John Marshall Law School (“JMLS”), in December 2017. While at JMLS, Angelo served as Vice President of the Student Bar Association, Class Representative, Chicago Bar Association Representative, Treasurer of Phi Alpha Delta, President of the Hellenic Law Students Association, and Member of the Student Advisory Board. Angelo received his Bachelor of Arts degree from the University of Illinois Chicago (“UIC”), in May 2014. At UIC, Angelo also served as Co-President of the Hellenic Students Association, Vice President of Tau Kappa Epsilon, Member of the UIC Student Conduct Board, and Member of the UIC Faculty Senate. In 2014, Angelo was inducted into the prestigious University of Illinois Alumni Association Activities Honorary Society and was also awarded the Chancellor’s Student Service Award.

Joel R. DeTella (Of Counsel) received his Bachelor’s degree in Economics and Finance from the University of Illinois at Champaign-Urbana in 1987. He received his Juris Doctor degree from the John Marshall Law School in 1990. He served as an Assistant State’s Attorney of Cook County in the criminal prosecutions bureau for five years. He is a member of the National and Illinois Council of School Attorneys. His experience includes jury trial litigation, representation of

municipal as well as school district clients in civil rights related cases. Mr. DeTella represents school district clients in boundary disputes, detachment and annexation and eminent domain. He also has extensive experience in the areas of student discipline, student residency, teacher remediation, property tax appeals and school construction issues.

CLIENT LIST

The following is a representative list of some of the school districts to which our attorneys currently provide legal services. You are welcome to contact them for references.

1. **Thornton Fractional Township High School District 215** (708) 585-2300
18601 Torrence Avenue
Lansing, IL 60438
Mr. Richard Dust – Board President
Dr. Rena Whitten – Co-Acting Superintendent
Mr. John Robinzine – Co-Acting Superintendent

2. **Bremen Community High School District No. 228** (708) 389-1175
15233 Pulaski Road
Midlothian, IL 60445
Mrs. Kristine Resler - Board President
Dr. Brad Sikora - Superintendent

3. **Proviso Township High Schools District No. 209** (708) 338-5900
8601 Roosevelt Road
Forest Park, IL 60130
Ms. Amanda J. Grant - Board President
Dr. James L. Henderson - Superintendent

4. **Lincoln-Way Community High School District No. 210** (815) 462-2100
1801 East Lincoln Highway
New Lenox, IL 60451
Mr. Aaron P. Janik - Board President
Dr. Scott Tingley - Superintendent

5. **Lemont Township High School District No. 210** (630) 257-5838
800 Porter Street
Lemont, IL 60439
Mr. Kurt Korte - Board President
Dr. Mary Ticknor - Superintendent

6. **DuPage Community High School District No. 88** (630) 530-3980
2 Friendship Plaza
Addison, IL 60101
Ms. Donna Craft Cain - Board President
Dr. Jean Barbanente - Superintendent

7. **Harlem Consolidated School District No. 122** (815) 654-4500
8605 North Second Street
Machesney Park, IL 61115
Mr. Michael Sterling - Board President
Dr. Terrell Yarbrough - Superintendent

- 8. Crete-Monee Community Unit School District No. 201-U** (708) 367-8300
 1500 Sangamon
 Crete, IL 60417
 Mr. Maurice Brown - Board President
 Dr. Kara Coglianesi - Superintendent
- 9. SPEED Special Education Joint Agreement #802** (708) 481-6100
 1125 Division Street
 Chicago Heights, IL 60411
 Mr. Ron Bean - Governing Board President
 Dr. Tina Halliman - Superintendent
- 10. Harvey Public School District No. 152** (708) 333-0300
 16001 Lincoln Avenue
 Harvey, IL 60426
 Ms. Myra Gardner - Board President
 Dr. Lela L. Bridges - Interim Superintendent
- 11. Lincoln Elementary School District No. 156** (708) 862-6625
 410 West 157th Street
 Calumet City, IL 60409
 Ms. Kimsha Flex - Board President
 Dr. Anita Rice - Superintendent
- 12. Hoover-Schrum Memorial School District No. 157** (708) 868-7500
 1255 Superior Avenue
 Calumet City, IL 60409
 Mr. Charles Garcia - Board President
 Dr. Dwayne Evans - Superintendent
- 13. Lansing School District No. 158** (708) 474-6700
 18300 Greenbay Avenue
 Lansing, IL 60438
 Ms. Mary Kelly - Board President
 Dr. Nathan Schilling - Superintendent
- 14. Elementary School District No. 159** (708) 720-1300
 20700 Matteson Avenue
 Matteson, IL 60443
 Ms. Sharee Morton - Board President
 Dr. Tiffany Brunson - Superintendent
- 15. Country Club Hills School District No. 160** (708) 957-6200
 4411 West 185th Street
 Country Club Hills, IL 60478
 Ms. Jacqueline Doss - Board President
 Dr. Duane Meighan - Superintendent

PROPOSED FEE SCHEDULE

Petrarca, Gleason, Boyle & Izzo, LLC provides excellent legal services in an economical manner. We believe that our fee structure is more than competitive when compared to the current rates of other attorneys practicing school law with the breadth and depth of our expertise.

Hourly Rate: We charge \$250.00 per hour for attorney services, billed in increments of one-tenth of an hour. We charge the same rate for partners and associates. Paralegals, when employed, are billed at a rate of \$110.00 per hour. Law clerks, when employed, are billed at a rate of \$90.00 per hour. We generally do not charge a flat fee for any of our services, with the exception of bond issues.

Costs: We do not charge for computerized legal research, faxes, copy preparation under 500 copies per task, database charges or legislative updates. Although we charge for travel time, we do not charge for mileage. The only reimbursement sought by the firm is for items specifically purchased on behalf of the District such as court reporter services, transcripts, or court filing fees. In those situations, the costs are passed on to the District without any mark-ups or add-ons. We encourage you to compare these practices to those of our competitors, many of whom do charge additional service fees, mark-ups for electronic legal research, auto mileage, or other sometimes ill-defined miscellaneous or other costs.

Billing Practices: We provide an itemized monthly statement by the tenth of each month, following the delivery of services. The statement itemizes the date service was rendered, the specific service and the time expended thereon. We do not attempt to make distinctions between actual and effective billing rates. We are committed to complete billing transparency.

CERTIFICATION of CONTRACTOR/BIDDER

See Attached

4. Cost/Rates for services
5. BEP participation

Appendix C – General Terms and Conditions

The following provisions shall apply if and to the extent required by law:

1. **AUTHORITY: South Suburban College DISTRICT #510** is organized under and subject to the Illinois Public Community College Act (110 Illinois Compiled Statutes 805/1-1 et seq.). All contracts of **South Suburban College** are subject to the Illinois Public Community College Act and, also, all other applicable federal, state and local statutes, laws, ordinances, policies, rules and regulations.
2. **BIDDING PRACTICES:** Pursuant to Section 33E-11 (a) of the Illinois Criminal Code (720 Illinois Compiled Statutes 5/33E 11(a)), Contractor or Supplier certifies that neither Contractor or Supplier, nor any agent or employee thereof, is barred from contracting with any unit of State or local government as a result of a violation of either Section 33E-3 or Section 33E-4 of said Code (720 Illinois Compiled Statutes 5/33E-3, 5/33E-4). Section 33E-3 pertains to the offense of bid-rigging and Section 33E-4 pertains to the offense of bid rotating.
3. **BRIBERY CERTIFICATION:** Contractor or Supplier certifies that neither Contractor or Supplier nor any agent or employee thereof has been convicted of bribery or attempting to bribe an officer or employee of the State of Illinois or any other state in that officer or employee's official capacity, or has made an admission of guilt of such conduct which is a matter of record but has not been prosecuted for such conduct. See 30 Illinois Compiled Statutes 505/10.1.
4. **CONFLICTS OF INTEREST:** Vendor shall note any and all relationships that might be a conflict of interest and include such information with the response.
5. **UNLAWFUL DISCRIMINATION:** Contractor or Supplier agrees not to engage in or commit unlawful discrimination as that term is used in the Illinois Human Rights Act (775 Illinois Compiled Statutes 5/1-101 et seq.) or other applicable statutes, laws, rules or regulations, and to otherwise comply with the requirements of said Act. This shall include, but not be limited to, refraining from unlawful discrimination and undertaking affirmative action to assure equality of employment opportunity, and eliminate the effects of past discrimination required by Section 2-105(A) of said Act (775 Illinois Compiled Statutes 5/2-105(A)). Contractor or Supplier further agrees to comply with the Illinois Public Works Employment Discrimination Act (775 Illinois Compiled Statutes 10/0.01 et seq.).
6. **SEXUAL HARASSMENT:** Pursuant to Section 2-105 of the Illinois Human Rights Act (775 Illinois Compiled Statutes 5/2-105(A)), Contractor or Supplier agrees to have a written sexual harassment policy that includes, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment, utilizing examples; (iv) the Contractor's or Supplier's internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Illinois Department of Human Rights and the Human Rights Commission; (vi) directions on how to contact the Department and Commission; and (vii) protection against

retaliation as provided by the Act. A copy of the policy shall be provided to South Suburban College and the Department upon request.

7. CANCELLATION: South Suburban College may cancel the contract at any time for any reason by providing written notice. Contractor may cancel the contract by providing adequate notice to allow South Suburban College to obtain adequate counsel.
8. NON-EXCLUSIVITY: South Suburban College may, throughout the course of any contract or legal services relationship, choose to obtain additional outside counsel or representation. The successful firm shall be expected to work cooperatively with any addition legal services retained by the South Suburban College throughout the course of any legal services relationship.

CERTIFICATION OF CONTRACT/BIDDER

The below signed contractor/bidder hereby certifies that it is not barred from bidding on this or any other contract due to any violation of either Section 33E-3 or 33E-4 of Article 33E, Public Contracts, of the Illinois Criminal Code of 1961, as amended. This certification is required by Public Act 85-1295. This Act relates to interference with public contracting, bid rigging and rotating, kickbacks and bribery.



SIGNATURE OF CONTRACTOR/BIDDER

PARTNER

TITLE

TITLE

JUNE 25, 2023

DATE

DATE



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VII.A.1

Board Meeting Date: August 10, 2023

BOARD COMMITTEE

- Policy
Finance
Architectural
Other

FUNDING

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

PROPOSAL SUMMARY

Move that the Board of Trustees approve the retirement of Alfred R. Brown, full-time Instructor in the English Department, effective December 31, 2023, and grant permission to advertise to fill the vacated position, as needed.

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION

Please see the attached retirement letter from Alfred R. Brown. Replacement of this position aligns with Strategic Direction 1.0; South Suburban College nurtures and empowers each student to succeed.

MOTION

Move that the Board of Trustees approve the retirement of Alfred R. Brown, full-time Instructor in the English Department, effective December 31, 2023, and grant permission to advertise to fill the vacated position, as needed.

Approvals:

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

Signatures and dates for Anna M. Helwig, Sasha Williams, K. Pigatti, and the President, with corresponding dates from 7/18/23 to 8/3/23.

7/12/23

Mr. Terry Wells

Chairman of the Board of trustees

South Suburban College

15800 S. State Street

South Holland, IL 60473

Dear Chairman Wells:

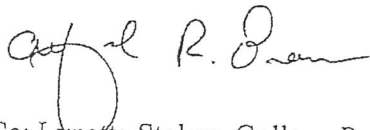
This letter is to inform you and the members of the South Suburban College Board of Trustees of my intent to retire from SSC on Dec. 31, 2023.

I request that I receive all retirement benefits under my Board employment agreement that are outlined in Article XIII, Section 13.6 of the South Suburban College Faculty Association and the College, as well as the Memorandum of Understanding between South Suburban College District No. 510, Cook County, Illinois and South Suburban College Faculty Association dated December 14, 2022.

The past 21 years of my teaching career here at SSC represents the pinnacle of my pedagogical experience, and I leave here filled with gratitude for this opportunity, admiration and love for my colleagues, administration and staff associates, and appreciation for each of my students.

Respectfully

Alfred R. Brown, Instructor of English



Cc: Lynette Stokes, College President

Tasha Williams, VP of Academic Services

Anna Helwig, Dean of Liberal Arts

Kim Pigatti, Human Resources

G.A. Griffith



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VII.A.2

Board Meeting Date: August 10, 2023

BOARD COMMITTEE

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

FUNDING

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

PROPOSAL SUMMARY

Move that the Board of Trustees approve the resignation of Jenna Camalick as a full-time Records Recorder in the Registration and Records Department, effective August 4, 2023.

ESTIMATED COST OR BENEFIT

N/A.

JUSTIFICATION OF ACTION

Please see the attached resignation letter from Jenna Camalick. Replacement of this position aligns with Strategic Direction 1.0; South Suburban College nurtures and empowers each student to succeed.

MOTION

Move that the Board of Trustees approve the resignation of Jenna Camalick as a full-time Records Recorder in the Registration and Records Department, effective August 4, 2023.

Approvals:

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

Originator	Date
Appropriate Vice President	Date
<u>K. Pigatti</u>	<u>8/2/23</u>
Director of Human Resources	Date
President	<u>8/3/23</u> Date

July 24, 2023

Re: Letter of Resignation

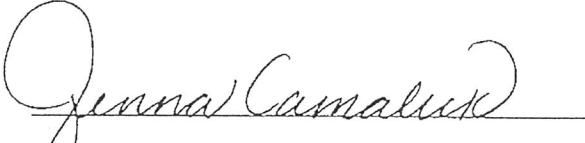
Dear Director Tenial Whitted,

Please accept this letter as my formal resignation from my position as Records Recorder at South Suburban College. My last day of work will be August 4, 2023.

I would like to express my sincerest gratitude for the opportunities and experiences I have been given. I value the insights I have learned, and I expect them to help me in my future endeavors. Thank you for your support in my professional growth and it has been a pleasure working at South Suburban College.

Please let me know how I can be of help during this transition period. I wish you and the institution all the very best moving forward.

Sincerely,



Jenna Camalick



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VII.A.3

Board Meeting Date: August 10, 2023

BOARD COMMITTEE

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

FUNDING

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

PROPOSAL SUMMARY

Move that the Board of Trustees approve the termination of Azeal Branch, full-time Executive Assistant to the Vice President of Student and Enrollment Services, effective August 11, 2023, and grant permission to advertise to fill the vacated position.

ESTIMATED COST OR BENEFIT

N/A.

JUSTIFICATION OF ACTION

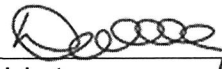
Replacement of this position aligns with Strategic Direction 1.0; South Suburban College nurtures and empowers each student to succeed.

MOTION

Move that the Board of Trustees approve the termination of Azeal Branch, full-time Executive Assistant to the Vice President of Student and Enrollment Services, effective August 11, 2023, and grant permission to advertise to fill the vacated position.

Approvals:

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




 Originator 8/2/23
Date



 Appropriate Vice President 8/2/23
Date

K. Pigatti

 Director of Human Resources 8/2/23
Date



 President 8/3/23
Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VII.B.1

Board Meeting Date: August 10, 2023

BOARD COMMITTEE

- Policy
- Finance
- Architectural
- Other

FUNDING

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

PROPOSAL SUMMARY

Move to appoint Shaunice Dupont as a Campus Police Dispatcher (evenings) in the Campus Police Department effective August 14, 2023.

ESTIMATED COST OR BENEFIT

This is a full-time Support Staff position; 35 hours per week, 52 weeks per year with a beginning annual salary of \$40,914 plus benefits, classified Grade VIII 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 Shaunice Dupont as a Campus Police Dispatcher (evenings) in the Campus Police Department effective August 14, 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 additional funds? (Explain) No

Ramonde Williams 8/2/23
Originator Date

K. Pigatti 8/2/23
Director of Human Resources Date

Patricia Ruel 8/2/23
Appropriate Vice President Date

Spencer Stokes 8/3/23
President Date



SOUTH SUBURBAN COLLEGE

PERSONNEL RECOMMENDATION

Position: Dispatcher Date: 01 August 2023

Applications Received: 2

Applicants Offered Interviews: 2

Please list alphabetically the applicants who were interviewed for the position:

- *Shaunice Dupont
- *Omari Smith

*Denotes Internal Applicants

Recommend for employment: Shaunice Dupont

Beginning Date: 14 August 2023 Salary/Placement: \$40,914.00

Originator Ramonde D. Williams Digitally signed by Ramonde D. Williams
Date: 2023.08.01 14:09:43 -05'00' Date 01 August 2023

Dean/Vice President Patrick Rush Digitally signed by Patrick Rush
Date: 2023.08.01 14:26:28 -05'00' Date 8/1/23

Human Resources K Pigatti Digitally signed by K Pigatti
Date: 2023.08.01 14:40:12 -05'00' Date 8/2/23

President Lynette D. Stokes Digitally signed by Lynette D. Stokes
Date: 2023.08.03 14:37:18 -05'00' Date 8/3/23



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VII.B.2

Board Meeting Date: August 10,2023

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 Tangela Griffin as a full-time, grant-funded Student Success Advisor in the Student Development Department for the Pipeline for the Advancement of the Healthcare Workforce Program (PATH), effective August 21, 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 \$47,000 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 Tangela Griffin as a full-time, grant-funded Student Success Advisor in the Student Development Department for the Pipeline for the Advancement of the Healthcare Workforce Program (PATH), effective August 21, 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 additional funds? (Explain) No

Signatures and dates for Originator, Director of Human Resources, Appropriate Vice President, and President.



SOUTH SUBURBAN COLLEGE

PERSONNEL RECOMMENDATION

Position: FT PATH Grant Student Success Advisor Date: 7/26/2023

Applications Received: 6

Applicants Offered Interviews: 2

Please list alphabetically the applicants who were interviewed for the position:

Kiara Frazier
Tangela Griffin

*Denotes Internal Applicants

Recommend for employment: Tangela Griffin

Beginning Date: August 21, 2023 Salary/Placement: \$47,000 plus benefits

Originator A.D. Jones Digitally signed by A.D.Jones
Date: 2023.07.27 08:52:49 -05'00' Date 7/27/23

Dean/Vice President Megan Hughes, Ph.D. Digitally signed by Megan Hughes, Ph.D.
Date: 2023.07.31 09:07:19 -05'00' Date 7/31/23

Human Resources K Pigatti Digitally signed by K Pigatti
Date: 2023.07.31 11:00:24 -05'00' Date 7/31/23

President Lynette D. Stokes Digitally signed by Lynette D. Stokes
Date: 2023.08.03 14:43:17 -05'00' Date 8/3/23



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VII.B.3

Board Meeting Date: August 10, 2023

BOARD COMMITTEE

- Policy
- Finance
- Architectural
- Other

FUNDING

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

PROPOSAL SUMMARY

Move to appoint Ashlie Glasper as a full-time Records Assistant in the Registration & Records Department, effective August 14, 2023, and grant permission to advertise to fill the vacated position, as needed.

ESTIMATED COST OR BENEFIT

This is a full-time Support Staff position; 35 hours per week, 52 weeks per year with a beginning annual salary of \$39,749 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 Ashlie Glasper as a full-time Records Assistant in the Registration & Records Department, effective August 14, 2023, and grant permission to advertise to fill the vacated position, as needed.

Approvals:

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




 Originator 8/2/23
Date



 Director of Human Resources 8/2/23
Date

K. Pigatti

 Appropriate Vice President 8/2/23
Date



 President 8/3/23
Date



SOUTH SUBURBAN COLLEGE

PERSONNEL RECOMMENDATION

Position: Records Assistant Date: 7/31/23

Applications Received: 16

Applicants Offered Interviews: Quantina McDaniels, Ashlie Glasper

Please list alphabetically the applicants who were interviewed for the position:

Glasper, Ashlie

*Denotes Internal Applicants

Recommend for employment: Ashlie Glasper

Beginning Date: 08/14/23 Salary/Placement: VII

Originator Tenial Whitted Digitally signed by Tenial Whitted
Date: 2023.07.31 15:57:28 -05'00' Date 7/31/23

Dean/Vice President Debbie King Digitally signed by Debbie King
Date: 2023.07.31 16:03:01 -05'00' Date 7/31/23

Human Resources K Pigatti Digitally signed by K Pigatti
Date: 2023.07.31 16:07:04 -05'00' Date 7/31/23

President Lynette D. Stokes Digitally signed by Lynette D. Stokes
Date: 2023.08.03 14:45:33 -05'00' Date 8/3/23



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VII.C.4

Board Meeting Date: August 10, 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 Philsheena Bankston as a full-time Financial Aid Advisor in the Financial Aid Department effective August 14, 2023.

ESTIMATED COST OR BENEFIT

This is a full-time Support Staff position; 35 hours per week, 52 weeks per year with a beginning annual salary of \$43,025 plus benefits, classified Grade IX 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 Philsheena Bankston as a full-time Financial Aid Advisor in the Financial Aid Department effective August 14, 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 additional funds? (Explain) No




 Originator 8/3/23
Date



 Director of Human Resources 8/3/23
Date

K. Pigatti

 Appropriate Vice President 8/2/23
Date



 President 8/3/23
Date



SOUTH SUBURBAN COLLEGE

PERSONNEL RECOMMENDATION

Position: Financial Aid Advisor Date: 7/31/2023

Applications Received: 27

Applicants Offered Interviews: 3

Please list alphabetically the applicants who were interviewed for the position:

- Philsheena Bankston
- Lesley Koroma
- Roslyn Turner

*Denotes Internal Applicants

Recommend for employment: Philsheena Bankston

Beginning Date: August 14, 2023 Salary/Placement: Grade IX

Originator Avianca Taylor Digitally signed by Avianca Taylor
Date: 2023.07.31 16:33:32 -05'00' Date 7/31/23

Dean/Vice President Debbie King Digitally signed by Debbie King
Date: 2023.07.31 16:40:58 -05'00' Date 7/31/23

Human Resources K Pigatti Digitally signed by K Pigatti
Date: 2023.08.01 10:23:15 -05'00' Date 8/1/23

President Lynette D. Stokes Digitally signed by Lynette D. Stokes
Date: 2023.08.03 14:49:12 -05'00' Date 8/3/23



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VII.B.5

Board Meeting Date: August 10, 2023

BOARD COMMITTEE

Policy
 Finance
 Architectural
 Other

FUNDING

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

PROPOSAL SUMMARY

Move to appoint Quantina McDaniels as a Records Recorder in the Records and Registration Department effective August 14, 2023 and permission to advertise the vacated position. The Records Recorder role was recently vacated from the previous Board appointment on July 13, 2023.

ESTIMATED COST OR BENEFIT

This is a full-time Support Staff position; 35 hours per week, 52 weeks per year with a beginning annual salary of \$50,686 plus benefits, classified Grade XI on the Support Staff Salary Schedule.

JUSTIFICATION OF ACTION

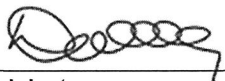
This action supports Strategic Direction 3.0; South Suburban College will ensure the financial, physical and technological resources necessary to support educational programs and promote continuous innovation and sustainability.

MOTION

Move to appoint Quantina McDaniels as a Records Recorder in the Records and Registration Department effective August 14, 2023 and permission to advertise the vacated 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




Originator 8/3/23
Date

K. Pigatti

Director of Human Resources 8/2/23
Date



Appropriate Vice President 8/3/23
Date



President 8/3/23
Date



SOUTH SUBURBAN COLLEGE

PERSONNEL RECOMMENDATION

Position: Academic Records Recorder Date: 08/02/2023

Applications Received: 14

Applicants Offered Interviews: 5

Please list alphabetically the applicants who were interviewed for the position:

- Jenna Camalick* (resigned)
- Lakesha Baker*
- Veretta Brooks*
- Quantina McDaniels*
- Danielle Whitted*

*Denotes Internal Applicants

Recommend for employment: Quantina McDaniels

Beginning Date: August 14, 2023 Salary/Placement: Grade XI, \$50,686

Originator Tenial Whitted Digitally signed by Tenial Whitted
Date: 2023.06.22 13:41:10 -05'00' Date 8/02/23

Dean/Vice President Debbie King Digitally signed by Debbie King
Date: 2023.07.06 14:28:49 -05'00' Date 8/02/23

Human Resources K Pigatti Digitally signed by K Pigatti
Date: 2023.08.02 09:44:40 -05'00' Date 8/02/23

President Lynette D. Stokes Digitally signed by Lynette D. Stokes
Date: 2023.07.06 14:31:31 -05'00' Date 8/02/23



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VII.B.6

Board Meeting Date: August 10, 2023

BOARD COMMITTEE

- Policy
Finance
Architectural
Other

FUNDING

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

PROPOSAL SUMMARY

Move that the Board of Trustees approve the appointment of Zachary Morris as a full-time Career Training Instructor in the Barber College, effective August 14, 2023, pending successful completion of a criminal background investigation.

ESTIMATED COST OR BENEFIT

This is a regular full-time faculty position with salary to be determined by placement on the faculty salary schedule commensurate with education and experience.

JUSTIFICATION OF ACTION

This action aligns with Strategic Direction 1.2; Foster initiatives to improve the college and career readiness of SSC students.

MOTION

Move that the Board of Trustees approve the appointment of Zachary Morris as a full-time Career Training Instructor in the Barber College, effective August 14, 2023, pending successful completion of a criminal background investigation.

Approvals:

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

Anna M. Helwig

Originator

8/3/23
Date

Appropriate Vice President

8/3/23
Date

Director of Human Resources

8/3/23
Date

President

8/3/23
Date



SOUTH SUBURBAN COLLEGE

PERSONNEL RECOMMENDATION

Position: Full-Time Career Training Instructor-Barbering Date: 8/2/23

Applications Received: 6

Applicants Offered Interviews: 3

Please list alphabetically the applicants who were interviewed for the position:

- Zachary Morris
- Jasmine (Jai) Rodriguez
- Roddrick Sims

*Denotes Internal Applicants

Recommend for employment: Zachary Morris

Beginning Date: August 14, 2023 Salary/Placement: \$48,321; A-13

Originator Anna M. Helwig Date 8/2/23

Dean/Vice President Tasha S. Williams Date 8-2-23

Human Resources [Signature] Date 8/3/23

President Lynette Stokes Date _____



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VII.B.7

Board Meeting Date: August 10, 2023

BOARD COMMITTEE

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

FUNDING

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

PROPOSAL SUMMARY

Move that the Board of Trustees approve the appointment of Devon Powell as Vice President of Student and Enrollment Services, effective August 14, 2023, and grant permission to advertise to fill the vacated position.

ESTIMATED COST OR BENEFIT

This is a full-time Administrator position, with a beginning annual salary of \$120,000 plus benefits.

JUSTIFICATION OF ACTION

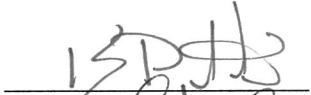
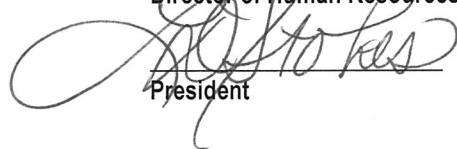
This action aligns with Strategic Direction 1.2; Foster initiatives to improve the college and career readiness of SSC students.

MOTION

Move that the Board of Trustees approve the appointment of Devon Powell as Vice President of Student and Enrollment Services, effective August 14, 2023, and grant permission to advertise to fill the vacated 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

 _____ Director of Human Resources	<u>8/3/23</u> Date
 _____ President	<u>8/3/23</u> Date



SOUTH SUBURBAN COLLEGE

PERSONNEL RECOMMENDATION

Position: Vice President of Student and Enrollment Services Date: August 3, 2023

Applications Received: 22

Applicants Offered Interviews: 5

Please list alphabetically the applicants who were interviewed for the position:

- Dr. Brian Dean Chamberlain (cancelled)
- Dr. Douglas Geiger
- *Dr. Anissa Jones
- *Devon Powell
- Dr. Darryl Williams

*Denotes Internal Applicants

Recommend for employment: Devon Powell

Beginning Date: August 14, 2023 Salary/Placement: \$120,000 plus benefits

Originator: N/A Date: _____

Dean/Vice President: N/A Date: _____

Human Resources [Signature] Date 8/3/23

President [Signature] Date 8/3/23



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VII.C.1

Board Meeting Date: August 10, 2023

BOARD COMMITTEE

- Policy
Finance
Architectural
Other

FUNDING

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

PROPOSAL SUMMARY

Move that the Board of Trustees approve the increase of salary for Maria Pittman from \$36,952 to \$40,000, effective July 1, 2023, per the Cook County Workforce Partnership minimum salary requirement.

ESTIMATED COST OR BENEFIT

\$3,048.00 in Workforce Innovation and Opportunity Act (WIOA) grant funds.

JUSTIFICATION OF ACTION

This action aligns with Strategic Direction 1.2; Foster initiatives to improve the college and career readiness of SSC students.

MOTION

Move that the Board of Trustees approve the increase of salary for Maria Pittman from \$36,952 to \$40,000, effective July 1, 2023, per the Cook County Workforce Partnership minimum salary requirement.

Approvals:

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

Kenneth Cohn
Originator
Dr. Ronald Kawanna Jr
Appropriate Vice President
K. Pigatti
Director of Human Resources
President
7/18/23
Date
7/18/23
Date
7/18/23
Date
8/3/23
Date



South Suburban College
Office of the Director of Workforce Development

"Our Mission is to **S**erve our **S**tudents and the **C**ommunity through lifelong learning."

INTEROFFICE MEMORANDUM

To: Dr. Matthew Beasland, Executive Director of Extension Services & Workforce Development
From: Ken Cohn
Date: July 10, 2023

Subject: Maria Pittman Salary Adjustment

Per the Cook County Workforce Partnership, the new minimum salary for employees paid under the WIOA Youth Grant shall be \$40,000. According to the WIOA Youth RFP Document:

Direct Service Staff Base Salary

In accordance with our values, The Partnership seeks to provide high quality services to our customers. We support the increased professionalization of the workforce development field and strive to ensure that our system reflects the dignity of work. Consequently, The Partnership is requiring that career coaching and business service positions receive a minimum salary of \$40,000 per year.
(See pg. 9)

For the WIOA Youth grant we have one employee that has a salary under \$40,000, Maria Pittman. Her current salary is: \$36,952 and must be adjusted to stay in good standing with our funding agency.



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VII.C.2

Board Meeting Date: August 10, 2023

BOARD COMMITTEE

- Policy
Finance
Architectural
Other

FUNDING

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

PROPOSAL SUMMARY

Move that the Board of Trustees approve the increase of salary for Anthony Kyte from \$36,952 to \$40,000, effective October 1, 2023, per the Cook County Workforce Partnership minimum salary requirement.

ESTIMATED COST OR BENEFIT

\$3,048.00 in Workforce Innovation and Opportunity Act (WIOA) grant funds.

JUSTIFICATION OF ACTION

This action aligns with Strategic Direction 1.2; Foster initiatives to improve the college and career readiness of SSC students.

MOTION

Move that the Board of Trustees approve the increase of salary for Anthony Kyte from \$36,952 to \$40,000, effective October 1, 2023, per the Cook County Workforce Partnership minimum salary requirement.

Approvals:

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

Kenneth Cohn

Originator Date
Dr. Ronald Kawanna Jr. 7/18/23

Appropriate Vice President Date

K. Pigatti 7/18/23
Director of Human Resources Date

Signature of President
President Date
8/3/23



South Suburban College
Office of the Director of Workforce Development

“Our Mission is to **S**erve our **S**tudents and the **C**ommunity through lifelong learning.”

INTEROFFICE MEMORANDUM

To: Dr. Matthew Beasland, Executive Director of Extension Services & Workforce Development

From: Ken Cohn

Date: July 10, 2023

Subject: Anthony Kyte Salary Adjustment

Per the Cook County Workforce Partnership the new minimum salary for employees paid under the WIOA Adult Grant shall be \$40,000. According to the WIOA RFP Document:

Direct Service Staff Base Salary

In accordance with our values, The Partnership seeks to provide high quality services to our customers. We support the increased professionalization of the workforce development field and strive to ensure that our system reflects the dignity of work. Consequently, The Partnership is requiring that career coaching and business service positions receive a minimum salary of \$40,000 per year. (See pg. 9)

For the WIOA Adult grant we have one employee that has a salary under \$40,000, Anthony Kyte. His current salary is: \$36,952 and must be adjusted to stay in good standing with our funding agency.



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VII.D.1

Board Meeting Date: August 10, 2023

BOARD COMMITTEE

- Policy
- Finance
- Architectural
- Other

FUNDING

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

PROPOSAL SUMMARY

Move that the Board of Trustees grant permission to create and advertise the full-time, grant funded position of Director of the Multicultural Wellness Center in the Student Development Department, utilizing Mental Health Early Action on Campus (MHEAC) grant funds.

ESTIMATED COST OR BENEFIT

This is a regular full-time grant funded position with an annual salary of \$67,000, 40 hours per week, 52 weeks per year plus benefits. 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 Director of the Multicultural Wellness Center in the Student Development Department, utilizing Mental Health Early Action on Campus (MHEAC) grant funds.

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>K. Pigatti</u>	<u>8/2/23</u>
Director of Human Resources	Date
	<u>8/2/23</u>
Appropriate Vice President	Date
	<u>8/3/23</u>
President	Date



SOUTH SUBURBAN COLLEGE
Job Description

Job Title: Mental Health and Wellness Center, Program Director (MHEAC)
Department: Student Development
Division: Student and Enrollment Services
Grade: Grant Funded
FLSA Status: Exempt
DATE: August 1, 2023

SUMMARY:

Reporting to the Vice President of Student and Enrollment Services or designee, the Mental Health and Multicultural Wellness Program Director, funded through the Mental Health Early Action on Campus (MHEAC) grant, ensures compliance with all aspects of MHEAC Act, including day-to-day supervision and oversight of the Center, and adherence to budgetary and program requirements. This position develops, implements, and assesses holistic mental health and wellness services, and serves as the State liaison for relevant services (housing, social service referrals, undocumented students, etc.).

The Mental Health and Multicultural Wellness Program Director provides overall personal, social, physical outreach/educational programming services to best meet the needs of the SSC diverse student population. Specific responsibilities include day-to-day management and supervision of the Center, coordination of direct student services related to mental health and wellness, intake and assessment, outreach, consultation, record management, and crisis intervention in the areas of social, emotional, mental health and wellness. The Director serves as a member of the Student and Enrollment Services team and provides consultation to the university faculty and staff, and ensures compliance with MHEAC regulatory requirements.

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

- Responsible for managing, supervising, and assessing the daily operations of the wellness center, including budget oversight;
- Hire, train, supervise, schedule, and evaluate all staff in the center, including Peer Mentors;
- Actively represent the institution as the State identified benefits navigator, housing liaison, and undocumented student liaison;
- Ensure appropriate assessment, documentation, and review of student needs to determine and implement proper therapeutic approach and/or referral to external support;
- Manage a specialized caseload, as appropriate, of students seeking or referred for mental health and multicultural wellness services;

- Provide crisis intervention services for students experiencing mental health and/or alcohol/drug emergencies; complete initial intake assessment, implement appropriate interventions and make referrals to community resources as needed;
- Provide consultation to individuals and groups as appropriate;
- Catalog wellness resources in a web-based resource center, provide and/or coordinate student workshops, facilitate support groups, and coach faculty in recognizing mental health issues and incorporating wellness resources into their classrooms.
- Collaborate with other campus departments for training, development, outreach and awareness;
- Serve as a resource and consultant to the campus community on student issues;
- Serve and/or provide leadership for appropriate College committees;
- Complete and maintain all records per established legislative protocols, FERPA guidelines, and professional standards/mandates.
- Create and coordinate innovative outreach and informational programming to enhance students' academic, social, and mental health, and ensure an environment that promotes a sense of belonging and embraces diversity, equity, and inclusion;
- Provide ongoing training and outreach on mental health and multicultural wellness to the faculty, administration, students, and staff;
- Maintain an active and professional relationship with surrounding community providers/referral sources, and service vendors;
- Participate in professional development opportunities related to responsibilities and/or required by the State;
- Interpret, implement and monitor compliance with all local, state, and federal regulations pertaining to mental health, multicultural programming, student basic needs, and social work delivery system; prepare annual reports and other internal/external documents, including grant applications, as required and/or requested.
- Perform other job-related duties/projects as assigned by the Vice President of Student & Enrollment Services or designee;

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 the employee's normal line of work.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

MINIMUM QUALIFICATIONS:

- Master's degree in Social Work, Counseling, or directly related field from an accredited college or university and
- Licensed Clinical Social Worker (LCSW) or Licensed Clinical Professional Counselor (LCPC)
- 2 years' experience in emergency management and/or behavioral / mental health intervention activities and administration.
- Proficient operating knowledge in the use of Microsoft Office and integrated advisement services, including databases and reporting systems.
- Ability to facilitate confidential/sensitive information with discretion, tact, and diplomacy.
- Strong oral, written, and interpersonal communication skills.
- Must successfully pass a criminal background check.

PREFERRED QUALIFICATIONS:

- Bilingual (Spanish)
- Experience working with traditional-aged students and adults in a higher education setting.
- Experience with Ellucian/Colleague and D2L is a plus.



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VII.D.2

Board Meeting Date: August 10, 2023

BOARD COMMITTEE

- Policy
Finance
Architectural
Other

FUNDING

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

PROPOSAL SUMMARY

Move that the Board of Trustees grant permission to create and advertise the full-time, grant funded position of Mental Health Early Action on Campus (MHEAC) Student Success Advisor in the Student Development Department.

ESTIMATED COST OR BENEFIT

This is a regular full-time grant funded position with an annual salary of \$47,000, 40 hours per week, 52 weeks per year plus benefits. 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 Mental Health Early Action on Campus (MHEAC) Student Success Advisor in the Student Development Department.

Approvals:

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

K. Pigatti
Director of Human Resources
8/8/23
Date

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

[Signature]
President
8/8/23
Date



South Suburban College Job Description

Job Title: Mental Health Early Action on Campus (MHEAC)
Student Success Advisor
Department: College & Career Success Center
Supervisor: Dean, Student Development
Date:
Job Code: Grant-Funded

This position is Full-Time grant funded position working 12 months, 40 hours per week. Schedule includes weekends and evenings and is currently funded through June 30, 2024 with anticipated continuation through June 30, 2025.

SUMMARY:

Reporting to the Dean, Student Development (or designee), the MHEAC Student Success Advisor provides comprehensive services for prospective and current students serviced under grant funding from recruitment through completion and transfer. Aligned with grant funding requirements, and the current Strategic Enrollment Plan for South Suburban College, advisors play a critical role in the implementation of relevant student development and student service activities to increase retention rates, course completion rates and/or transfer to either a college/university, or the workforce.

This position manages and provides intensive services to a caseload of students associated with MHEAC through all aspects of the student experience including, but not limited to; admission, registration, attendance, course progression, financial aid, fiscal support, career exploration, academic support, orientation, course access, transfer, degree audit, and completion. The MHEAC Student Success Advisor maintains orderly and precise student records, engages with the Advise management tool, and engages in ongoing assessment efforts.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provide a single point of contact services for both College and Career advisement services for students identified as disproportionately impacted by COVID-19 or in high need of intervention services. (Recruitment/Onboarding/Retention/Completion)

In collaboration with student, identify the appropriate educational and career options, assist with the analysis of each option, including possible outcomes and their implications; establish academic and career goals, and establish an action plan for students to explore alternative careers and related program adjacency (Onboarding)

Identify options for students to satisfy degree and scholarship requirements, evaluate and make recommendations, and or amendments to student's program of study (Onboarding/Retention/Completion)

Develop, monitor and assess individual student academic, career and personal goals and corresponding plans. Develop intervention plans to support student goals and provide the best opportunity for retention and completion (Onboarding/Retention)

Use case management principles of advocacy, assessment, and service facilitation to advance the achievement of student goals and link students with appropriate resources as necessary, including potential course enrollment through alternative methods (Recruitment/Onboarding/Retention)

Teach students the skills to self-navigate to degree completion utilizing campus information, student on-line system, and campus resources including college guidelines, catalogs and on-line resources, and resources provided through the state-wide networks (Recruitment/Onboarding)

Deliver services individually or in group settings, by appointment or via walk-in, and through both in-person and virtual delivery. Respond to students within a reasonable timeline set by the project (Onboarding/retention)

Meet with other areas of the College to determine best support options for students based on individual student needs. Closely collaborate with all areas on campus to provide the resources necessary for student success, eliminate student runaround, and streamline communication for caseload (Retention)

Gather, review and evaluation student transcripts for placement, transfer credit, reverse transfer requests and evaluation of prior learning assessment (Retention/Completion)

Implement opportunities for student transfer that reflect a commitment to completing the associate degree and providing the most direct path to a 4-yr degree (Completion)

Conduct regular degree audits for students within caseload to determine degree progression, readiness for degree completion and alert students to next steps toward completion (Completion)

Monitor, assess and resolve retention alerts and actively address/provide resources to increase success for students within caseload (Retention)

Provide regular reports regarding the status of caseload including, but not limited to semester-to-semester persistence and progress toward degree/certificate completion (Retention)

Actively engage in enrollment efforts that include early registration by current students, bridging dual credit students, re-engaging students that have stopped out, and community outreach (Recruitment/Onboarding)

Provide regular and on-going opportunities for college and career enhancement workshops, assessments, and other resources necessary for student retention and completion (Retention)

Actively engage in and provide leadership for institutional enrollment, retention and completion efforts

Facilitate the documentation of placement testing scores to reduce/eliminate multiple touch points for students within caseload

Develop, implement and assess regular workshops, events, and other activities that are consistent with student success and transfer best practices (Retention)

Support special programs as appropriate or directed that align with project intent and requirements

Provide regular and comprehensive support for the Division of Student & Enrollment Services including triaging student traffic, facilitating incoming communication, directing students, and providing front facing support in various areas throughout campus as appropriate for this project (Onboarding/Retention)

Participate in SSC student events as scheduled and approved by supervisor including Open House/Information Sessions (Retention)

Participate in college committee work as recommended and approved by supervisor including but not limited to the Advisory Committees and Program Advisory Boards (Retention)

Perform other professional and managerial duties to assist with the efficient operation of the College & Career Success Center and/or consistent with the role of the position

Represent the College when appropriate

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

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be determined to enable individuals with disabilities to perform the essential functions.

Education and Experience:

- A bachelor's degree in related field, two years of advisement experience in an academic setting.
- Experience in advising both traditional-aged students and adults in a higher education setting preferred;
- Proficient operating knowledge in the use of Microsoft Office and integrated advisement services, including databases and reporting systems.
- Handle confidential/sensitive information with discretion, tact, and diplomacy.
- Demonstrated oral, written, and interpersonal communication skills.
- Experience with Ellucian/Colleague and D2L is a plus.



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VII.E.1

Board Meeting Date: August 10, 2023

BOARD COMMITTEE

Policy
 Finance
 Architectural
 Other

FUNDING

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

PROPOSAL SUMMARY

Move that the Board of Trustee approve the Memorandum of Understanding between Community College District No. 510 and the South Suburban College Support Staff Association regarding the Systems Administrator position in the Information Technology Department

ESTIMATED COST OR BENEFIT

N/A

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 Trustee approve the Memorandum of Understanding between Community College District No. 510 and the South Suburban College Support Staff Association regarding the Systems Administrator position in the Information Technology Department

Approvals:

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

	<u>8/3/23</u>
Originator	Date
<u>K. Pigatti</u>	<u>8/3/23</u>
Director of Human Resources	Date
	<u>8/2/23</u>
Appropriate Vice President	Date
	<u>8/3/23</u>
President	Date

**MEMORANDUM OF UNDERSTANDING
BETWEEN
SOUTH SUBURBAN COLLEGE
AND
SOUTH SUBURBAN COLLEGE SUPPORT STAFF ASSOCIATION**

This Memorandum of Understanding (“MOU”) is entered into on the 10th day of August by and between Community College District No. 510, commonly known as South Suburban College, Cook County, Illinois (hereafter the “COLLEGE”) and South Suburban College Support Staff Association (hereafter “SSCSSA”).

Whereas, the COLLEGE has been unable to recruit qualified candidates for the highly skilled role of Coordinator, Server Administrator;

Whereas, the COLLEGE’s inability to fill the role since November 4, 2022 is negatively impacting the Network Systems Department’s ability to move critical projects forward;

Whereas, the COLLEGE and the SSCSSA agree that negotiated salary placement is significantly contributing to the difficulty of recruiting a Coordinator, Server Administrator.

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

1. The Coordinator, Server Administrator – noted within Appendix I, I-4 of the 2022-26 Collective Bargaining Agreement – will be compensated at a starting salary of \$60,000, exceeding the Fiscal Year 2024 Grade XIV salary scale of \$56,693 referenced in Section 22.1 EMPLOYEE COMPENSATION at the time of this MOU. The Coordinator, Server Administrator shall receive the annual pay increase for Fiscal Year 2025 and 2026 as set forth in Section XXII of the 2022-26 Collective Bargaining Agreement between the Parties. A committee of at least two (2) administrators appointed by the COLLEGE President and one (1) Support Staff member appointed by the SSCSSA President (who shall also have been a member of the search committee) will determine that the experience of a candidate is in alignment with the duties and qualifications as set forth in the job description and merits the adjusted salary. The COLLEGE President shall receive a recommendation from the above referenced committee for review and shall issue a recommendation before completing the hiring process. Such decision shall not be subject to grievance.
2. NO PRECEDENT - This MOU shall establish no precedent between the COLLEGE and the SSCSSA. All signatories to the MOU understand and agree that the terms stated herein shall apply. This MOU shall not be construed in any manner to create a binding practice upon the COLLEGE or the SSCSSA.
3. NOTICE - Any notice or communication permitted or required under this MOU 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 D. Stokes, President
South Suburban Community College District #510
15800 South State Street
South Holland, IL 60473

If to the SSCSSA, to: Ms. Shannan Smith
South Suburban Community College
15800 South State Street
South Holland, IL 60473

4. ENTIRE AGREEMENT - This MOU contains the entire agreement between the COLLEGE and the SSCSSA with respect to the subject matter hereof and there are no understandings, representations, or warranties of any kind between the COLLEGE and the SSCSSA except those expressly set forth herein.
5. AMENDMENTS - This MOU may not be modified except by writing approved by the authorized agents of the COLLEGE and the SSCSSA.

SOUTH SUBURBAN COLLEGE

SOUTH SUBURBAN COLLEGE
SUPPORT STAFF ASSOCIATION

BY: _____

BY: _____

DATE: _____

DATE: _____