



BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE
15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS
BOARD ROOM (ROOM 2248)
FINANCE COMMITTEE MEETING AGENDA
DEFILIPPO, CHAIR; DALY AND ROGERS
THURSDAY, AUGUST 10, 2017
7:50 PM

- I. Recommendation to approve the tentative operating and non-operating budgets for fiscal year 2017/2018
- II. Recommendation to approve the proposed course and instructional technology fee changes beginning with the spring semester of 2018



BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE
15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS
BOARD ROOM (ROOM 2248)
REGULAR BOARD MEETING AGENDA
THURSDAY, AUGUST 10, 2017
8:00 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. Policy Committee meeting held July 13, 2017
 - B. Finance Committee meeting held July 13, 2017
 - C. Regular Board of Trustees meeting held July 13, 2017
- VI. NEW BUSINESS**
 - A. Monthly Financial Report (T. Pollert)
 - B. Approval of the payment of bills for August, 2017 (T. Pollert)
 - C. Approval of the tentative operating and non-operating budgets for fiscal year 2017/2018 (A. DeFilippo)
 - D. Approval of the proposed course and instructional technology fee changes beginning with the spring semester of 2018 (A. DeFilippo)
- VII. PERSONNEL RECOMMENDATIONS**
 - A. Retirements/Resignations/Terminations
 - B. Appointments
 - C. Memorandum of Understanding (M. Durham)
- VIII. CLOSED SESSION**

The Board to consider meeting in Closed Session for the discussion of the hiring, discipline, performance, and compensation of certain personnel, 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
MINUTES OF THE POLICY COMMITTEE
THURSDAY, JULY 13, 2017

Trustee Janet Rogers called the Policy Committee meeting to order at 7:59 p.m.

Committee members present: Trustee Janet Rogers

Committee members absent: Trustees Jacqueline Martin and Terry Wells

Other Board members in attendance: Trustees John Daly, Anthony DeFilippo, Frank M. Zuccarelli, and Student Trustee Ronnell Tatum. Trustee Joseph Whittington arrived at 8:00 p.m.

Other Board members absent: None

Administration present: Don Manning, President; Lynette Stokes, Vice President of Academic Services; Songie Adebiyi, Vice President of Student Development; Martin Lareau, Vice President of Administration and Secretary to the Board; and College Attorney Stanley T. Kusper

Agenda:

I. Recommendation to accept the second reading of and adopt revised Board Policy 500.01, Degree and Certificate Requirements

Trustee Rogers recommended the Board accept the second reading of and adopt revised Board Policy 500.01, Degree and Certificate Requirements at the regular Board of Trustees meeting.

The meeting adjourned at 8:00 p.m.

BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE

16333 S. KILBOURN AVENUE, OAK FOREST, ILLINOIS

MINUTES OF THE FINANCE COMMITTEE

THURSDAY, JULY 13, 2017

Trustee Anthony DeFilippo called the Finance Committee meeting to order at 8:00 p.m.

Committee members present: Trustees John Daly, Anthony DeFilippo and Janet Rogers

Committee members absent: None

Other Board members in attendance: Trustees Joseph Whittington, Frank M. Zuccarelli and Student Trustee Ronnell Tatum

Other Board members absent: Trustees Jacqueline Martin and Terry Wells

Administration present: Donald Manning, President; Lynette Stokes, Vice President of Academic Services, Songie Adebiyi, Vice President of Student Development; Martin Lareau, Vice President of Administration and Secretary to the Board; and College Attorney Stanley T. Kuser

Agenda:

I. Recommendation to accept the bids of Chemcraft Industries, \$5,612.00; Expert Chemical, \$12,596.00; HP Products, \$2,558.22; Unipak, \$2,126.00; and Valdes, \$5,140.00 for the purchase of custodial paper products and supplies

Trustee DeFilippo recommended the Board accept the bids of Chemcraft Industries, \$5,612.00; Expert Chemical, \$12,596.00; HP Products, \$2,558.22; Unipak, \$2,126.00; and Valdes, \$5,140.00 for the purchase of custodial paper products and supplies at the regular Board of Trustees meeting.

The meeting adjourned at 8:02 p.m.

BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE
16333 S. KILBOURN AVENUE, OAK FOREST, ILLINOIS
REGULAR BOARD MEETING MINUTES
THURSDAY, JULY 13, 2017

I. CALL TO ORDER & ROLL CALL:

At 8:03 p.m., Chairman Frank M. Zuccarelli called the regular meeting of the Board of Trustees of South Suburban College, Illinois Community College District No. 510 to order. The meeting was held in the Board Room of the Oak Forest Campus.

Present: Trustees John Daly, Anthony DeFilippo, Janet Rogers, Joseph Whittington, Frank M. Zuccarelli, and Student Trustee Ronnell Tatum

Absent: Trustees Jacqueline Martin and Terry Wells

Also present: Donald Manning, President; Lynette Stokes, Vice President of Academic Services; Songie Adebisi, Vice President of Student Development; Martin Lareau, Vice President of Administration and Secretary to the Board; and College Attorney Stanley T. Kusper

II. PLEDGE OF ALLEGIANCE

Chairman Frank M. Zuccarelli led the Pledge of Allegiance.

III. PUBLIC PARTICIPATION:

There was none.

IV. REPORTS/PRESENTATIONS

A. Chemistry Lab & Technology Presentation

Dr. Anna Helwig delivered a Chemistry Lab & Technology presentation to the Board of Trustees.

V. PREVIOUS MEETING MINUTES

A. Policy Committee meeting held June 8, 2017

Trustee DeFilippo moved and Student Trustee Tatum seconded to approve the minutes of the Finance Committee meeting held June 8, 2017. On roll call, John Daly, Anthony DeFilippo, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Trustee Janet Rogers passed. Student Trustee Ronnell Tatum voted aye. Motion carried.

B. Finance Committee meeting held June 8, 2017

Trustee Daly moved and Trustee Whittington seconded to approve the minutes of the Finance Committee meeting held June 8, 2017. On roll call, John Daly, Anthony DeFilippo, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Trustee Janet Rogers passed. Student Trustee Ronnell Tatum voted aye. Motion carried.

C. Regular Board of Trustees meeting held June 8, 2017

Trustee Whittington moved and Student Trustee Tatum seconded to approve the minutes of the regular Board meeting held June 8, 2017. On roll call, John Daly, Anthony DeFilippo, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Trustee Janet Rogers passed. Student Trustee Ronnell Tatum voted aye. Motion carried.

VI. NEW BUSINESS

A. Monthly Financial Report

Trustee Daly moved and Trustee Rogers seconded to accept the Monthly Financial Report as presented by Treasurer Tim Pollert. On roll call, John Daly, Anthony DeFilippo, Janet Rogers, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

B. Bills Payable for July, 2017

Trustee DeFilippo moved and Student Trustee Tatum seconded to authorize the Treasurer to pay the list of bills payable for July, 2017 in the amount of \$3,682,631.41. On roll call, John Daly, Anthony DeFilippo, Janet Rogers, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

C. Approval to accept the second reading of and adopt revised Board Policy 500.01, Degree and Certificate Requirements

Trustee Rogers moved and Trustee DeFilippo seconded to accept the second reading of and adopt revised Board Policy 500.01, Degree and Certificate Requirements. On roll call, John Daly, Anthony DeFilippo, Janet Rogers, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

D. Approval to accept the bids of Chemcraft Industries, \$5,612.00; Expert Chemical, \$12,596.00; HP Products, \$2,558.22; Unipak, \$2,126.00; and Valdes, \$5,140.00 for the purchase of custodial paper products and supplies

Trustee DeFilippo moved and Trustee Daly seconded to accept the bids of Chemcraft Industries, \$5,612.00; Expert Chemical, \$12,596.00; HP Products, \$2,558.22; Unipak, \$2,126.00; and Valdes, \$5,140.00 for the purchase of custodial paper products and supplies. On roll call, John Daly, Anthony DeFilippo, Janet Rogers, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

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

Student Trustee Tatum moved and Trustee Rogers seconded to release the written minutes of January 12, 2017, April 13, 2017 and May 11, 2017. The audio recordings of August 13, 2015, September 10, 2015, October 8, 2015, November 12, 2015, December 10, 2015, and January 14, 2016 are authorized to be destroyed. On roll call, John Daly, Anthony DeFilippo, Janet Rogers, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

VII. PERSONNEL RECOMMENDATIONS

A. Retirements/Resignations/Terminations

Trustee Daly moved and Trustee Whittington seconded to approve the resignation of Yvonne Dantzier-Randolph, full-time instructor in the Nursing Program, effective July 31, 2017, and grant permission to advertise to fill the vacated position as needed. On roll call, John Daly, Anthony DeFilippo, Janet Rogers, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

B. Appointments

Trustee Daly moved and Student Trustee Tatum seconded to approve the following appointments:

1. Appointment of Denita R. Williams as a Nursing Lab Supervisor in the Nursing Department, effective August 14, 2017.
2. Appointment of Oscar A. Galarza as a Campus Police Officer in the Campus Police Department, effective July 17, 2017.
3. Appointment of Eric Gossler as a Media Specialist in the Communication Services Department, effective July 17, 2017, and grant permission to advertise to fill the vacated position, as needed.

On roll call, John Daly, Anthony DeFilippo, Janet Rogers, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

C. Memorandum of Understanding (additional extra overload)

Student Trustee Tatum moved and Trustee Daly seconded to approve the Memorandum of Understanding between the South Suburban College Faculty Association (a chapter of Local 1600 AFT) and Community College District No. 510 for the fall semester of 2017. On roll call, John Daly, Anthony DeFilippo, Janet Rogers, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

VIII. Closed Session:

There was none.

ADJOURNMENT

The regular Board of Trustees meeting adjourned at 8:27 p.m. on a motion made by Trustee DeFilippo and seconded by Trustee Daly. On roll call, John Daly, Anthony DeFilippo, Janet Rogers, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

Martin Lareau, Secretary to the Board of Trustees

Frank M. Zuccarelli, Chairman of the Board of Trustees



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST Agenda Item FY18-VI.A

For Board Information in August, 2017.

For Board Action in August, 2017.

Board Committee:

- Policy
- Finance
- Architectural
- Other

Funding:

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

- Grant Funded
- Student Life
- Special Levies

PROPOSAL SUMMARY

[Empty box for Proposal Summary]

ESTIMATED COST OR BENEFIT

[Empty box for Estimated Cost or Benefit]

JUSTIFICATION OF ACTION

Please refer to the attached Investment Report and Financial Summary enclosed in your Board packet for the period ending June 30, 2017. This action supports Vision Statement Strategic Direction 2, SSC.2.17 to continue to provide an efficient, transparent, and financially secure institution.

MOTION

Move to accept the Financial Report as presented.

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

Approvals

Jim Tollett 8/3/17
Controller/Treasurer

Madeline 8/7/17
Vice-President

Don Manning 8/7/17
President

SOUTH SUBURBAN COLLEGE
South Holland, Illinois

To: Board of Trustees
 From: Tim Pollert
 Date: August 2, 2017
 Subject: Financial Report For The Period Ending June 30, 2017

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>
\$3,969,452.78	\$29,019,507.46
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$2,896,858.82	\$30,037,152.02

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>
\$6,071,200.76	\$48,370,588.13
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$3,984,598.75	\$49,116,592.38
<u>Net Monthly Position</u>	<u>Year to Date Net Position</u>
\$2,086,602.01	(\$746,004.25)

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>
\$10,285,747.60	2.25%	-4

SOUTH SUBURBAN COLLEGE
South Holland, Illinois

	Revenue Educational	Revenue O&M	Monthly Total
July	\$3,363,572.17	\$49,592.37	\$3,413,164.54
August	\$3,171,862.34	\$6,529.95	\$3,178,392.29
September	\$1,600,083.07	\$571,387.00	\$2,171,470.07
October	\$1,128,150.22	\$45,291.33	\$1,173,441.55
November	\$2,356,189.81	\$117,529.50	\$2,473,719.31
December	\$1,576,428.06	\$1,131,846.88	\$2,708,274.94
January	\$1,975,819.28	\$379,518.87	\$2,355,338.15
February	\$1,836,185.55	\$281,423.88	\$2,117,609.43
March	\$2,003,232.35	\$122,830.58	\$2,126,062.93
April	\$625,781.25	\$109,853.58	\$735,634.83
May	\$2,495,417.06	\$101,529.58	\$2,596,946.64
June	\$3,126,070.77	\$843,382.01	\$3,969,452.78
YTD	\$25,258,791.93	\$3,760,715.53	\$29,019,507.46

	Expenditures Educational	Expenditures O&M	Monthly Total
July	\$2,428,682.14	\$249,107.68	\$2,677,789.82
August	\$2,524,782.05	\$350,774.26	\$2,875,556.31
September	\$2,672,688.14	\$440,482.15	\$3,113,170.29
October	\$1,517,192.76	\$297,017.02	\$1,814,209.78
November	\$1,920,285.77	\$350,274.67	\$2,270,560.44
December	\$2,071,724.67	\$325,800.67	\$2,397,525.34
January	\$2,351,957.86	\$306,513.73	\$2,658,471.59
February	\$1,775,521.05	\$339,454.18	\$2,114,975.23
March	\$2,406,291.00	\$385,735.45	\$2,792,026.45
April	\$1,738,272.48	\$288,906.91	\$2,027,179.39
May	\$2,044,640.28	\$354,188.28	\$2,398,828.56
June	\$2,459,251.84	\$437,606.98	\$2,896,858.82
YTD	\$25,911,290.04	\$4,125,861.98	\$30,037,152.02

SOUTH SUBURBAN COLLEGE
South Holland, Illinois

	Revenues All Funds	Expenditures All Funds	Monthly Total
July	\$3,680,322.44	\$4,980,438.60	(\$1,300,116.16)
August	\$4,175,979.81	\$3,111,586.48	\$1,064,393.33
September	\$7,394,846.16	\$7,478,781.34	(\$83,935.18)
October	\$1,613,238.09	\$2,332,436.38	(\$719,198.29)
November	\$3,929,354.69	\$4,127,116.28	(\$197,761.59)
December	\$6,854,080.60	\$5,971,430.07	\$882,650.53
January	\$3,985,185.91	\$4,640,236.11	(\$655,050.20)
February	\$2,485,215.85	\$2,598,087.05	(\$112,871.20)
March	\$3,978,755.06	\$4,288,677.72	(\$309,922.66)
April	\$1,461,218.10	\$2,494,744.11	(\$1,033,526.01)
May	\$2,741,190.66	\$3,108,459.49	(\$367,268.83)
June	\$6,071,200.76	\$3,984,598.75	\$2,086,602.01
YTD	\$48,370,588.13	\$49,116,592.38	(\$746,004.25)

	Investment Total	Average Rate of Return	Basis Point Change from Last Month
July	\$12,857,744.83	1.60%	3
August	\$16,019,990.38	2.03%	43
September	\$18,366,748.79	2.05%	2
October	\$17,018,829.57	2.07%	2
November	\$13,780,693.67	2.31%	24
December	\$20,017,795.27	2.36%	5
January	\$19,304,223.54	2.37%	1
February	\$18,331,621.06	2.39%	2
March	\$18,664,543.36	2.37%	(2)
April	\$16,006,390.57	2.33%	(4)
May	\$13,765,934.89	2.29%	(4)
June	\$10,285,747.60	2.25%	(4)

SOUTH SUBURBAN COLLEGE

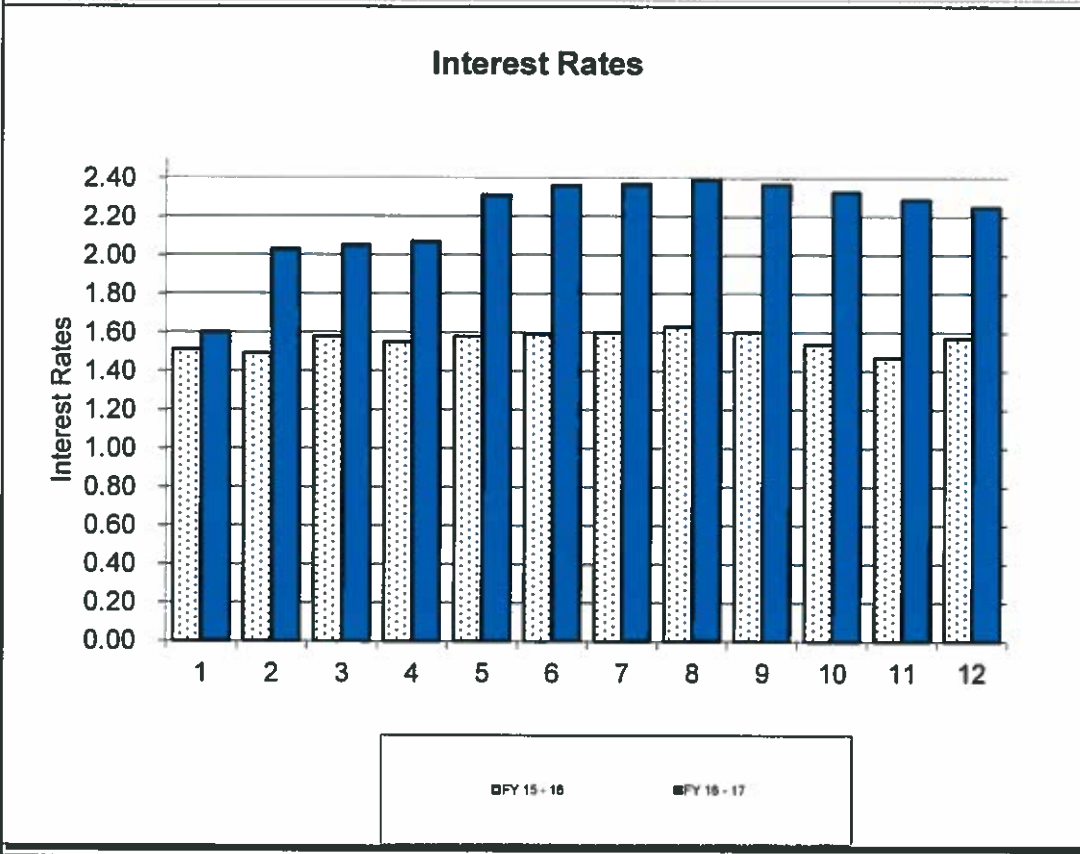
Description	Date	Fund 1 Educational	Fund 2 Opr. & Maint.	Fund 3 O&M Rst(300)	Fund 3 PH&S(379)
MB Financial CDs		0.00	0.00	0.00	0.00
MB Financial		4,711,306.86	0.00	0.00	0.00
PMA/ISDLAF + = Daily Account		0.00	0.00	0.00	0.00
PMA/ISDLAF + = ISDMAX		32.79	0.00	0.00	0.00
PMA/ISDLAF + = Fixed Investment Accounts		0.00	0.00	0.00	0.00
Illinois Funds		1,298,577.67	0.00	0.00	0.00
MB Contributory Trust		0.00	0.00	0.00	0.00
IIIT Money Market		4,269,123.35	0.00	0.00	0.00
MB Financial Money Market		3,155,314.88	0.00	0.00	0.00
Totals	6/1	13,434,355.55	0.00	0.00	0.00
Transactions:					
ACH transfer from IL funds MM to MB Cash	6/15	(1,300,000.00)			
Interest on IL Funds MM account	6/30	8,794.37			
Interest on IIIT accounts	6/30	30,470.77			
Interest on MB Contributory Trust account	6/30	91.88			
Interest on MB Bond account	6/30	9,005.04			
Unused Contributory Trust returned to MB Cash	6/30	(318,075.06)			
Final Contributory Trust Payment to CDB	6/30	(78,894.95)			
Transfer from MB MM to MB Cash	6/30	(1,500,000.00)			
		10,285,747.60	0.00	0.00	0.00
Ending Balance:					
MB Financial		0.00	0.00	0.00	0.00
MB Financial		4,711,306.86	0.00	0.00	0.00
MB Financial Bond Interest		9,005.04	0.00	0.00	0.00
PMA/ISDLAF + = ISDMAX		32.79	0.00	0.00	0.00
PMA/ISDLAF + = Fixed Investment Accounts		0.00	0.00	0.00	0.00
Illinois Funds		7,372.04	0.00	0.00	0.00
MB Contributory Trust		91.88	0.00	0.00	0.00
IIIT Money Market		4,299,594.12	0.00	0.00	0.00
MB Financial Money Market		1,258,344.87	0.00	0.00	0.00
Totals	6/30	10,285,747.60	0.00	0.00	0.00

SOUTH SUBURBAN COLLEGE

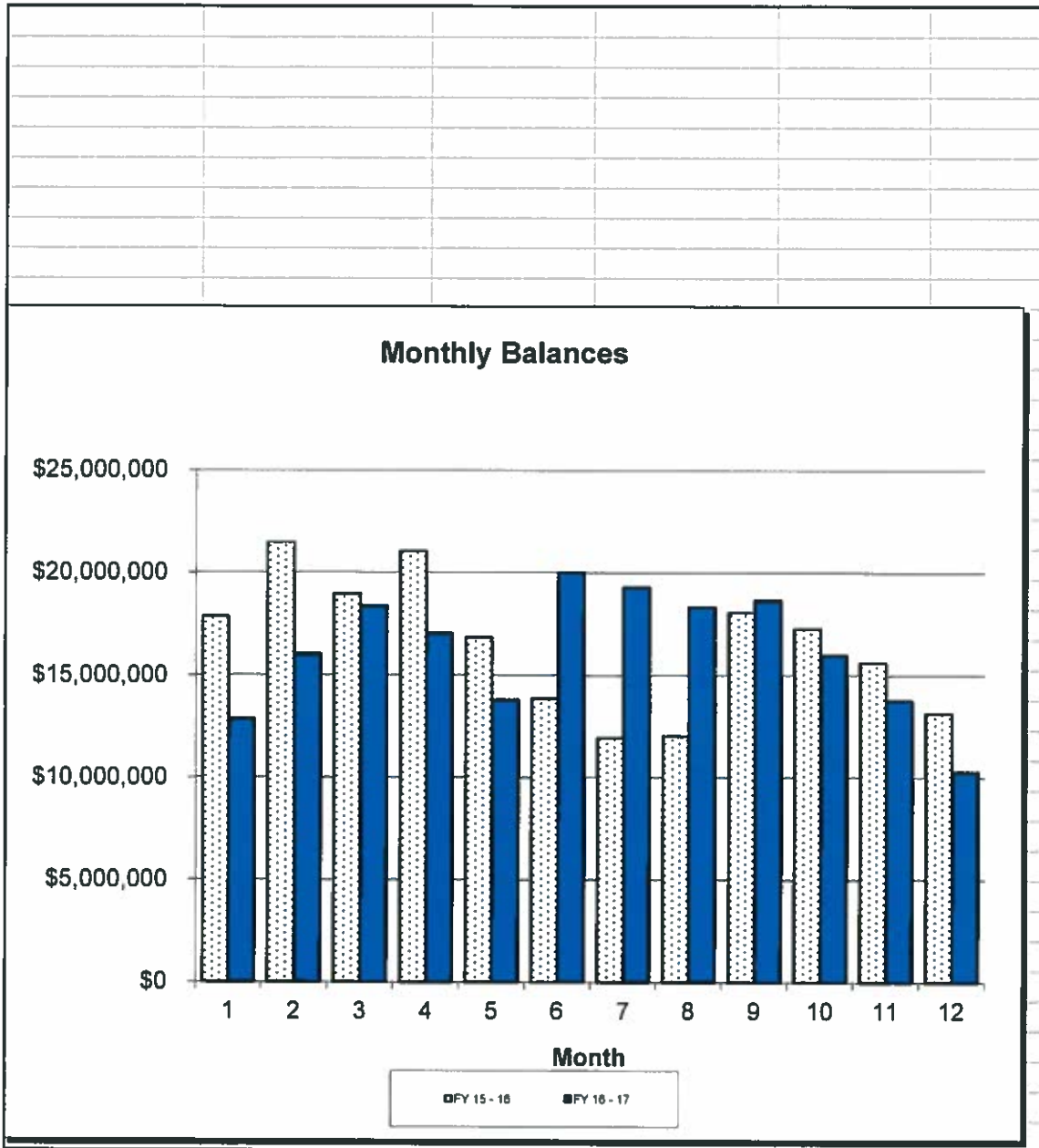
Investment		Page 4	Page 6	Total	Percent to Total
10	U. S. Government Securities	0.00	0.00	0.00	0%
20	Time Deposits	1,985,102.90	0.00	1,985,102.90	19%
30	Commercial Paper	0.00	0.00	0.00	0%
40	Mutual Funds	0.00	0.00	0.00	0%
50	Illinois Funds	2,321,863.26	0.00	2,321,863.26	23%
60	Repurchase Agreements	0.00	0.00	0.00	0%
90	Other	5,978,781.44	0.00	5,978,781.44	58%
	Total	10,285,747.60	0.00	10,285,747.60	100%
	Average %	2.25			

South Suburban College

Investment Summary				
Month	F Y 2015 - 2016		F Y 2016 - 2017	
	Month End Balance	Percent Return	Month End Balance	Percent Return
July	\$17,832,656	1.51	\$12,857,745	1.60
August	21,459,058	1.49	16,019,990	2.03
September	18,954,395	1.58	18,366,749	2.05
October	21,048,837	1.55	17,018,830	2.07
November	16,820,149	1.58	13,780,694	2.31
December	13,844,350	1.59	20,017,795	2.36
January	11,923,718	1.60	19,304,224	2.37
February	12,013,711	1.63	18,331,621	2.39
March	18,046,571	1.60	18,664,543	2.37
April	17,282,157	1.54	16,006,391	2.33
May	15,613,457	1.47	13,765,935	2.29
June	13,123,619	1.57	10,285,748	2.25



South Suburban College





SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

Agenda Item FY18-VI.B

For Board Information in August, 2017.

For Board Action in August, 2017.

BOARD COMMITTEE:

- Policy
- Finance
- Architectural
- Other

FUNDING:

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

PROPOSAL SUMMARY

ESTIMATED COST OR BENEFIT

JUSTIFICATION OF ACTION

Paying the bills supports (Vision Statement Strategic Direction 2, SSC.2.17) to continue to provide an efficient, transparent, and financially secure institution.


MOTION


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

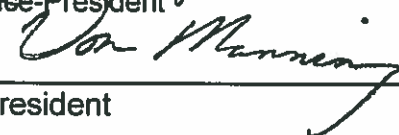
Education Fund	\$2,729,720.02
Operation & Maintenance Fund	286,831.50
Operation & Maintenance Restricted Fund	129,228.75
Auxiliary Enterprise Fund	214,109.24
Restricted Funds	188,685.26
Special Levies Fund	210,788.54
Flex Plan Fund	<u>3,333.50</u>
Total	\$3,762,696.81

- * Are funds available in the budget? yes
- * Is this related to any previous Board action?
- * Specify above if matching funds are required.
- * Is this part of a large project requiring additional funds? (Explain) No
- * Attach supplemental information as necessary

APPROVALS

 8/3/17
 Controller/Treasurer

 8/7/17
 Vice-President

 8/7/17
 President



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST Agenda Item FY18-VI.C

For Board Information in August, 2017

Board Action in August, 2017

BOARD COMMITTEE:

- Policy
- Finance
- Architectural
- Other

FUNDING:

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

PROPOSAL SUMMARY

At the Finance Committee meeting, the members had an opportunity to review the Fiscal Year 2017-2018 Tentative Budget. As a result of this review, we recommend the Board take action to approve the Tentative Budget for Fiscal Year 2017-2018.

ESTIMATED COST OR BENEFIT

The Tentative Operating budget is \$30,836,239
The Tentative Non-Operating budget is \$29,822,457

JUSTIFICATION OF ACTION

This action is necessary to comply with Illinois Community College Board and State requirements regarding the budget approval process. This action supports Vision Statement Strategic Direction 2, SSC.2.17 to continue to provide an efficient, transparent, and financially secure institution.

MOTION

Motion to approve the Tentative Operating and Non-Operating budgets for Fiscal Year 2017-2018; publish notification of the Tentative budget, and to have the Tentative budget available for public inspection for thirty days.

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

APPROVALS

Zim Follett 8/3/17
Controller/Treasurer

Mark Foreau 8/7/17
Vice-President

Don Manning 8/7/17
President

Office of the Treasurer



To: Board of Trustees
From: Tim Pollert
Date: August 3, 2017
Subject: Budget Packet – Fiscal Year 2017-2018

Included in this packet are the tentative budgets for both the Operating and Non-Operating funds for fiscal year 2017-2018.

Tentative budgeted Operating Fund expenditures has decreased considerably to \$30,836,239 or \$1,889,400 less than the 2017 budget. Tentative Operating revenue is projected to be \$29,144,490 assuming a modest enrollment decrease.

Tentative Non-Operating revenue and expenditures are \$29,925,881 and \$29,822,457 respectfully.

If you have questions regarding any items in these documents, please feel free to call me at (708) 210-5722.



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY18-VI.D

For Board Action on August 10, 2017

BOARD COMMITTEE

- Policy
- Finance
- Architectural
- Other

FUNDING

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

PROPOSAL SUMMARY

The College's course fees and instructional technology fees have been reviewed, and the attached change is recommended beginning with the spring 2018 semester.

ESTIMATED COST OR BENEFIT

The change in revenue will be offset by the actual costs incurred to deliver the courses and student services.


JUSTIFICATION OF ACTION


All fees and costs have been reviewed by the appropriate departments and administrators. The change will assist SSC in continuing to provide high quality, accessible and affordable credit courses and associate degree and certificate programs for a diverse academically prepared student body. **(Strategic Direction # 2 – Student Success and Completion, Goal SSC 2.2)**

MOTION

Move that the Board of Trustees approve the attached recommended fee change beginning with the spring 2018 semester.

- * 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

Approval: 
 Appropriate Vice President


 President

7/25/17
 Date

7/27/17
 Date

Course Fee Increase

Effective Spring 2018

Course	Title	Current Fee	Fee Effective 2018SP
ADN 258	Transition into Practice	\$100.00	\$380.00

In this course, students are required to take a live (onsite) NCLEX-RN three day review. The cost for the review was previously paid through the Perkins Grant. Going forward, the Perkins Grant will only cover the cost for students who are economically disadvantaged. The cost of the review is \$280.00; thereby increasing the fees for this course from \$100.00 to \$380.00. Students benefit from having this review and their evaluations have been positive.



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY18-VII.A.1

Board Meeting Date: August 10, 2017

BOARD COMMITTEE

FUNDING

- Policy
- Finance
- Architectural
- Other

- Operating
- College Capital
- Protection, Health and Safety

- Grant Funded
- Student Life
- Special Levies

PROPOSAL SUMMARY

Request that the Board of Trustees accept the retirement of Kathryn Eberhardt, full-time instructor in the Allied Health/Careers Program, effective January 1, 2018, and grant permission to advertise to fill the vacated position as needed.

ESTIMATED COST OR BENEFIT

Not applicable.

JUSTIFICATION OF ACTION


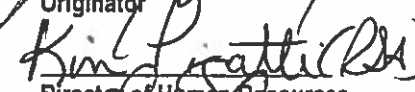
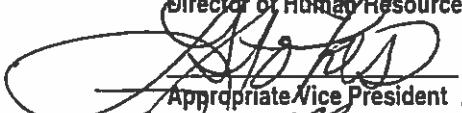
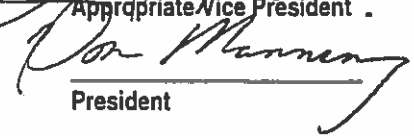
Please see the attached letter from Ms. Eberhardt. Replacement of this position will assist in continuing to provide credit courses and associate degree programs for an academically prepared student body. (Strategic Direction # 2 - Student Success and Completion, Goal - SSC 2.1)

MOTION

Request that the Board of Trustees accept the retirement of Kathryn Eberhardt, full-time instructor in the Allied Health/Careers Program, effective January 1, 2018, and grant permission to advertise to fill the vacated position as needed.

Approvals:

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


 Originator 7/27/17
 Date

 Director of Human Resources 8/7/17
 Date

 Appropriate Vice President 7/27/17
 Date

 President 8/7/17
 Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY18-VII.A.2

Board Meeting Date: August 10, 2017

BOARD COMMITTEE

FUNDING

- Policy
- Finance
- Architectural
- Other

- Operating
- College Capital
- Protection, Health and Safety

- Grant Funded
- Student Life
- Special Levies

PROPOSAL SUMMARY

Request that the Board of Trustees accept the resignation of Robert Calhoon, full-time instructor in the Music Department, effective July 27, 2017, and grant permission to advertise to fill the vacated position as needed.

ESTIMATED COST OR BENEFIT

Not applicable.

JUSTIFICATION OF ACTION

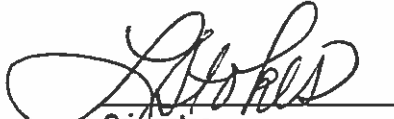



Please see the attached letter from Mr. Calhoon. Replacement of this position will assist in continuing to provide credit courses and associate degree programs for an academically prepared student body. (Strategic Direction # 2 - Student Success and Completion, Goal - SSC 2.1)

MOTION

Move that the Board of Trustees accept the resignation of Robert Calhoon, full-time instructor in the Music Department, effective July 27, 2017, and grant permission to advertise to fill the vacated position as needed.

Approvals:

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


 Originator 7/27/17
 Date

 Director of Human Resources 8/7/17
 Date

 Appropriate Vice President 9/27/17
 Date

 President 8/7/17
 Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY18-VII.B.1

Board Meeting Date: August 10, 2017

BOARD COMMITTEE

- Policy
- Finance
- Architectural
- Other

FUNDING

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

PROPOSAL SUMMARY

Request that the Board of Trustees appoint Danielle Jones as a full-time Administrative Assistant I in the Allied Health & Careers Program, effective August 14, 2017.

ESTIMATED COST OR BENEFIT

This is a Grade VII position on the support staff salary schedule. The position is 35 hours per week for 52 weeks.

JUSTIFICATION OF ACTION

The creation of this position is in direct alignment with Strategic Direction #2 – Student Success and Completion, Goal 1.2.

MOTION

Move that the Board of Trustees appoint Danielle Jones as a full-time Administrative Assistant I in the Allied Health & Careers Program, effective August 14, 2017.

Approvals:

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

[Signature] 7/24/17
 Originator Date

Kim Picatti (DAS) 8/7/17
 Director of Human Resources Date

[Signature] 7/27/17
 Appropriate Vice President Date

[Signature] 7/13/17
 President Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY18-VII.C.1

Board Meeting Date: August 10, 2017

BOARD COMMITTEE

FUNDING

- Policy
- Finance
- Architectural
- Other

- Operating
- College Capital
- Protection, Health and Safety

- Grant Funded
- Student Life
- Special Levies

PROPOSAL SUMMARY

Request that the Board of Trustees accept the Memorandum of Understanding between South Suburban Community College District No. 510, Cook County, Illinois (hereafter the "COLLEGE"), South Suburban College Faculty Association (hereafter "SSCFA"), and Ms. Melyn timer Durham for the fall 2017 semester.

ESTIMATED COST OR BENEFIT

The instructor will be paid according to the faculty agreement.

JUSTIFICATION OF ACTION

In this Memorandum of Understanding, the parties agree that Mr. John McGreevy shall be allowed to teach online courses using materials provided by Melyn timer Durham for the fall 2017 semester. Guidelines for this agreement are outlined in the attached Memorandum of Understanding.

MOTION

Move that the Board of Trustees accept the Memorandum of Understanding between South Suburban Community College District No. 510, Cook County, Illinois (hereafter the "COLLEGE"), South Suburban College Faculty Association (hereafter "SSCFA"), and Ms. Melyn timer Durham for the fall 2017 semester.

Approvals:

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

[Signature]
Originator
Date: 7/24/17

[Signature]
Director of Human Resources
Date: 8/7/17

[Signature]
Appropriate Vice President
Date: 7/27/17

[Signature]
President
Date: 8/7/17