



**BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE**  
**15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS**  
**BOARD ROOM (ROOM 2248)**  
**AUDIT COMMITTEE MEETING AGENDA**  
**WHITTINGTON, CHAIR; DALY & DEFILIPPO**  
**THURSDAY, NOVEMBER 9, 2017**  
**7:40 PM**

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- I. Recommendation to accept the Comprehensive Annual Financial Audit Report, Internal Controls over Financial Reporting and Professional Standards (SAS 114) as presented by Crowe Horwath, LLP, for the fiscal year ended June 30, 2017.
- II. Recommendation to accept the OMB Circular A-133 Audit Report for the year ended June 30, 2017, as presented.
- III. Recommendation to appoint the firm Crowe Horwath, LLP to conduct an audit of the College financial statements and the single Audit of Federal Funds for the fiscal year ending June 30, 2018.



**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, NOVEMBER 9, 2017**  
**7:50 PM**

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- I. Recommendation to accept the estimated amount of taxes to be levied for 2017 as required by law.
- II. Recommendation to accept the bid of Midwest Transit Equipment in the amount of \$98,858.00 for the purchase of two 15 passenger buses.
- III. Recommendation to enter into five-year contract with Good Burger for the provision of dining and vending service at the main campus and Oak Forest Campus.



**BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE**  
**15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS**  
**BOARD ROOM (ROOM 2248)**  
**REGULAR BOARD MEETING AGENDA**  
**THURSDAY, NOVEMBER 9, 2017**  
**8:00 PM**

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- I. CALL TO ORDER/ROLL CALL**
- II. PLEDGE OF ALLEGIANCE**
- III. PUBLIC PARTICIPATION**
- IV. PRESENTATIONS/REPORTS**
  - A. PBI Grant (Predominately Black Institutions Grant) (M. Williams)
- V. APPROVAL OF MINUTES OF PREVIOUS MEETINGS**
  - A. Regular Board meeting held October 12, 2017
- VI. NEW BUSINESS**
  - A. Monthly Financial Report (T. Pollert)
  - B. Approval of the payment of bills for November, 2017 (T. Pollert)
  - C. Approval to accept the Comprehensive Annual Financial Audit Report, Internal Controls over Financial Reporting and Professional Standards (SAS 114) as presented by Crowe Horwath, LLP, for the fiscal year ended June 30, 2017 (J. Whittington)
  - D. Approval to accept the OMB Circular A-133 Audit Report for the year ended June 30, 2017, as presented (J. Whittington)
  - E. Approval to appoint the firm Crowe Horwath, LLP to conduct an audit of the College financial statements and the single Audit of Federal Funds for the fiscal year ending June 30, 2018 (J. Whittington)
  - F. Approval to accept the estimated amount of taxes to be levied for 2017 as required by law (A. DeFilippo)
  - G. Approval to accept the bid of Midwest Transit Equipment in the amount of \$98,858.00 for the purchase of two 15 passenger buses (A. DeFilippo)
  - H. Approval to enter into a five-year contract with Good Burger for the provision of dining and vending service at the main campus and Oak Forest Center (A. DeFilippo)
  - I. Approval of the revisions to the holiday break schedule in the fall 2017 and fall 2018 academic calendars (L. Stokes)
- VII. PERSONNEL RECOMMENDATIONS**
  - A. Retirements/Resignations/Terminations
  - B. Approval to Advertise
- 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**

**15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS**

**REGULAR BOARD MEETING MINUTES**

**THURSDAY, OCTOBER 12, 2017**

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## **I. CALL TO ORDER & ROLL CALL:**

At 8:11 p.m. the Regular Meeting of the Board of Trustees of South Suburban College, Illinois Community College District No. 510 was called to order by Chairman Frank M. Zuccarelli. The meeting was held in the Board Room of the College, Room 2248.

*Present:* Chairman Frank M. Zuccarelli, Vice Chairman John Daly, Trustees Terry Wells, Joseph Whittington. Student Trustee Ronnell Tatum arrived at 8:14 p.m.

*Absent:* Trustees Anthony DeFilippo and Janet Rogers

*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. Kuser

## **II. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Chairman Frank M. Zuccarelli.

## **III. PUBLIC PARTICIPATION:**

There was none.

## **IV. REPORTS/PRESENTATIONS**

### **A. Perkins Grant Presentation**

Ms. Renee McClinton delivered a presentation on the Perkins Grant to the Board of Trustees.

## **V. PREVIOUS MEETING MINUTES**

### **A. Public Hearing held September 14, 2017**

Trustee Whittington moved and Student Trustee Tatum seconded to approve the minutes of the Public Hearing held September 14, 2017. On roll call, John Daly, Terry Wells, and Joseph Whittington voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Frank M. Zuccarelli passed. Motion carried.

### **B. Finance Committee meeting held September 14, 2017**

Student Trustee Tatum moved and Trustee Whittington seconded to approve the minutes of the Finance Committee meeting held on September 14, 2017. On roll call, John Daly, Terry Wells, and Joseph Whittington voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Frank M. Zuccarelli passed. Motion carried.

### **C. Regular Board of Trustees meeting held September 14, 2017**

Student Trustee Tatum moved and Trustee Wells seconded to approve the minutes of the Regular Board of Trustees meeting held on September 14, 2017. On roll call, John Daly, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

**D. Closed Session meeting held September 14, 2017**

Trustee Daly moved and Trustee Wells seconded to approve the minutes of the Closed Session meeting held on September 14, 2017. On roll call, John Daly, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

**VI. NEW BUSINESS**

**A. Monthly Financial Report**

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

**B. Bills Payable for October, 2017**

Trustee Wells moved and Student Trustee Tatum seconded to authorize the Treasurer to pay the list of bills payable for October, 2017, in the amount of \$3,358,033.14. On roll call, John Daly, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

**VII. PERSONNEL RECOMMENDATIONS**

**A. Resignations/Retirements/Terminations**

Trustee Daly moved and Trustee Whittington seconded to approve the retirement of Carol Weber, full-time instructor in the Department of Art and Design, effective May 31, 2018, and grant permission to advertise to fill the vacated position, as needed. On roll call, John Daly, Terry Wells, 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 Tina Johnson as a full-time, grant-funded Academic Assistant of the Health Professions Opportunity Grant (HPOG), Step-Up Program in the Allied Health and Careers Program, effective October 16, 2017.

2. Appointment of Noah Nowicki as an Academic Technology Specialist (formally titled Distance Learning Specialist) in the Communication Services Department, effective October 16, 2017.

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

**C. Approval of the three (3) year South Suburban College Support Staff Association Collective Bargaining Agreement, effective July 1, 2017-June 30, 2020.**

Student Trustee Tatum moved and Trustee Wells seconded to approve the three (3) year South Suburban College Support Staff Association Collective Bargaining Agreement, effective July 1, 2017-June 30, 2020. On roll call, John Daly, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

**VIII. Closed Session:**

There was none.

Board Meeting  
October 12, 2017  
Page 3

**ADJOURNMENT**

At 8:34 p.m., Trustee Daly moved and Trustee Wells seconded that the Board Meeting be adjourned. On roll call, John Daly, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

\_\_\_\_\_  
**Martin Lareau, Secretary to the Board**

\_\_\_\_\_  
**Frank M. Zuccarelli, Chairman of the Board**



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

For Board Information in November, 2017.

For Board Action in November, 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**

Please refer to the attached Investment Report and Financial Summary enclosed in your Board packet for the period ending September 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**

Tim Peltz 11/1/17  
Controller/Treasurer

Mark Soren 11/2/17  
Vice-President

Don Manning 11/1/17  
President



**SOUTH SUBURBAN COLLEGE**  
South Holland, Illinois

To: Board of Trustees  
 From: Tim Pollert  
 Date: November 2, 2017  
 Subject: Financial Report For The Period Ending September 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>      |
| \$3,538,054.43              | \$9,115,052.21                   |
| <u>Monthly Expenditures</u> | <u>Year to Date Expenditures</u> |
| \$3,557,493.70              | \$9,098,642.28                   |

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

|                             |                                  |
|-----------------------------|----------------------------------|
| <u>Monthly Revenue</u>      | <u>Year to Date Revenue</u>      |
| \$4,575,258.04              | \$15,027,256.11                  |
| <u>Monthly Expenditures</u> | <u>Year to Date Expenditures</u> |
| \$4,768,838.24              | \$15,297,282.77                  |
| <u>Net Monthly Position</u> | <u>Year to Date Net Position</u> |
| (\$193,580.20)              | (\$270,026.66)                   |

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

|                          |                               |   |
|--------------------------|-------------------------------|---|
| <u>Total Investments</u> | <u>Average Rate of Return</u> | <u>Basis Point Change from Last Month</u> |
| \$14,124,023.56          | 2.01%                         | -8  |

**SOUTH SUBURBAN COLLEGE**  
South Holland, Illinois

|           | <b>Revenue<br/>Educational</b> | <b>Revenue<br/>O&amp;M</b> | <b>Monthly<br/>Total</b> |
|-----------|--------------------------------|----------------------------|--------------------------|
| July      | \$3,160,162.14                 | \$55,123.01                | \$3,215,285.15           |
| August    | \$2,315,853.48                 | \$45,859.15                | \$2,361,712.63           |
| September | \$2,638,531.62                 | \$899,522.81               | \$3,538,054.43           |
| October   |                                |                            | \$0.00                   |
| November  |                                |                            | \$0.00                   |
| December  |                                |                            | \$0.00                   |
| January   |                                |                            | \$0.00                   |
| February  |                                |                            | \$0.00                   |
| March     |                                |                            | \$0.00                   |
| April     |                                |                            | \$0.00                   |
| May       |                                |                            | \$0.00                   |
| June      |                                |                            | \$0.00                   |
| YTD       | \$8,114,547.24                 | \$1,000,504.97             | \$9,115,052.21           |

|           | <b>Expenditures<br/>Educational</b> | <b>Expenditures<br/>O&amp;M</b> | <b>Monthly<br/>Total</b> |
|-----------|-------------------------------------|---------------------------------|--------------------------|
| July      | \$2,729,720.02                      | \$286,831.50                    | \$3,016,551.52           |
| August    | \$2,211,546.62                      | \$313,050.44                    | \$2,524,597.06           |
| September | \$3,106,952.27                      | \$450,541.43                    | \$3,557,493.70           |
| October   |                                     |                                 | \$0.00                   |
| November  |                                     |                                 | \$0.00                   |
| December  |                                     |                                 | \$0.00                   |
| January   |                                     |                                 | \$0.00                   |
| February  |                                     |                                 | \$0.00                   |
| March     |                                     |                                 | \$0.00                   |
| April     |                                     |                                 | \$0.00                   |
| May       |                                     |                                 | \$0.00                   |
| June      |                                     |                                 | \$0.00                   |
| YTD       | \$8,048,218.91                      | \$1,050,423.37                  | \$9,098,642.28           |

**SOUTH SUBURBAN COLLEGE**  
South Holland, Illinois

|           | <b>Revenues<br/>All Funds</b> | <b>Expenditures<br/>All Funds</b> | <b>Monthly<br/>Total</b> |
|-----------|-------------------------------|-----------------------------------|--------------------------|
| July      | \$3,652,185.57                | \$3,762,696.81                    | (\$110,511.24)           |
| August    | \$6,799,812.50                | \$6,765,747.72                    | \$34,064.78              |
| September | \$4,575,258.04                | \$4,768,838.24                    | (\$193,580.20)           |
| October   |                               |                                   | \$0.00                   |
| November  |                               |                                   | \$0.00                   |
| December  |                               |                                   | \$0.00                   |
| January   |                               |                                   | \$0.00                   |
| February  |                               |                                   | \$0.00                   |
| March     |                               |                                   | \$0.00                   |
| April     |                               |                                   | \$0.00                   |
| May       |                               |                                   | \$0.00                   |
| June      |                               |                                   | \$0.00                   |
| YTD       | \$15,027,256.11               | \$15,297,282.77                   | (\$270,026.66)           |

|           | <b>Investment<br/>Total</b> | <b>Average Rate<br/>of Return</b> | <b>Basis Point Change<br/>from Last Month</b> |
|-----------|-----------------------------|-----------------------------------|---|
| July      | \$13,317,248.51             | 2.10%                             | (15)  |
| August    | \$16,227,947.39             | 2.09%                             | (1)   |
| September | \$14,124,023.56             | 2.01%                             | (8)   |
| October   |                             |                                   |   |
| November  |                             |                                   |   |
| December  |                             |                                   |   |
| January   |                             |                                   |   |
| February  |                             |                                   |   |
| March     |                             |                                   |   |
| April     |                             |                                   |   |
| May       |                             |                                   |   |
| June      |                             |                                   |   |









SOUTH SUBURBAN COLLEGE

|    | Investment                  | Page 4        | Page 6 | Total         | Percent to Total |
|----|-----------------------------|---------------|--------|---------------|------------------|
| 10 | U. S. Government Securities | 0.00          | 0.00   | 0.00          | 0%               |
| 20 | Time Deposits               | 1,985,102.90  | 0.00   | 1,985,102.90  | 14%              |
| 30 | Commercial Paper            | 0.00          | 0.00   | 0.00          | 0%               |
| 40 | Mutual Funds                | 0.00          | 0.00   | 0.00          | 0%               |
| 50 | Illinois Funds              | 7,384,261.76  | 0.00   | 7,384,261.76  | 52%              |
| 60 | Repurchase Agreements       | 0.00          | 0.00   | 0.00          | 0%               |
| 90 | Other                       | 4,754,658.90  | 0.00   | 4,754,658.90  | 34%              |
|    | Total                       | 14,124,023.56 | 0.00   | 14,124,023.56 | 100%             |
|    | Average %                   | <u>2.01</u>   |        |               |                  |

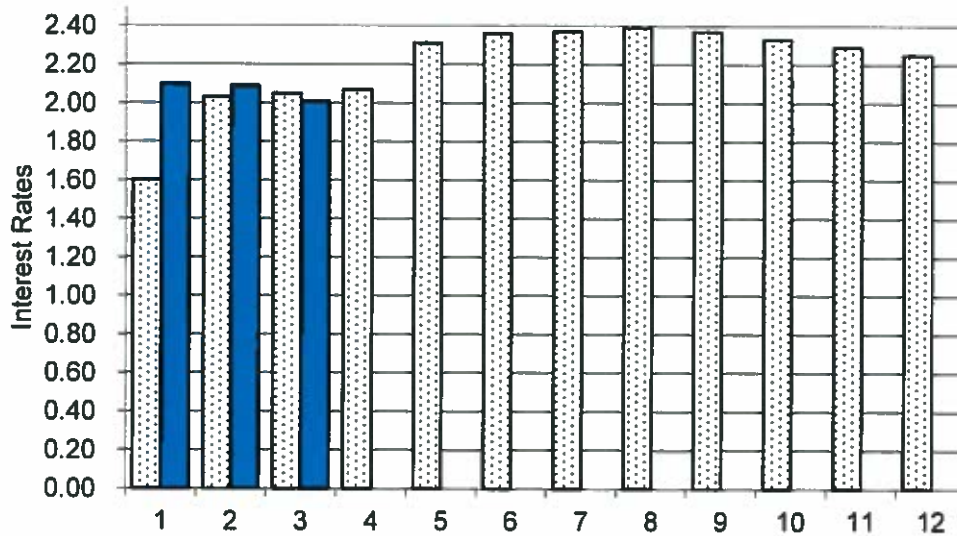


**South Suburban College**

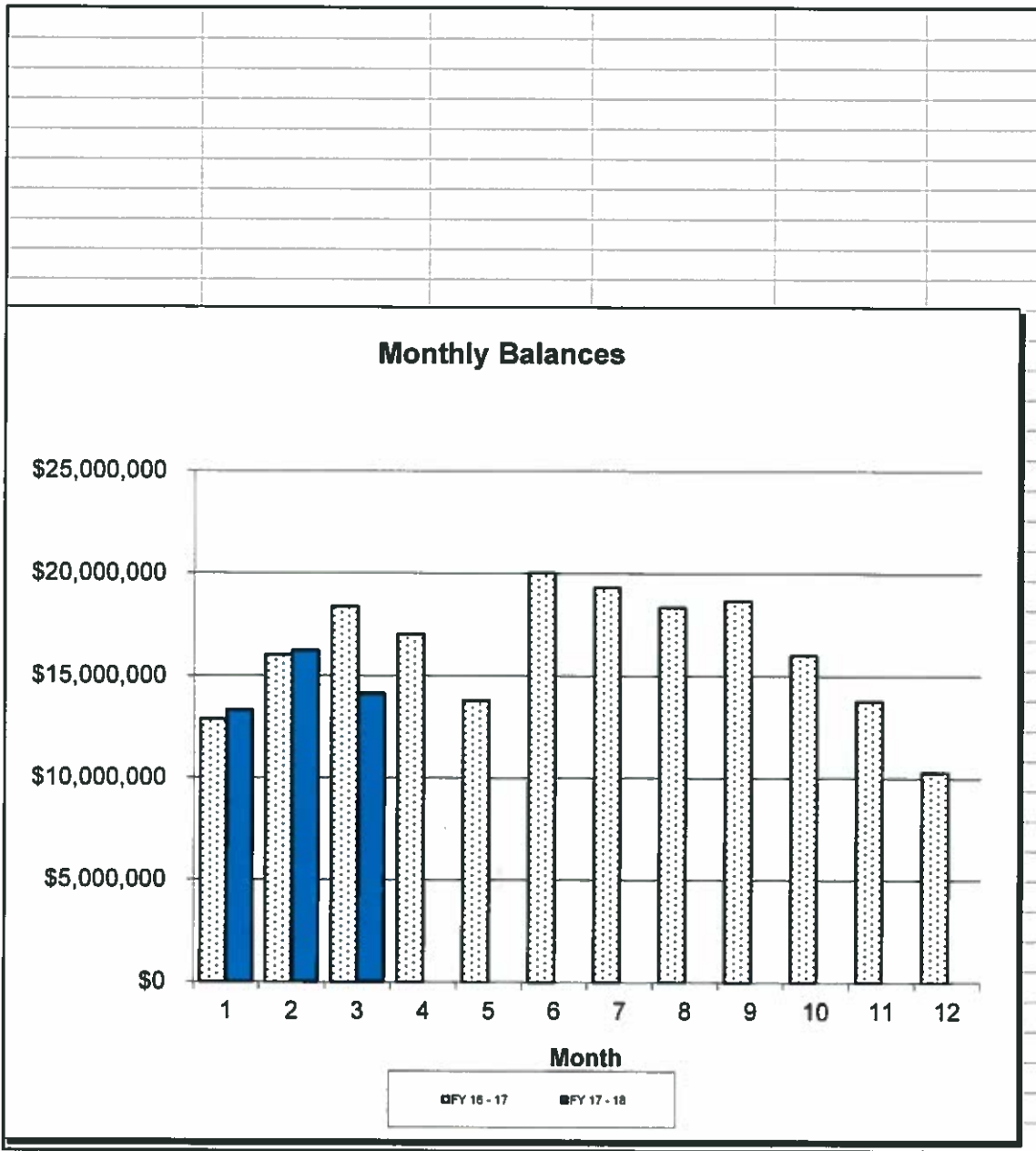
**Investment Summary**

| Month     | F Y 2016 - 2017   |                | F Y 2017 - 2018   |                |
|-----------|-------------------|----------------|-------------------|----------------|
|           | Month End Balance | Percent Return | Month End Balance | Percent Return |
| July      | \$12,857,745      | 1.60           | \$13,317,249      | 2.10           |
| August    | 16,019,990        | 2.03           | 16,227,947        | 2.09           |
| September | 18,366,749        | 2.05           | 14,124,024        | 2.01           |
| October   | 17,018,830        | 2.07           |                   |                |
| November  | 13,780,694        | 2.31           |                   |                |
| December  | 20,017,795        | 2.36           |                   |                |
| January   | 19,304,224        | 2.37           |                   |                |
| February  | 18,331,621        | 2.39           |                   |                |
| March     | 18,664,543        | 2.37           |                   |                |
| April     | 16,006,391        | 2.33           |                   |                |
| May       | 13,765,935        | 2.29           |                   |                |
| June      | 10,285,748        | 2.25           |                   |                |

**Interest Rates**



South Suburban College





**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

Agenda Item FY18-VI.B

For Board Information in November, 2017.

For Board Action in November, 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                          | \$3,325,429.08        |
| Operation & Maintenance Fund            | 309,930.07            |
| Operation & Maintenance Restricted Fund | 55,318.50             |
| Auxiliary Enterprise Fund               | 78,199.23             |
| Restricted Funds                        | 376,288.29            |
| Special Levies Fund                     | 146,416.13            |
| Audit Fund                              | 2,000.00              |
| Flex Plan Fund                          | <u>7,699.10</u>       |
| <b>Total</b>                            | <b>\$4,301,280.40</b> |

- \* 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**

\_\_\_\_\_ 11/1/17  
 Controller/Treasurer  

 \_\_\_\_\_ 11/2/17  
 Vice-President  

 \_\_\_\_\_ 11/1/17  
 President



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

Agenda Item FY18-VI.C

For Board Information in November, 2017

Board Action in November, 2017.

**BOARD COMMITTEE:**

- Policy
- Finance
- Architectural
- Other

**FUNDING:**

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

**PROPOSAL SUMMARY**

The Comprehensive Annual Financial Audit Report and Professional Standards (SAS 114) were presented to the Audit Committee for the Board's acceptance.

**ESTIMATED COST OR BENEFIT**

N/A

**JUSTIFICATION OF ACTION**

The Illinois Community College Board requires an audit to be completed by independent certified public accountants at the end of each fiscal year. The Board of Trustees authorized the administration to hire the firm of Crowe Horwath LLP. to conduct the financial audit for the Fiscal Year 2017. This measure supports Vision Statement, Strategic Direction 2, SSC.2.17 by providing an efficient, transparent and financially secure institution.

**MOTION**

To accept the Comprehensive Annual Financial Audit Report and Professional Standards (SAS 114) as presented by Crowe Horwath LLP, for the Fiscal Year ended June 30, 2017.

- \* 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**

*[Signature]* 11/1/17  
 Controller/Treasurer

*[Signature]* 11/2/17  
 Vice-President

*[Signature]* 11/1/17  
 President

# Office of the Treasurer

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**To: Board of Trustees**  
**From: Tim Pollert**  
**Date: November 2, 2017**  
**Subject: Comprehensive Annual Financial Report – Fiscal Year Ended June 30, 2017**

I am pleased to report that the College successfully completed the Comprehensive Annual Financial Report (CAFR) process as of June 30, 2017 with zero significant deficiencies, material weaknesses, issues of noncompliance, or findings related to the financial statements. Additionally, there were no negative reportable issues to the Board in the Management Letter as presented.

Another point worth mentioning is that the College was presented with the Certificate of Excellence in Financial Report by the Association of School Business Officials for the CAFR dated June 30, 2016. This is the 25<sup>th</sup> consecutive year that the College has received this distinguished award.

A very unique accounting situation occurred this fiscal year when the State approved funding for FY17 on July 6, 2017. The intent of this funding by the General Assembly and ICCB was to have these appropriations posted in FY17. The Governmental Accounting Standard's Board (GASB) had a different interpretation. Mainly that, since these proceeds were *received* after the end of the fiscal year, they need to be recorded in FY18. ICCB has ruled that they are to be recorded in FY17. Therefore, there is a relatively large disparity between Statements 1-3 on pages 11-13 (GASB) and Statement 1-5 on pages 57-63 (ICCB).

GASB Statements 1-3 will reflect a positive net position next year and will, almost entirely, reverse the negative net position from this year.

In summarizing the audited financial statements according to ICCB ruling, the overall position of the College was slightly positive from FY16 with the following points worth mentioning:

- Operating Fund balance increased from \$11,523,832 in 2016 to \$12,267,822 in 2017.
- Overall Fund balance increased from \$22,341,086 in 2016 to \$32,636,728 in 2017. The majority of this increase was the College's \$10 million bond issue for various capital improvements.

Please let me know if you have any specific questions or need further explanations on anything audit related.

Thank you.



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

For Board Information in November, 2017

Board Action in November, 2017

**BOARD COMMITTEE:**

- Policy
- Finance
- Architectural
- Other

**FUNDING:**

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

**PROPOSAL SUMMARY**

The OMB Circular A-133 Audit Report for the year ended June 30, 2017, has been completed by Crowe Horwath LLP and is included in the audit packet.

**ESTIMATED COST OR BENEFIT**

N/A

**JUSTIFICATION OF ACTION**

This action supports Vision Statement, Strategic Direction 2, SSC.2.17 which is to provide an efficient, transparent and financially secure institution.

**MOTION**

To accept the OMB Circular A-133 Audit Report for the year ended June 30, 2017, 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 Kollats* 11/1/17  
Controller/Treasurer

*Mark Sarcou* 11/2/17  
Vice President

*Don Manning* 11/1/17  
President

# Office of the Treasurer

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**To:** Board of Trustees  
**From:** Tim Pollert  
**Date:** November 2, 2017  
**Subject:** Single Audit OMB 133 – Fiscal Year Ended June 30, 2017

Total federal grant awards in the Single Audit has continued decreasing down from \$12,229,174 in 2016 to \$11,358,857 in 2017. This \$870,317 decrease is entirely within our Department of Education Pell grant cluster.

There were two findings worth mentioning and can be found in detail on pages 9-11 with a formal corrective plan for each on page 16.

Finding 2017-001 – Documentation of Controls over Adjusting Journal Entries and Bank Account Reconciliations: This finding is entirely mine. The auditors noted that as the Treasurer, I need to have all of my journal entries approved by the Vice President of Administration/Chief Financial Officer prior to posting. It is worth noting that the auditors that all journal entries were correct and for proper business purposes. As for bank account reconciliations, all were down correctly without any exceptions noted. However, I did not sign off on two of the reconciliations which created this find. Moving forward, I will have the Vice President of Administration/Chief Financial Officer approve all journal entries before I post them and I will notate on bank reconciliation that they are correct.

Finding 2017-002 – Controls and Noncompliance over Verification – Special Tests and Provisions: This finding is John Semple's and is a repeat finding from 2016. Minor discrepancies were noted in several cases during the file review process that were not uploaded to the central processing system due to the fact that the award for the student in question did not change. An extra step in the import/export process will be added to last year's corrective plan which will include transmitting all transactions, regardless of the scope of the change to the student file. It is worth mentioning that there were zero question costs related to this finding.

Please let me know if you have any specific questions or need further explanations on anything Single Audit related.

Thank you.



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

For Board Information in November, 2017.

Board Action in November, 2017.

**BOARD COMMITTEE:**

- Policy
- Finance
- Architectural
- Other

**FUNDING:**

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

**PROPOSAL SUMMARY**

We are recommending the appointment of the firm of Crowe Horwath LLP. To conduct an audit of our financial statements for the fiscal year ending June 30, 2018. A copy of the engagement letter is attached.

**ESTIMATED COST OR BENEFIT**

\$106,000 (same as last year)

**JUSTIFICATION OF ACTION**

The Illinois Community College Board requires an audit to be completed by independent certified public accountants at the end of each fiscal year. This action supports Vision Statement, Strategic Direction 2, SSC.2.17 which is to provide an efficient, transparent and financially secure institution.

**MOTION**

Move to appoint the firm of Crowe Horwath LLP. To conduct an audit of the College financial statements and the Single Audit of Federal funds for the fiscal year ending June 30, 2018.

- \* 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**

*[Signature]* \_\_\_\_\_ 11/1/17  
 Controller/Treasurer

*[Signature]* \_\_\_\_\_ 11/2/17  
 Vice-President

*[Signature]* \_\_\_\_\_ 11/1/17  
 President





**Crowe Horwath LLP**  
Independent Member Crowe Horwath International  
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Fax +1 630 574 1608  
www.crowehorwath.com

November 7, 2017

Management and the Board of Trustees  
South Suburban College  
15800 South State Street  
South Holland, Illinois 60473

This letter confirms the arrangements for Crowe Horwath LLP ("Crowe" or "us" or "we" or "our") to provide the professional services discussed in this letter to South Suburban College District No. 510 (collectively "the College, etc." or "you", "your" or "Entity" or "Client") for the year ending June 30, 2018. The attached Crowe Engagement Terms is an integral part of this letter, and its terms are incorporated herein.

## AUDIT SERVICES

### Our Responsibilities

We will audit and report on the financial statements of the business-type activities which collectively comprise the basic financial statements of the College for the period indicated.

In addition to our report on the financial statements, we plan to evaluate the presentation of the following supplementary information in relation to the financial statements as a whole, and to report on whether this supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

- Schedule of Expenditures of Federal Awards

In addition to our report on the financial statements, we also plan to perform specified procedures in order to describe in our report whether the following required supplementary information is presented in accordance with applicable guidelines. However, we will not express an opinion or provide any assurance on this information due to our limited procedures.

- Management's Discussion and Analysis
- SURS Schedule of the College's Proportionate Share of the Net Pension Liability
- SURS Schedule of College Contributions
- CIP Schedule of the College's Proportionate Share of the Net OPEB Liability
- CIP Schedule of College Contributions
- Notes to Required Supplementary Information

The document will also include the following additional information that will not be subjected to the auditing procedures applied in our audit of the financial statements, and for which our auditor's report will disclaim an opinion:

- Introductory Section of the Comprehensive Annual Financial Report
- Statistical Section of the Comprehensive Annual Financial Report

The objective of the audit is the expression of an opinion on the financial statements. We will plan and perform the audit in accordance with auditing standards generally accepted in the United States of America, the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards require that we obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement whether

caused by error or fraud, and that we report on the Schedule of Expenditures of Federal Awards (as noted above), and on your compliance with Federal statutes, regulations, and the terms and conditions of Federal awards and on its internal controls as required for a Single Audit. Because of inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with applicable standards. An audit is not designed to detect error or fraud that is immaterial to the financial statements.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment including the assessment of the risks that the financial statements could be misstated by an amount we believe would influence the financial statement users. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

In making our risk assessments, we consider internal control relevant to the preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the College's internal control. However, we will communicate in writing to those charged with governance and management concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit. We will communicate to management other deficiencies in internal control identified during the audit that have not been communicated to management by other parties and that, in our professional judgment, are of sufficient importance to merit management's attention. We will also communicate certain matters related to the conduct of the audit to those charged with governance, including (1) fraud involving senior management, and fraud (whether caused by senior management or other employees) that causes a material misstatement of the financial statements, (2) illegal acts that come to our attention (unless they are clearly inconsequential) (3) disagreements with management and other significant difficulties encountered in performing the audit and (4) various matters related to the College's accounting policies and financial statements. Our engagement is not designed to address legal or regulatory matters; which matters should be discussed by you with your legal counsel.

We expect to issue a written report upon completion of our audit of the financial statements. Our report will be addressed to the Board of Trustees of the College. Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis of matter or other matter paragraph, or withdraw from the engagement.

In addition to our report on the financial statements and supplemental information, we plan to issue the following reports:

- **Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*** — The purpose of this report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the College's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.
- **Independent Auditor's Report on Compliance for Each Major Federal Program and Report on Internal Control Over Compliance** -- The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

- Uniform Financial Statements as required by the Illinois Community College Board (“ICCB”), which will be subjected to the auditing procedures applied in our audit of the basic financial statements.
- The Certificate of Chargeback Reimbursement, which will be subjected to the auditing procedures applied in our audit of the financial statements.
- Report on compliance with ICCB requirements for the following grants in accordance with the ICCB’s *Fiscal Management Manual*: State Adult Education and Family Literacy Grants (State Basic, Public Assistance, and Performance), and Career and Technical Education – Program Improvement Grants.
- Report on the Schedule of Enrollment Data and Other Bases Upon Which Claims are Filed in accordance with the ICCB’s *Fiscal Management Manual*.

We will also perform tests of controls including testing underlying transactions, as required by the Uniform Guidance, to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each of your major federal awards programs. We will determine major programs in accordance with the Uniform Guidance. Our tests will be less in scope than would be necessary to render an opinion on these controls and, accordingly, no opinion will be expressed. We will inform you of any deficiencies or other matters involving internal control, if any, as required by the Uniform Guidance.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will also perform tests of your compliance with applicable laws, regulations, contracts and grants. However, because of the concept of reasonable assurance and because we will not perform a detailed examination of all transactions, there is a risk that material errors, irregularities, or illegal acts, including fraud or defalcations, may exist and not be detected by us. The objective of our audit of compliance relative to the financial statements will not be to provide an opinion on overall compliance with such provisions, and we will not express such an opinion. We will advise you, however, of any matters of that nature that come to our attention, unless they are clearly inconsequential.

The Uniform Guidance requires that we plan and perform the audit to obtain reasonable assurance about whether you have complied with certain provisions of laws, regulations, contracts and grants. Our procedures will consist of the applicable procedures described in the United States Office of Management and Budget (OMB) Compliance Supplement for the types of compliance requirements that could have a direct and material effect on each of your major programs. The purpose of our audit will be to express an opinion on your compliance with requirements applicable to major Federal award programs. Because an audit is designed to provide reasonable assurance, but not absolute assurance, the audit is not designed to detect immaterial violations or instances of noncompliance.

Our audit and work product are intended for the benefit and use of the College only. The audit will not be planned or conducted in contemplation of reliance by any other party or with respect to any specific transaction and is not intended to benefit or influence any other party. Therefore, items of possible interest to a third party may not be specifically addressed or matters may exist that could be assessed differently by a third party.

The working papers for this engagement are the property of Crowe and constitute confidential information. However, we may be requested to make certain working papers available to your oversight agency or grantors pursuant to authority given to them by law, regulation, or contract. If requested, access to such working papers will be provided under the supervision of our personnel. Furthermore, upon request, we may provide photocopies of selected working papers to your oversight agency or grantors. The working papers for this engagement will be retained for a minimum of three years after the date our report is issued or for any additional period requested by the oversight agency or pass-through entity. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an

audit finding, we will contact the party contesting the audit finding for guidance prior to destroying the working papers.

*Government Auditing Standards* require that we provide you with a copy of our most recent peer review report, which accompanies this letter along with the related letter of comment and response thereto.

#### The College's Responsibilities

The College's management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America. Management is also responsible for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to error or fraud. The College's management is also responsible for complying with applicable laws, regulations, contracts and grants and such responsibility extends to identifying the requirements and designing internal control policies and procedures to provide reasonable assurance that compliance is achieved. Additionally, as required by the Uniform Guidance, it is management's responsibility to follow up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings, which should be available for our review, and a corrective action plan.

Management has the responsibility to adopt sound accounting policies, maintain an adequate and efficient accounting system, safeguard assets, and design and implement programs and controls to prevent and detect fraud. Management's judgments are typically based on its knowledge and experience about past and current events and its expected courses of action. Management's responsibility for financial reporting includes establishing a process to prepare the accounting estimates included in the financial statements.

Management is responsible for providing to us, on a timely basis, all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters. Management is also responsible for providing such other additional information we may request for the purpose of the audit, and unrestricted access to persons within the College from whom we determine it necessary to obtain audit evidence. Additionally, those charged with governance are responsible for informing us of their views about the risks of fraud within the College, and their knowledge of any fraud or suspected fraud affecting the College.

Management is responsible for adjusting the financial statements to correct material misstatements related to accounts or disclosures. As part of our audit process, we will request from management written confirmation concerning representations made to us in connection with the audit, including that the effects of any uncorrected misstatements aggregated by us during the audit are immaterial, both individually and in the aggregate, to the financial statements and to compliance with the requirements of its Federal programs. Management acknowledges the importance of management's representations and responses to our inquiries, and that they will be utilized as part of the evidential matter we will rely on in forming our opinion. Because of the importance of management's representations to an effective audit, you agree to release Crowe and its personnel from any liability and costs relating to our services under this letter attributable to any misrepresentations by management.

Management is responsible for the preparation of the supplementary information identified above in accordance with the applicable criteria. As part of our audit process, we will request from management certain written representations regarding management's responsibilities in relation to the supplementary information presented, including but not limited to its fair presentation in accordance with the applicable criteria, the method of measurement and presentation and any significant assumptions or interpretations underlying the supplementary information. In addition, it is management's responsibility to include the auditor's report on supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information. It is also

management's responsibility to present the supplementary information with the audited financial statements or, if the supplementary information will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance by the College of the supplementary information and the auditor's report thereon.

Management is responsible for the preparation of the required supplementary information identified above in accordance with the applicable guidelines. We will request from management certain written representations regarding management's responsibilities in relation to the required supplementary information presented, including but not limited to whether it has been measured and presented in accordance with prescribed guidelines, the method of measurement and presentation and any significant assumptions or interpretations underlying the supplementary information.

At the conclusion of the engagement, it is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the designated federal clearinghouse and, if appropriate, to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of thirty days after receipt of the auditor's reports or nine months after the end of the audit period.

## OTHER SERVICES

### Financial Statement Preparation

The College will provide us with the necessary information to assist in the preparation of the draft financial statements including the notes thereto. We are relying on the College to provide us with the detailed trial balance, note disclosure information and any other relevant report information in a timely fashion and ensure the data is complete and accurate. Management is solely responsible for the presentation of the financial statements.

### Data Collection Form input services

We will provide assistance in completing sections of the Data Collection Form (DCF) relative to its federal award programs pursuant to the requirements of Section §200.512 of the Uniform Guidance that are promulgated to be completed by the College. While we may provide this data entry service and assist you in satisfying your electronic data communication requirements to the Federal Audit Clearinghouse, the completeness and accuracy of this information remains the responsibility of your management.

With respect to the above other services, you agree to: assume all management responsibilities including making all management decisions; oversee the service by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services.

## BOND OFFERINGS

With respect to any official statements issued by the College with which Crowe is not involved, the official statement should indicate that the auditor is not involved with the contents of such official statement. The disclosure should read as:

"Crowe Horwath LLP, our independent auditor, has not been engaged to perform and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. Crowe Horwath LLP also has not performed any procedures relating to this official statement."

## FEES

We will invoice you for our services on a periodic basis as services are rendered and for out-of-pocket expenses (such as typing, postage, travel, copies, etc.) as they are incurred, except that we agree that our gross fee, including expenses will not exceed \$106,000. The fee estimate, as in the past, is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. In addition, our fee assumes one Single Audit major program for fiscal year 2018, which has been typical in the past. If, at fiscal year-end, additional major programs are calculated based on the Schedule of Expenditures of Federal Awards prepared by the College, the additional fee associated with the testing of each major program will be \$6,000 per program. We will present you with that calculation prior to beginning our audit for the year.

Circumstances may arise under which we must perform additional work and, thus, require additional billings for our services. Examples of such circumstances include, but are not limited to:

- Changing audit requirements
- New professional standards or regulatory requirements
- New financial statement disclosures
- Work caused due to the identification of, and management's correction of, inappropriate application of accounting pronouncements
- Erroneous or incomplete accounting records
- New or unusual transactions
- Change in your organizational structure or size due to merger and acquisition activity or other events
- Change in your controls
- Agreed-upon level of preparation and assistance from your personnel not provided
- Failure of your staff to prepare information in a timely manner
- Numerous revisions to your information
- Lack of availability of appropriate College personnel during audit fieldwork.

Additionally, to accommodate requests to reschedule audit fieldwork without reasonable notice, additional billings for our services could be required, and our assigned staffing and ability to meet agreed-upon deadlines could be impacted.

Our fee assumes that we will be provided with auditable trial balances for all funds at year end, that all bank accounts and investment accounts will be reconciled through the end of the year being audited to the trial balances, that interfund and transfer accounts will balance, that subsidiary ledgers will reconcile to the general ledger and that beginning fund equity amounts will be reconcilable to prior year audited ending fund equity. We assume that the College will cooperate with our requests for information such as explanations of account activity.

Additionally, we assume the College will provide a copy of the capital assets ledger including current year additions and dispositions and depreciation by functional expense. We assume that requested records such as invoices, contracts, grant agreements and supporting documentation will be located and provided to us. We also assume the College will prepare confirmation letters, the Introductory Section, the MD&A section and the Statistical section of the report.

Our fee does not include implementation of any other future accounting or auditing pronouncements and/or government requirements that may change, thus, the scope or amount of auditing necessary to complete our engagements may increase beyond what is currently anticipated. Should such events occur, we would present you with our estimate of any possible increase prior to beginning our audit for the given year. An equitable adjustment in the proposed fee will be negotiated if the cost of time required for performance of the audit service is increased or decreased pursuant to a change in scope of the audit requested by the College or required by State or Federal regulations.

Management and the Board of Trustees  
South Suburban College  
November 7, 2017  
Page 7

When we become aware of circumstances which impact the amount or scheduling of our work, we will issue, for your approval, a formal change order detailing the reason and the anticipated impact of the change.

Our fees are exclusive of taxes or similar charges, as well as customs, duties or tariffs, imposed in respect of the Services, any work product or any license, all of which Client agrees to pay if applicable or if they become applicable (other than taxes imposed on Crowe's income generally), without deduction from any fees or expenses invoiced to Client by Crowe.

To facilitate Crowe's presence at Client's premises, Client will provide Crowe with internet access while on Client's premises. Crowe will access the internet using a secure virtual private network. Crowe will be responsible for all internet activity performed by its personnel while on Client's premises.

#### MISCELLANEOUS

For purposes of this Miscellaneous section, the Acceptance section below, and all of the Crowe Engagement Terms, "Client" will mean the entity(ies) defined in the first paragraph of this letter and will also include all related parents, subsidiaries, and affiliates of Client who may receive or claim reliance upon any Report.

Crowe will provide the services to Client under this Agreement as an independent contractor and not as Client's partner, agent, employee, or joint venturer under this Agreement. Neither Crowe nor Client will have any right, power or authority to bind the other party.

This engagement letter agreement (the "Agreement") reflects the entire agreement between the parties relating to the services (or any reports, deliverables or other work product) covered by this Agreement. The engagement letter and any attachments (including without limitation the attached Crowe Engagement Terms) are to be construed as a single document, with the provisions of each section applicable throughout. This Agreement may not be amended or varied except by a written document signed by each party. It replaces and supersedes any other proposals, correspondence, agreements and understandings, whether written or oral, relating to the services covered by this letter, and each party agrees that in entering this Agreement, it has not relied on any oral or written representations, statements or other information not contained in or incorporated into this Agreement. Any non-disclosure or other confidentiality agreement is replaced and superseded by this Agreement. The agreements of the parties contained in this Agreement will survive the completion or termination of this Agreement. If any provision (in whole or in part) of this Agreement is found unenforceable or invalid, this will not affect the remainder of the provision or any other provisions in this Agreement, all of which will continue in effect as if the stricken portion had not been included. This Agreement may be executed in two or more actual, scanned, emailed, or electronically copied counterparts, each and all of which together are one and the same instrument. Accurate transmitted copies (transmitted copies are reproduced documents that are sent via mail, delivery, scanning, email, photocopy, facsimile or other process) of the executed Agreement or signature pages only (whether handwritten or electronic signature), will be considered and accepted by each party as documents equivalent to original documents and will be deemed valid, binding and enforceable by and against all parties. This Agreement must be construed, governed, and interpreted under the laws of the State of Illinois, without regard for choice of law principles.

We are pleased to have this opportunity to serve you, and we look forward to a continuing relationship. If the terms of this letter and the attached Crowe Engagement Terms are acceptable to you, please sign below and return one copy of this letter at your earliest convenience. Please contact us with any questions or concerns.

(Signature Page follows)

ACCEPTANCE

I have reviewed the arrangements outlined above and in the attached "Crowe Engagement Terms," and I accept on behalf of the Client the terms and conditions as stated. By signing below, I represent and warrant that I am authorized by Client to accept the terms and conditions as stated.

IN WITNESS WHEREOF, South Suburban College District No. 510 and Crowe have duly executed this engagement letter effective the date first written above.

South Suburban College District No. 510

Crowe Horwath LLP

\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

John C. Weber  
\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

Partner  
\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

November 7, 2017  
\_\_\_\_\_  
Date

BOARD OF TRUSTEES APPROVAL:

The Board of Trustees has reviewed the services and Crowe Engagement Terms described in this letter and evaluated the services pursuant to the College's policies. After considering all relevant factors, the Board of Trustees hereby approves hiring Crowe to provide the services described above.

Authorized Representative of the Board of Trustees:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



## **Crowe Engagement Terms**

Crowe wants Client to understand the terms under which Crowe provides its services to Client and the basis under which Crowe determines its fees. These terms are part of the Agreement and apply to all services described in the Agreement as well as all other services provided to Client (collectively, the "Services"), unless and until a separate written agreement is executed by the parties for separate services. Any advice provided by Crowe is not intended to be, and is not, investment advice.

**CLIENT'S ASSISTANCE** – For Crowe to provide Services effectively and efficiently, Client agrees to provide Crowe timely with information requested and to make available to Crowe any personnel, systems, premises, records, or other information as reasonably requested by Crowe to perform the Services. Access to such personnel and information are key elements for Crowe's successful completion of Services and determination of fees. If for any reason this does not occur, a revised fee to reflect additional time or resources required by Crowe will be mutually agreed. Client agrees Crowe will have no responsibility for any delays related to a delay in providing such information to Crowe. Such information will be accurate and complete, and Client will inform Crowe of all significant tax, accounting and financial reporting matters of which Client is aware.

**PROFESSIONAL STANDARDS** – As a regulated professional services firm, Crowe must follow professional standards when applicable, including the Code of Professional Conduct of the American Institute of Certified Public Accountants ("AICPA"). Thus, if circumstances arise that, in Crowe's professional judgment, prevent it from completing the engagement, Crowe retains the right to take any course of action permitted by professional standards, including declining to express an opinion or issue other work product or terminating the engagement.

**REPORTS** – Any information, advice, recommendations or other content of any memoranda, reports, deliverables, work product, presentations, or other communications Crowe provides under this Agreement ("Reports"), other than Client's original information, are for Client's internal use only, consistent with the purpose of the Services. Client will not rely on any draft Report. Unless required by an audit or other attestation professional standard, Crowe will not be required to update any final Report for circumstances of which we become aware or events occurring after delivery.

**CONFIDENTIALITY** – Except as otherwise permitted by this Agreement or as agreed in writing, neither Crowe nor Client may disclose to third parties the contents of this Agreement or any information provided by or on behalf of the other that ought reasonably to be treated as confidential and/or proprietary. Client use of any Crowe work product will be limited to its stated purpose and to Client business use only. However, Client and Crowe each agree that either party may disclose such information to the extent that it: (i) is or becomes public other than through a breach of this Agreement, (ii) is subsequently received by the recipient from a third party who, to the recipient's knowledge, owes no obligation of confidentiality to the disclosing party with respect to that information, (iii) was known to the recipient at the time of disclosure or is thereafter created independently, (iv) is disclosed as necessary to enforce the recipient's rights under this Agreement, or (v) must be disclosed under applicable law, regulations, legal process or professional standards.

**THIRD PARTY PROVIDER** – Crowe may use a third-party provider in providing Services to Client, which may require Crowe to share Client confidential information with the provider. If Crowe uses a third-party provider, Crowe will enter into a confidentiality agreement with the provider to require the provider to protect the confidentiality of Client's confidential information, and Crowe will be responsible to Client for maintaining its confidentiality.

**DATA PROTECTION** – If Crowe holds or uses Client information that can be linked to specific individuals who are Client's customers ("Personal Data"), Crowe will treat it as confidential as described above and comply with applicable US state and federal law and professional regulations in disclosing or using such information to carry out the Services. Crowe has implemented and will maintain physical, electronic and procedural safeguards reasonably designed to (i) protect the security, confidentiality and integrity of the Personal Data, (ii) prevent unauthorized access to or use of the Personal Data, and (iii) provide proper disposal of the Personal Data (collectively, the "Safeguards"). Client warrants that it has the authority to

provide the Personal Data to Crowe in connection with the Services and that Client has processed the Personal Data provided to Crowe in accordance with applicable law. To provide the Services, Client may also need to provide Crowe with access to Personal Data consisting of protected health information, financial account numbers, Social Security or other government-issued identification numbers, or other data that, if disclosed without authorization, would trigger notification requirements under applicable law ("Restricted Personal Data"). In the event Client provides Crowe access to Restricted Personal Data, Client will consult with Crowe on appropriate measures (consistent with professional standards applicable to Crowe) to protect the Restricted Personal Data, such as: deleting or masking unnecessary information before making it available to Crowe, encrypting it when transferring it to Crowe, or providing it to Crowe only during on-site review on Client's site. Client will provide Crowe with Restricted Personal Data only in accordance with mutually agreed protective measures. Otherwise, Client and Crowe agree each may use unencrypted electronic media to correspond or transmit information and such use will not in itself constitute a breach of this Agreement.

**INTELLECTUAL PROPERTY** – Crowe may use ideas, concepts, methodologies, data, software, designs, utilities, tools, models, techniques, systems, Reports, or other know-how that it develops, owns or licenses ("Materials") in performing the Services. Crowe retains all intellectual property rights in the Materials (including any improvements or knowledge developed while performing the Services), and in any working papers compiled in providing the Services, but not in the Client information reflected in them. Upon payment for Services and subject to the other terms of this Agreement, Client will use Reports, as well as any Materials therein, only to the extent necessary and permitted under this Agreement.

**AGGREGATED DATA** – Client agrees Crowe may from time to time use and process Client's confidential information for data aggregation or industry benchmarking purposes. In using Client's confidential information in this way, Crowe will maintain the information as confidential unless Crowe removes data that specifically identifies Client and Client customers.

**LEGAL AND REGULATORY CHANGE** – Crowe may periodically communicate to Client changes in laws, rules or regulations. However, Client has not engaged Crowe, and Crowe does not undertake an obligation, to advise Client of changes in (a) laws, rules, regulations, industry or market conditions, or (b) Client's own business practices or other circumstances (except to the extent required by professional standards). The scope of Services and the fees for Services are based on current laws and regulations. If changes in laws or regulations change Client's requirements or the scope of the Services, Crowe's fees will be modified to a mutually agreed amount to reflect the changed level of Crowe's effort.

**PUBLICATION** – Client agrees to obtain Crowe's specific permission before using any Report or Crowe work product or Crowe's firm's name in a published document, and Client agrees to submit to Crowe copies of such documents to obtain Crowe's permission before they are filed or published.

**CLIENT REFERENCE** – From time to time Crowe is requested by prospective clients to provide references for Crowe service offerings. Client agrees that Crowe may use Client's name and generally describe the nature of Crowe's engagement(s) with Client in marketing to prospects, and Crowe may also provide prospects with contact information for Client personnel familiar with Crowe's Services.

**NO PUNITIVE OR CONSEQUENTIAL DAMAGES** – Any liability of Crowe will not include any consequential, special, incidental, indirect, punitive, or exemplary damages or loss, nor any lost profits, goodwill, savings, or business opportunity, even if Crowe had reason to know of the possibility of such damages.

**LIMIT OF LIABILITY** – Except where it is judicially determined that Crowe performed its Services with gross negligence or willful misconduct, Crowe's liability will not exceed fees paid by Client to Crowe for the portion of the work giving rise to liability. A claim for a return of fees paid is the exclusive remedy for any damages. This limit of liability will apply to the full extent allowed by law, regardless of the grounds or nature of any claim asserted, including, without limitation, to claims based on principles of contract, negligence or other tort, fiduciary duty, warranty, indemnity, statute or common law. This limit of liability will also apply after this Agreement.

**INDEMNIFICATION FOR THIRD-PARTY CLAIMS** – In the event of a legal proceeding or other claim brought against Crowe by a third party, except where it is judicially determined that Crowe performed Services with gross negligence or willful misconduct, Client agrees to indemnify and hold harmless Crowe and its personnel against all costs, fees, expenses, damages and liabilities, including attorney fees and any other fees or defense costs, associated with such third-party claim, relating to or arising from any Services performed or work product provided by Crowe that Client uses or discloses to others or this engagement generally. This indemnification is intended to apply to the full extent allowed by law, regardless of the grounds or nature of any claim, liability, or damages asserted, including, without limitation, to claims, liability or damages based on principles of contract, negligence or other tort, fiduciary duty, warranty, indemnity, statute or common law. This indemnification will also apply after termination of this Agreement.

**NO TRANSFER OR ASSIGNMENT OF CLAIMS** – No claim against Crowe, or any recovery from or against Crowe, may be sold, assigned or otherwise transferred, in whole or in part.

**TIME LIMIT ON CLAIMS** – In no event will any action against Crowe, arising from or relating to this engagement letter or the Services provided by Crowe relating to this engagement, be brought after the earlier of 1) two (2) years after the date on which occurred the act or omission alleged to have been the cause of the injury alleged; or 2) the expiration of the applicable statute of limitations or repose.

**RESPONSE TO LEGAL PROCESS** – If Crowe is requested by subpoena, request for information, or through some other legal process to produce documents or testimony pertaining to Client or Crowe's Services, and Crowe is not named as a party in the applicable proceeding, then Client will reimburse Crowe for its professional time, plus out-of-pocket expenses, as well as reasonable attorney fees, Crowe incurs in responding to such request.

**MEDIATION** – If a dispute arises, in whole or in part, out of or related to this engagement, or after the date of this agreement, between Client or any of Client's affiliates or principals and Crowe, and if the dispute cannot be settled through negotiation, Client and Crowe agree first to try, in good faith, to settle the dispute by mediation administered by the American Arbitration Association, under its mediation rules for professional accounting and related services disputes, before resorting to litigation or any other dispute-resolution procedure. The results of mediation will be binding only upon agreement of each party to be bound. Costs of any mediation will be shared equally by both parties. Any mediation will be held in Chicago, Illinois.

**JURY TRIAL WAIVER – FOR ALL DISPUTES RELATING TO OR ARISING BETWEEN THE PARTIES, THE PARTIES AGREE TO WAIVE A TRIAL BY JURY TO FACILITATE JUDICIAL RESOLUTION AND TO SAVE TIME AND EXPENSE. EACH PARTY AGREES IT HAS HAD THE OPPORTUNITY TO HAVE ITS LEGAL COUNSEL REVIEW THIS WAIVER. THIS WAIVER IS IRREVOCABLE, MAY NOT BE MODIFIED EITHER ORALLY OR IN WRITING, AND APPLIES TO ANY SUBSEQUENT AMENDMENTS, RENEWALS, OR MODIFICATIONS TO THIS AGREEMENT. IN THE EVENT OF LITIGATION, THIS AGREEMENT MAY BE FILED AS WRITTEN CONSENT TO A BENCH TRIAL WITHOUT A JURY. HOWEVER, AND NOTWITHSTANDING THE FOREGOING, IF ANY COURT RULES OR FINDS THIS JURY TRIAL WAIVER TO BE UNENFORCEABLE AND INEFFECTIVE IN WAIVING A JURY, THEN ANY DISPUTE RELATING TO OR ARISING FROM THIS ENGAGEMENT OR THE PARTIES' RELATIONSHIP GENERALLY WILL BE RESOLVED BY ARBITRATION AS SET FORTH IN THE PARAGRAPH BELOW REGARDING "ARBITRATION."**

**ARBITRATION** – If any court rules or finds that the JURY TRIAL WAIVER section is not enforceable, then any dispute between the parties relating to or arising from this Agreement or the parties' relationship generally will be settled by binding arbitration in Chicago, Illinois (or a location agreed in writing by the parties). Any issues concerning the extent to which any dispute is subject to arbitration, or concerning the applicability, interpretation, or enforceability of any of this Section, will be governed by the Federal Arbitration Act and resolved by the arbitrator(s). The arbitration will be governed by the Federal Arbitration Act and resolved by the arbitrator(s). The parties will use the International Institute for Conflict Prevention & Resolution (the "CPR Institute") Global Rules for Accelerated Commercial Arbitration (the "Accelerated Rules") then in effect, or such other rules or procedures as the parties may agree in writing. In the event

of a conflict between those rules and this Agreement, this Agreement will control. The parties may alter each of these rules by written agreement. If a party has a basis for injunctive relief, this paragraph will not preclude a party seeking and obtaining injunctive relief in a court of proper jurisdiction. The parties will agree within a reasonable period of time after notice is made of initiating the arbitration process whether to use one or three arbitrators, and if the parties cannot agree within fifteen (15) business days, the parties will use a single arbitrator. In any event the arbitrator(s) must be retired federal judges or attorneys with at least 15 years commercial law experience and no arbitrator may be appointed unless he or she has agreed to these procedures. If the parties cannot agree upon arbitrator(s) within an additional fifteen (15) business days, the arbitrator(s) will be selected by the CPR Institute. Discovery will be permitted only as authorized by the arbitrator(s), and as a rule, the arbitrator(s) will not permit discovery except upon a showing of substantial need by a party. To the extent the arbitrator(s) permit discovery as to liability, the arbitrator(s) will also permit discovery as to causation, reliance, and damages. The arbitrator(s) will not permit a party to take more than six depositions, and no depositions may exceed five hours. The arbitrator(s) will have no power to make an award inconsistent with this Agreement. The arbitrator(s) will rule on a summary basis where possible, including without limitation on a motion to dismiss basis or on a summary judgment basis. The arbitrator(s) may enter such prehearing orders as may be appropriate to ensure a fair hearing. The hearing will be held within one year of the initiation of arbitration, or less, and the hearing must be held on continuous business days until concluded. The hearing must be concluded within ten (10) business days absent written agreement by the parties to the contrary. The time limits in this section are not jurisdictional. The arbitrator(s) will apply substantive law and may award injunctive relief or any other remedy available from a judge. The arbitrator(s) may award attorney fees and costs to the prevailing party, and in the event of a split or partial award, the arbitrator(s) may award costs or attorney fees in an equitable manner. Any award by the arbitrator(s) will be accompanied by a reasoned opinion describing the basis of the award. Any prior agreement regarding arbitration entered by the parties is replaced and superseded by this agreement. The arbitration will be governed by the Federal Arbitration Act, 9 U.S.C. §§ 1 et seq., and judgment upon the award rendered by the arbitrator(s) may be entered by any court having jurisdiction thereof. All aspects of the arbitration will be treated by the parties and the arbitrator(s) as confidential.

**NON-SOLICITATION** – Client and Crowe acknowledge the importance of retaining key personnel. Accordingly, both parties agree that during the period of this agreement, and for one (1) year after its expiration or termination, neither party will solicit any personnel or subcontractors (if any) of the other party for employment without the written consent of the other party. If an individual becomes an employee of the other party, the other party agrees to pay a fee equal to the individual's compensation for the prior full twelve-month period to the original employer.

**AFFILIATES** – Crowe Horwath LLP is an independent member of Crowe Horwath International, a Swiss verein. Each member firm of Crowe Horwath International is a separate and independent legal entity. Crowe Horwath LLP and its affiliates are not responsible or liable for any acts or omissions of Crowe Horwath International or any other member of Crowe Horwath International and specifically disclaim any and all responsibility or liability for acts or omissions of Crowe Horwath International or any other member of Crowe Horwath International. Crowe Horwath International does not render any professional services and does not have an ownership or partnership interest in Crowe Horwath LLP. Crowe Horwath International and its other member firms are not responsible or liable for any acts or omissions of Crowe Horwath LLP and specifically disclaim any and all responsibility or liability for acts or omissions of Crowe Horwath LLP.



## System Review Report

To the Partners of Crowe Horwath LLP  
and the AICPA National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Crowe Horwath LLP (the "firm") applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended March 31, 2016. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary).

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards*, audits of employee benefit plans, audits performed under FDICIA, audits of carrying broker-dealers, and examinations of service organizations [Service Organizations Control (SOC) 1 and SOC 2 engagements].

In our opinion, the system of quality control for the accounting and auditing practice of Crowe Horwath LLP applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended March 31, 2016, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Crowe Horwath LLP has received a peer review rating of *pass*.

*Cherry Bekaert LLP*

Cherry Bekaert LLP  
August 23, 2016

October 31, 2016

James L Powers  
Crowe Horwath LLP  
225 W Wacker Dr Ste 2600  
Chicago, IL 60606

Dear Mr. Powers:

It is my pleasure to notify you that on October 27, 2016 the National Peer Review Committee accepted the report on the most recent system peer review of your firm. The due date for your next review is September 30, 2019. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Sincerely,



Michael Fawley  
Chair—National PRC  
nprc@aicpa.org 919 4024502

cc: Samuel Edward Johnson; Scot D Ivey

Firm Number: 10014904

Review Number 446067

Letter ID: 1122915A



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

Agenda Item FY18-VI.F

For Board Information in November, 2017

Board Action in November, 2017

**BOARD COMMITTEE:**

- Policy
- Finance
- Architectural
- Other

**FUNDING:**

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

**PROPOSAL SUMMARY**

On an annual basis, the Board of Trustees must establish the tax levy for the following year. The proposed amount of taxes to be levied by fund is attached. Since this amount is less than 105% of the final levy of the preceding year, the College is not required to hold a public hearing. This levy will be on file not less than 20 days prior to its adoption as required by law.

**ESTIMATED COST OF BENEFIT**

(see attached)

**JUSTIFICATION OF ACTION**

These actions are necessary in order to comply with statutory requirements associated with the adoption of our tax levy for 2017 and this action supports Vision Statement, Strategic Direction 2, SSC.2.17 by providing an efficient, transparent and financially secure institution.

**MOTION**

To accept the estimated amount of taxes to be levied for 2017 as required by law.

- \* 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**

*Tim Pollak* 11/1/17  
 Controller/Treasurer

*Mary Jane* 11/2/17  
 Vice-President

*Don Manning* 11/1/17  
 President

Levy Worksheet For  
Tax Year 2017

| Fund  | 2016<br>Levy        | 2016<br>Rate  | 2017<br>Levy        | 2017<br>Rate  | Maximum<br>Rate |
|---|---------------------|---------------|---------------------|---------------|-----------------|
| Educational                                     | \$11,298,003        | 0.3784        | 11,546,559          | 0.3849        | 0.75            |
| O&M   | 2,896,964           | 0.0970        | 2,925,934           | 0.0975        | 0.1             |
| PH&S  | 0                   | 0.0000        | 0                   | 0.0000        | 0.1             |
| Audit   | 101,970             | 0.0034        | \$101,970           | 0.0034        | 0.005           |
| Liability Insurance                             | 1,338,882           | 0.0448        | 1,341,560           | 0.0447        | N/A             |
| SS/Medicare                                     | 269,733             | 0.0090        | \$267,036           | 0.0089        | N/A             |
| Worker's Comp                                   | 0                   | 0.0000        | 0                   | 0.0000        | N/A             |
| Unemployment                                    | 0                   | 0.0000        | 0                   | 0.0000        | N/A             |
| <b>Total Operations &amp; Special Purposes:</b> | <b>\$15,905,552</b> | <b>0.5326</b> | <b>16,183,058</b>   | <b>0.5394</b> |                 |
| Increase/Decrease                               |                     |               |                     | \$277,506     |                 |
| % Increase/Decrease                             |                     |               |                     | 1.74%         |                 |
| Bond & Interest                                 |                     |               | \$2,405,500         |               | N/A             |
| Less: Abatement                                 |                     |               |                     |               |                 |
| Plus: Uncollectables                            |                     |               | 44,500              |               |                 |
| <b>Total Bond &amp; Interest</b>                | <b>\$2,215,500</b>  | <b>0.0766</b> | <b>\$2,450,000</b>  | <b>0.0788</b> |                 |
| Increase/Decrease                               |                     |               |                     | \$234,500     |                 |
| % Increase/Decrease                             |                     |               |                     | 10.58%        |                 |
| <b>Adjusted Total</b>                           | <b>\$18,121,052</b> | <b>0.6092</b> | <b>\$18,633,058</b> | <b>0.6182</b> |                 |
| Increase/Decrease                               |                     |               |                     | \$512,006     |                 |
| % Increase/Decrease                             |                     |               |                     | 2.83%         |                 |
| <b>Equalized Assessed Valuation</b>             |                     |               |                     |               |                 |
| 2013 EAV  | \$ 3,336,752,258    |               |                     |               |                 |
| 2014 EAV  | \$ 3,109,474,542    |               |                     |               |                 |
| 2015 EAV  | \$ 2,891,058,520    |               |                     |               |                 |
| 2016 EAV  | \$ 2,985,543,407    |               |                     |               |                 |
| 2017 EAV Estimate                               | \$ 3,000,000,000    |               |                     |               |                 |





**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM: FY18-VI.G

Board Meeting Date: November 9, 2017

**BOARD COMMITTEE**

**FUNDING**

- Policy
- Finance
- Architectural
- Other

- Operating
- College Capital
- Protection, Health and Safety

- Grant Funded
- Student Life
- Special Levies
- O&M Restricted (Bond)

**PROPOSAL SUMMARY**

To accept the bid of the lowest qualified vendor for the purchase of two 15 passenger buses.

**ESTIMATED COST OR BENEFIT**

\$98,858.00

**JUSTIFICATION OF ACTION**

The Athletics Department strives to maintain all athletic facilities in an attempt to deliver these objectives. This also includes providing safe and efficient transportation to games.  
**SSC 2.21:** Provide an attractive, safe, healthy, and welcoming learning environment for all students.

**MOTION**

To accept the bid of Midwest Transit Equipment in the amount of \$98,858.00 for the purchase of two 15 passenger buses.

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

Approvals:

[Signature] 10/25/17  
Originator Date

[Signature] 10/25/17  
Appropriate Dean/Vice President Date

[Signature] 11/1/17  
President Date



## South Suburban College

"Our Mission is to Serve our Students and the Community through lifelong learning."

### MEMORANDUM

To: Don Manning  
From: Marty Lareau  
Date: October 25, 2017  
Subject: 15 passenger buses

On October 12, 2017 we mailed requests for bids for two (2) 15 passenger buses to twenty (20) vendors. Our legal requirement to advertise was satisfied through notice placed in *The Chicago Tribune*. We had two (2) responses and a public opening was held on October 25, 2017 at 10:00 AM with the results being read aloud. A breakdown of the bids follows.

The College has done business with the successful vendor and found all experiences to be satisfactory. We therefore, recommend acceptance of the bid from Midwest Transit, Equipment, Kankakee, Illinois in the amount of \$98,858.00 for the purchase of two 15 passenger buses.

| Vendor  | Bid Amount Each | Total Bid Amount |
|---|-----------------|------------------|
| Alliance Bus Group<br>College Park, Georgia     | \$49,979.00     | \$99,958.00      |
| Midwest Transit Equipment<br>Kankakee, Illinois | \$49,429.00     | \$98,858.00 L    |

L = low vendor meeting specifications



# SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: \_\_\_\_\_

Board Meeting Date: November 9, 2017

## BOARD COMMITTEE

- \_\_\_\_\_ Policy
- Finance
- \_\_\_\_\_ Architectural
- \_\_\_\_\_ Other

## FUNDING

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

## PROPOSAL SUMMARY

To enter into a five year contract for the provision of food and vending services.

## ESTIMATED COST OR BENEFIT

## JUSTIFICATION OF ACTION


To continue to provide dining and vending services to our students, faculty and staff, in accordance with our core value of service. "We serve our students, partners and the community."

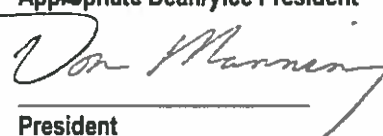
## MOTION

To enter into a contract with Good Burger, Calumet City, Illinois for the provision of dining and vending service at the main campus and Oak Forest campus.

- \* 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)

### Approvals:

  
 \_\_\_\_\_  
 Appropriate Dean/Vice President

  
 \_\_\_\_\_  
 President

11/2/17  
 \_\_\_\_\_  
 Date

11/1/17  
 \_\_\_\_\_  
 Date



## South Suburban College

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

### MEMORANDUM

To: Don Manning  
From: Marty Lareau  
Date: October 31, 2017  
Subject: Cafeteria and Food Vending Services

On September 21, 2017 we mailed requests for proposal for the provision of cafeteria and food vending services to twenty-six (26) vendors. Our legal requirement to advertise was satisfied through a notice placed in *The Chicago Tribune*. We had three (3) responses, and a public acknowledgement was held on October 18, 2107 at 10:00 AM.

The College has checked the references of the successful vendor and found all references to be satisfactory. We therefore, recommend acceptance of the proposal from Good Burger, Calumet City, Illinois for the provision of cafeteria and food vending services.



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM No. \_\_\_\_\_

For Board Action on November 9, 2017

**BOARD COMMITTEE:**

- \_\_\_\_\_ Policy
- \_\_\_\_\_ Finance
- \_\_\_\_\_ Architectural
- \_\_\_\_\_ Other

**FUNDING:**

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

- \_\_\_\_\_ Grant Funded
- \_\_\_\_\_ Student Life
- \_\_\_\_\_ Special Levies

**PROPOSAL SUMMARY**

Request that the Board approve the revisions to the holiday break schedule in the fall 2017 and fall 2018 academic calendars.

**ESTIMATED COST OR BENEFIT**

No cost.

**JUSTIFICATION OF ACTION**

Pursuant to the recently ratified 2017-2020 South Suburban College Support Staff Association Agreement, it is necessary to amend the holiday break schedule in the previously approved fall 2017 and fall 2018 academic calendars to align with the agreement. Please see attached memo from V.P. Lynette Stokes and the proposed calendars. This action will assist in providing 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 approve the revisions to the holiday break schedule in the fall 2017 and fall 2018 academic calendars.

- \* Are funds available in the budget? N/A
- \* Is this related to any previous Board action? No
- \* 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:**

*Lynette Stokes* 11/1  
 Appropriate Vice President

*Don Manning* 11/1/17  
 President



**South Suburban College  
Office of the Vice President of Academic Services**

"Our Mission is to **Serve our Students and the Community** through lifelong learning."

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**INTEROFFICE MEMORANDUM**

**To:** Don Manning, College President  
**From:** Lynette D. Stokes, Ed.D., Vice President of Academic Services  
**Date:** October 25, 2017  
**Subject:** **Holiday Break Revision in 2017FA and 2018FA Academic Calendars**

---

The Academic Calendar Committee wishes to revise the holiday break schedule in the Board approved 2017FA and 2018FA academic calendars to align with the holiday schedule that appears in the recently approved 2017-2020 SSC Support Staff Association Agreement.

The 2017 holiday break shall begin on **Friday, December 22, 2017**. The campus will reopen on **Thursday, January 4, 2018**.

The 2018 holiday break shall begin on **Friday, December 21, 2018**. The campus will reopen on **Wednesday, January 2, 2019**.

The proposed revised fall 2017 and fall 2018 calendars are attached.

## FALL 2017 – ACADEMIC CALENDAR

|                         |  |
|-------------------------|--|
| Thursday, August 17     | Faculty Development (full day)   |
| Friday, August 18       | ½ day (morning) Faculty Development  |
| Saturday, August 19     | Adjunct Development Day  |
| Monday, August 21       | First meeting of day and evening classes 1 <sup>st</sup> 8 week and 16 week credit classes   |
| Thursday, August 24     | Last day of refund period for 1 <sup>st</sup> 8 and 16 week college credit classes   |
| Friday, September 1     | 10 <sup>th</sup> Day of the 2017FA Term  |
| Monday, September 4     | <b>Labor Day – College Closed NO CLASSES - BOTH CAMPUSES</b>   |
| Monday, September 18    | First meeting of day and evening classes 12 week credit classes  |
| Thursday, September 21  | Last day of refund period for 12 week college credit classes   |
| Monday, October 2       | Last day to withdraw from 1 <sup>st</sup> 8 week classes   |
| Monday, October 9       | <b>Columbus Day – College Closed NO CLASSES - BOTH CAMPUSES</b>  |
| Monday, October 16      | First meeting of 2 <sup>nd</sup> 8 week credit classes<br><br>Midterm Grades and Active Pursuit Due by 11:59 p.m. for 16 week classes for credit, noncredit, BCI and Community Education where applicable<br><br>Final Grades Due by 11:59 p.m. for 1 <sup>st</sup> 8 week classes for credit, noncredit, BCI and Community Education where applicable |
| Thursday, October 19    | Last day of refund period for 2 <sup>nd</sup> 8 week credit classes  |
| Friday, November 10     | <b>Veterans' Day – College Closed NO CLASSES - BOTH CAMPUSES</b>   |
| Thurs.–Sat., Nov. 23-25 | <b>THANKSGIVING RECESS – College Closed NO CLASSES - BOTH CAMPUSES</b>   |
| Monday, November 27     | Last day to withdraw for 2 <sup>nd</sup> 8, 12 week and 16 week college credit classes   |
| Sat., December 9        | Last meeting of day and evening college credit classes   |
| Mon.-Sat., Dec. 11-16   | <b>FINALS WEEK</b>   |
| Monday, December 18     | Final Grades due by 11:59 p.m. for credit, noncredit, BCI and Community Education where applicable   |
| December 22 - January 3 | <b>College Closed</b>  |

## FALL 2018 – ACADEMIC CALENDAR

|                         |  |
|-------------------------|--|
| Thursday, August 16     | Faculty Development (full day)   |
| Friday, August 17       | ½ day (morning) Faculty Development  |
| Saturday, August 18     | Adjunct Development Day  |
| Monday, August 20       | First meeting of day and evening classes 1 <sup>st</sup> 8 week and 16 week credit classes         |
| Thursday, August 23     | Last day of refund period for 1 <sup>st</sup> 8 and 16 week college credit classes                 |
| Friday, August 31       | 10 <sup>th</sup> Day of the 2018FA Term  |
| Monday, September 3     | <b>Labor Day – College Closed NO CLASSES - BOTH CAMPUSES</b>                                       |
| Monday, September 17    | First meeting of day and evening classes 12 week credit classes                                    |
| Thursday, September 20  | Last day of refund period for 12 week college credit classes                                       |
| Monday, October 1       | Last day to withdraw from 1 <sup>st</sup> 8 week classes   |
| Monday, October 8       | <b>Columbus Day – College Closed NO CLASSES - BOTH CAMPUSES</b>                                    |
| Monday, October 15      | First meeting of 2 <sup>nd</sup> 8 week credit classes   |
| Thursday, October 18    | Last day of refund period for 2 <sup>nd</sup> 8 week credit classes                                |
| Friday, November 9      | <b>Veterans' Day – College Closed NO CLASSES - BOTH CAMPUSES</b>                                   |
| Thurs.–Sat, Nov. 22-24  | <b>THANKSGIVING RECESS – College Closed<br/>NO CLASSES - BOTH CAMPUSES</b>                         |
| Monday, November 26     | Last day to withdraw for 2 <sup>nd</sup> 8, 12 week and 16 week college credit classes             |
| Sat., December 8        | Last meeting of day and evening college credit classes   |
| Mon.-Sat., Dec. 10-15   | <b>FINALS WEEK</b>   |
| Monday, December 17     | Final Grades due by 11:59 p.m. for credit, noncredit, BCI and Community Education where applicable |
| December 21 - January 1 | <b>College Closed</b>  |





**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM: FY18-VII.A.1

Board Meeting Date: November 9, 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 accept the resignation of Melinda Hill, full-time, grant-funded, academic assistant in the HPOG Step-Up program, effective October 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 Ms. Hill. 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 Melinda Hill, full-time, grant-funded, academic assistant in the HPOG Step-Up program, effective October 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)

|  |                         |
|--|-------------------------|
|  | <u>10/16/17</u><br>Date |
|  | <u>11/2/17</u><br>Date  |
|  | <u>10/17/17</u><br>Date |
|  | <u>11/1/17</u><br>Date  |



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM: FY18-VII.B.1

Board Meeting Date: November 9, 2017

**BOARD COMMITTEE**

**FUNDING**

- Policy
- Finance
- Architectural
- Other

- Operating
- College Capital
- Protection, Health and Safety

- Grant Funded
- Student Life
- Special Levies

**PROPOSAL SUMMARY**

Move that the Board of Trustees grant permission to advertise the position of full-time Campus Police Officer.

**ESTIMATED COST OR BENEFIT**

This is a full-time position; 35 hours per week, 52 weeks per year, Grade XI on the support staff salary schedule.

**JUSTIFICATION OF ACTION**

This action is to fill the vacancy created by the resignation of Thomas Eisha, who resigned on May 2, 2016. This action is necessary per Strategic Direction #2, SSC 2.21; to provide an attractive, safe, healthy, and welcoming learning environment for all students.

**MOTION**

Move that the Board of Trustees grant permission to advertise the position of full-time Campus Police Officer.

**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] 10/24/17  
 Originator Date

[Signature] 10/26/17  
 Director of Human Resources Date

[Signature] 10/26/17  
 Appropriate Vice President Date

[Signature] 11/1/17  
 President Date