



**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, DECEMBER 14, 2017**  
**7:50 PM**

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- I. Recommendation to adopt the resolution concerning the proposed 2017 tax levy of Community College District No. 510, South Suburban College of Cook County and certificate of tax levy as attached
- II. Recommendation to adopt the resolution directing the Cook County Clerk to reduce the 2017 levy should it be capped under the Property Tax Extension Limitation Law
- III. Recommendation to support the Village of Posen Tax Increment Finance District (TIF)



**BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE**  
**15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS**  
**BOARD ROOM (ROOM 2248)**  
**REGULAR BOARD MEETING AGENDA**  
**THURSDAY, DECEMBER 14, 2017**  
**8:00 PM**

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- I. CALL TO ORDER/ROLL CALL**
- II. PLEDGE OF ALLEGIANCE**
- III. PUBLIC PARTICIPATION**
- IV. PRESENTATIONS/REPORTS**
- V. APPROVAL OF MINUTES OF PREVIOUS MEETINGS**
  - A. Audit Committee meeting held November 9, 2017
  - B. Finance Committee meeting held November 9, 2017
  - C. Regular Board meeting held November 9, 2017
  - D. Closed Session meeting held November 9, 2017
  - E. Special Board meeting held November 16, 2017
- VI. NEW BUSINESS**
  - A. Monthly Financial Report (T. Pollert)
  - B. Approval of the payment of bills for December, 2017 (T. Pollert)
  - C. Approval to adopt the resolution concerning the proposed 2017 tax levy of Community College District No. 510, South Suburban College of Cook County and certificate of tax levy as attached (A. DeFilippo)
  - D. Approval to adopt the resolution directing the Cook County Clerk to reduce the 2017 levy should it be capped under the Property Tax Extension Limitation Law (A. DeFilippo)
  - E. Approve to support the extension of the Village of Posen Tax Increment Finance (TIF) District (A. DeFilippo)
  - F. Approval of the proposed Academic Calendars for the fall 2019, spring 2020, and summer 2020 semesters (L. Stokes)
  - G. Approval of the Board of Trustees meeting dates for 2018 (M. Lareau)
- VII. PERSONNEL RECOMMENDATIONS**
  - A. Retirements/Resignations/Terminations
  - B. Appointments
  - C. Grant permission to create and advertise
  - D. Tenure
    - 1. Approval to grant tenure (Academic Services)
    - 2. Approval to grant tenure (Counseling)
    - 3. Approval to grant one (1) more probationary year (Counseling)
  - E. Approval of President's recommendation in personnel matter
  - F. Approval of the Memorandum of Understanding between the South Suburban College Faculty Association and Community College District No. 510 to allow Faculty to teach one additional extra overload class for the spring, 2018 semester

**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**  
**MINUTES OF THE AUDIT COMMITTEE**  
**THURSDAY, NOVEMBER 9, 2017**

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The meeting was called to order by Trustee Joseph Whittington at 8:05 p.m.

Committee members present: Trustees John Daly, Anthony DeFilippo and Joseph Whittington

Committee members absent: None

Other Board members in attendance: Trustees Terry Wells, and Student Trustee Ronnell Tatum. Trustees Janet Rogers and Frank M. Zuccarelli arrived at 8:13 p.m. Student Trustee Ronnell Tatum arrived at 8:07 p.m.  
Other Board members absent: None

Administration 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 Sarie Winner

**Agenda:**

- I. Recommendation to approve 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 ending June 30, 2017

Trustee Whittington recommended the Board of Trustees approve 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 ending June 30, 2017, at the regular Board meeting.

- II. Recommendation to approve the OMB Circular A-133 Audit Report for the fiscal year ending June 30, 2017

Trustee Whittington recommended the Board of Trustees approve the OMB Circular A-133 Audit Report for the fiscal year ending June 30, 2017 at the regular Board meeting.

- III. Recommendation to appoint the firm Crowe Horwath, LLP, to conduct the Audit of the College financial statements and the single Audit of Federal Funds for the fiscal year ending June 30, 2018

Trustee Whittington recommended the Board of Trustees appoint the firm Crowe Horwath, LLP, to conduct the Audit of the College financial statements and the single Audit of Federal Funds for the fiscal year ending June 30, 2018 at the regular Board meeting.

The Meeting adjourned at 8:20 p.m.

**BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE**  
**15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS**  
**MINUTES OF THE FINANCE COMMITTEE**  
**THURSDAY, NOVEMBER 9, 2017**

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The meeting was called to order by Trustee Anthony DeFilippo at 8:20 p.m.

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

Committee members absent: None

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

Other Board members absent: None

Administration 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 Sarie Winner

Agenda:

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

Trustee DeFilippo recommended the Board of Trustees accept the estimated amount of taxes to be levied for 2017, as required by law, at the regular Board meeting.

- 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

Trustee DeFilippo recommended the Board of Trustees accept the bid of Midwest Transit Equipment in the amount of \$98,858.00 for the purchase of two 15 passenger buses at the regular Board of Trustees meeting.

- III. Recommendation 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 campus

Trustee DeFilippo recommended the Board of Trustees enter into a five-year contract with Good Burger for the provision of dining and vending service at the main campus and Oak Forest campus.

The Meeting adjourned at 8:31 p.m.

**BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE**  
**15800 SOUTH STATE STREET, SOUTH HOLLAND, ILLINOIS**  
**REGULAR BOARD MEETING MINUTES**  
**THURSDAY, NOVEMBER 9, 2017**

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

At 8:31 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, Trustees John Daly, Anthony DeFilippo, Janet Rogers, Terry Wells, Joseph Whittington, and Student Trustee Ronnell Tatum

*Absent:* None

*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 Sarie Winner

**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 presentation on the PBI Grant (Predominantly Black Institutions) was delivered to the Board of Trustees by Margot Williams.

**V. PREVIOUS MEETING MINUTES**

**A. Regular Board Meeting held October 12, 2017**

Trustee Wells moved and Trustee Whittington seconded to approve the minutes of the regular Board of Trustees meeting held October 12, 2017. On roll call, John Daly, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Trustees Anthony DeFilippo and Janet Rogers passed. Student Trustee Tatum voted aye. Motion carried.

**VI. NEW BUSINESS**

**A. Monthly Financial Report**

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

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

Student Trustee Tatum moved and Trustee Wells seconded to authorize the Treasurer to pay the list of bills payable for November, 2017, in the amount of \$4,301,280.40. On roll call, John Daly, Anthony DeFilippo, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Tatum voted aye. Motion carried.

**C. Approval to accept the Comprehensive Annual Financial Audit Report, Internal Controls over Financial Reporting and Professional Standards (SAS 114) as presented by Crowe Horwath, LLP, for the fiscal year ended June 30, 2017**

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

**D. Approval to accept the OMB Circular A-133 Audit Report for the year ended June 30, 2017, as presented**

Trustee Whittington moved and Student Trustee Tatum seconded to accept the OMB Circular A-133 Audit Report for the year ended June 30, 2017, as presented. On roll call, John Daly, Anthony DeFilippo, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Tatum voted aye. Motion carried.

**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**

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

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

Trustee DeFilippo moved and Trustee Daly seconded to accept the estimated amount of taxes to be levied for 2017 as required by law. On roll call, John Daly, Anthony DeFilippo, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Tatum voted aye. Motion carried.

**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**

Trustee DeFilippo moved and Student Trustee Tatum seconded to accept the bid of Midwest Transit Equipment in the amount of \$98,858.00 for the purchase of two 15 passenger buses. On roll call, John Daly, Anthony DeFilippo, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Tatum voted aye. Motion carried.

**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 campus**

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

**I. Approval of the revisions to the holiday break schedule in the fall 2017 and fall 2018 academic calendars**

Trustee Wells moved and Trustee Rogers seconded to approve the revisions to the holiday break schedule in the fall 2017 and fall 2018 academic calendars. On roll call, John Daly, Anthony DeFilippo, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Tatum voted aye. Motion carried.

**VII. PERSONNEL RECOMMENDATIONS**

**A. Retirements/Resignations/Terminations**

Trustee Daly moved and Trustee Whittington seconded to approve 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. On roll call, John Daly, Anthony DeFilippo, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Tatum voted aye. Motion carried.

**B. Grant permission to advertise**

Trustee Daly moved and Trustee Whittington seconded to grant permission to advertise the position of full-time campus police officer. On roll call, John Daly, Anthony DeFilippo, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Tatum voted aye. Motion carried.

**VIII. CLOSED SESSION**

At 9:06 p.m., Trustee Daly moved and Trustee Whittington seconded that the Board enter into Closed Session for the discussion of hiring, discipline, performance, and compensation of certain personnel, matters of collective bargaining, acquisition of real property, and matters of pending, probable or imminent litigation. On roll call, John Daly, Anthony DeFilippo, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Tatum voted aye. Motion carried.

At 9:56 p.m., the Board resumed open session on a motion made by Trustee Whittington and seconded by Trustee Rogers. On roll call, John Daly, Anthony DeFilippo, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Tatum voted aye. Motion carried.

**ADJOURNMENT**

At 9:57 p.m., Trustee Rogers moved and Student Trustee Tatum seconded that the Board Meeting be adjourned. On roll call, John Daly, Anthony DeFilippo, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Tatum voted aye. Motion carried.

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**Martin Lareau, Board Secretary**

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**Frank M. Zuccarelli, Chairman**



**'BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE**  
**15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS**  
**SPECIAL BOARD MEETING MINUTES**  
**THURSDAY, NOVEMBER 16, 2017**

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

At 4:44 p.m. the Special 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 Janet Rogers, Terry Wells, Joseph Whittington, Student Trustee Ronnell Tatum.

*Absent:* Trustee Anthony DeFilippo.

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

**II. PLEDGE OF ALLEGIANCE**

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

**III. PUBLIC PARTICIPATION:**

There was none.

**IV. NEW BUSINESS**

**A. Approval to accept the resignation of Trustee Jaqueline Martin, and to appoint a candidate to fill the vacated seat on the South Suburban College Board of Trustees**

Trustee Janet Rogers moved and Trustee Terry Wells seconded to accept the resignation of Jacqueline Martin, and to appoint Vivian Payne to fill the vacated seat on the South Suburban College Board of Trustees. Secretary to the Board Martin Lareau administered the Oath of Office to the newly appointed Trustee, Vivian Payne. On roll call, John Daly, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

**V. Closed Session:**

There was none.

**ADJOURNMENT**

At 4:49 p.m., Trustee Daly moved and Trustee Wells seconded that the Special Board Meeting be adjourned. On roll call, John Daly, Vivian Payne, Janet Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

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Martin Lareau, Secretary to the Board

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Frank M. Zuccarelli, Chairman of the Board



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

For Board Information in December, 2017.

For Board Action in December, 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 October 31, 2017. This action supports Vision Statement Strategic Direction 2, SSC.2.17 to continue to provide an efficient, transparent, and financially secure institution.

**MOTION**

Move to accept the Financial Report as presented.

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

**Approvals**

*Jim Kallus* 12-6-17  
Controller/Treasurer

*Matthew Gorman* 12-6-17  
Vice-President

*Don* 12-6-17  
President

**SOUTH SUBURBAN COLLEGE**  
South Holland, Illinois

To: Board of Trustees  
 From: Tim Pollert  
 Date: December 6, 2017  
 Subject: Financial Report For The Period Ending October 31, 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>
\$1,992,740.67	\$11,107,792.88
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$2,073,649.10	\$11,172,291.38

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

<u>Monthly Revenue</u>	<u>Year to Date Revenue</u>
\$2,948,129.37	\$17,975,385.48
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$2,663,977.15	\$17,961,259.92
<u>Net Monthly Position</u>	<u>Year to Date Net Position</u>
\$284,152.22	\$14,125.56

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>
\$14,347,403.77	2.26%	25

**SOUTH SUBURBAN COLLEGE**  
South Holland, Illinois

	<b>Revenue Educational</b>	<b>Revenue O&amp;M</b>	<b>Monthly 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	\$1,632,158.52	\$360,582.15	\$1,992,740.67
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	\$9,746,705.76	\$1,361,087.12	\$11,107,792.88

	<b>Expenditures Educational</b>	<b>Expenditures O&amp;M</b>	<b>Monthly 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	\$1,763,955.65	\$309,693.45	\$2,073,649.10
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	\$9,812,174.56	\$1,360,116.82	\$11,172,291.38

**SOUTH SUBURBAN COLLEGE**  
South Holland, Illinois

	<b>Revenues All Funds</b>	<b>Expenditures All Funds</b>	<b>Monthly 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	\$2,948,129.37	\$2,663,977.15	\$284,152.22
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	\$17,975,385.48	\$17,961,259.92	\$14,125.56

	<b>Investment Total</b>	<b>Average Rate of Return</b>	<b>Basis Point Change 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	\$14,347,403.77	2.26%	25
November			
December			
January			
February			
March			
April			
May			
June			

SOUTH SUBURBAN COLLEGE

Description	u Date	Fund 1	Fund 2	Fund 3	Fund 3
		Educational	Opr. & Maint.	O&M Rst(300)	PH&S(379)
MB Financial		0.00	0.00	0.00	0.00
MB Financial		4,711,306.86	0.00	0.00	0.00
MB Financial Bond Interest		9,005.04	0.00	0.00	0.00
PMA/ISDLAF+ = ISDMAX		32.79	0.00	0.00	0.00
PMA/ISDLAF+ = Fixed Investment Accounts		0.00	0.00	0.00	0.00
Illinois Funds		5,069,770.54	0.00	0.00	0.00
MB Contributory Trust		91.88	0.00	0.00	0.00
IIIT Money Market		4,299,594.12	0.00	0.00	0.00
MB Financial Money Market		34,222.33	0.00	0.00	0.00
<b>Totals</b>	<b>10/1</b>	<b>14,124,023.56</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Transactions:</b>					
Illinois Funds MM Deposit from Comptroller	10/6	65,491.03			
Illinois Funds MM Deposit from Comptroller	10/11	77,847.51			
Illinois Funds MM Deposit from Comptroller	10/11	80,041.67			
Transfer from Illinois Funds MM to MB MM	10/11	(5,000,000.00)			
Transfer from Illinois Funds MM to MB MM	10/11	5,000,000.00			
		<b>14,347,403.77</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Ending Balance:</b>					
MB Financial		0.00	0.00	0.00	0.00
MB Financial		4,711,306.86	0.00	0.00	0.00
MB Financial Bond Interest		9,005.04	0.00	0.00	0.00
PMA/ISDLAF+ = ISDMAX		32.79	0.00	0.00	0.00
PMA/ISDLAF+ = Fixed Investment Accounts		0.00	0.00	0.00	0.00
Illinois Funds		293,150.75	0.00	0.00	0.00
MB Contributory Trust		91.88	0.00	0.00	0.00
IIIT Money Market		4,299,594.12	0.00	0.00	0.00
MB Financial Money Market		5,034,222.33	0.00	0.00	0.00
<b>Totals</b>	<b>10/31</b>	<b>14,347,403.77</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>







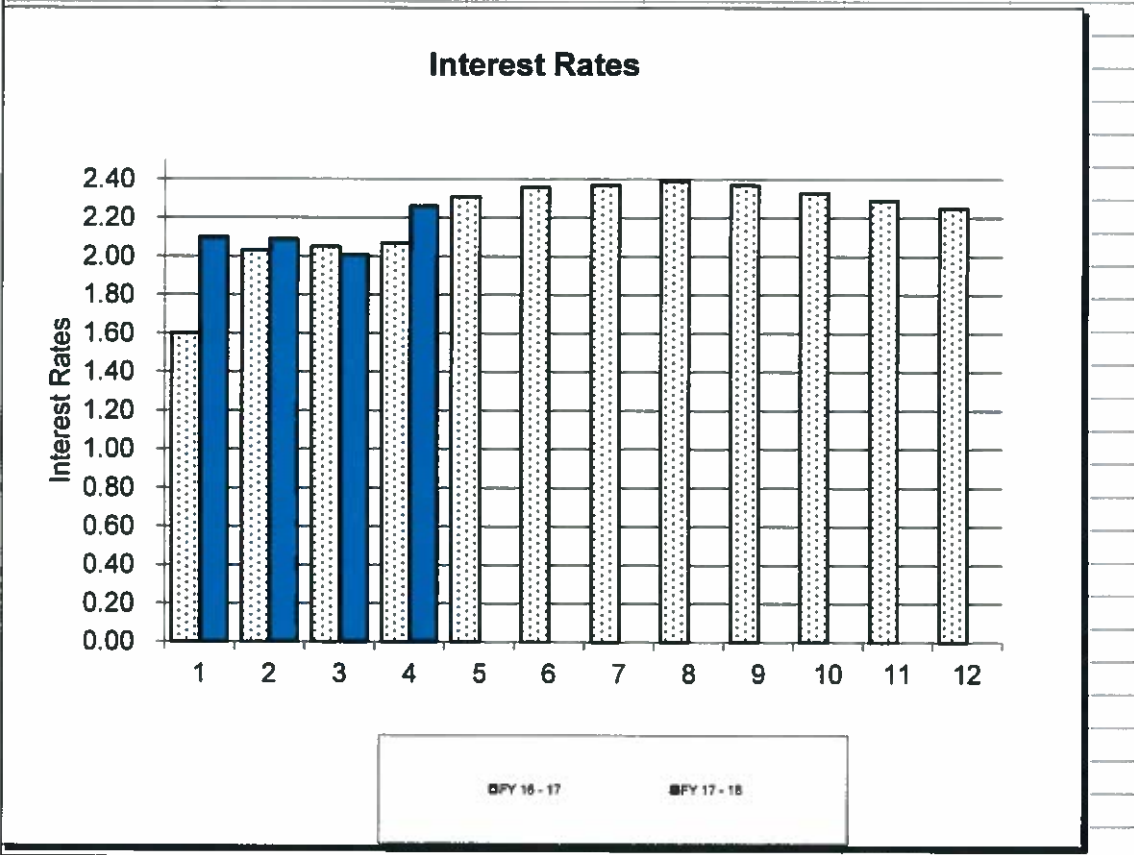


SOUTH SUBURBAN COLLEGE

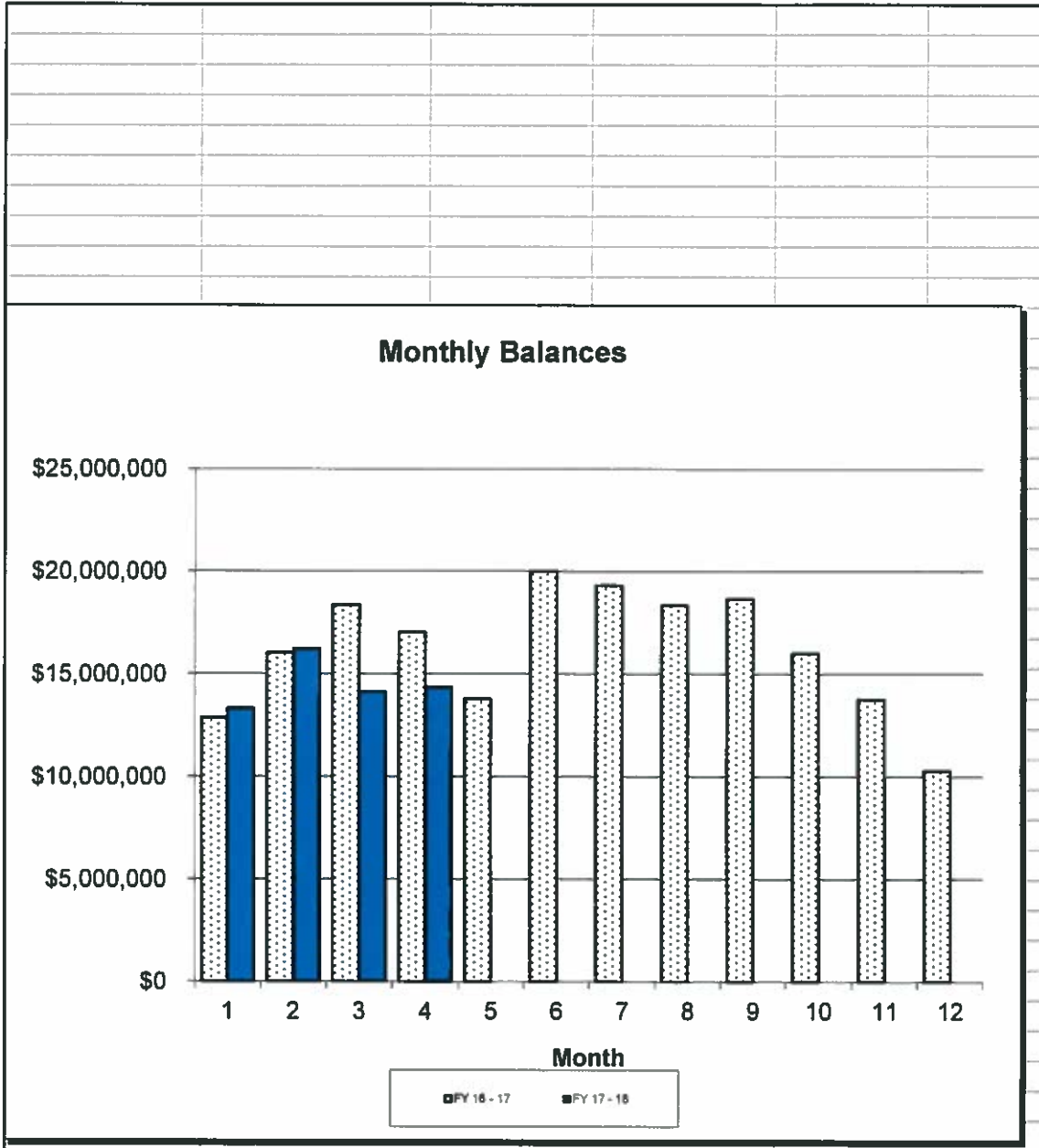
Investment		Page 4	Page 6	Total	Percent to Total
10	U. S. Government Securities	0.00	0.00	0.00	0%
20	Time Deposits	1,985,102.90	0.00	1,985,102.90	14%
30	Commercial Paper	0.00	0.00	0.00	0%
40	Mutual Funds	0.00	0.00	0.00	0%
50	Illinois Funds	2,607,641.97	0.00	2,607,641.97	18%
60	Repurchase Agreements	0.00	0.00	0.00	0%
90	Other	9,754,658.90	0.00	9,754,658.90	68%
	<b>Total</b>	<b>14,347,403.77</b>	<b>0.00</b>	<b>14,347,403.77</b>	<b>100%</b>
	<b>Average %</b>	<b>2.26</b>			

**South Suburban College**

<b>Investment Summary</b>				
	F Y 2016 - 2017		F Y 2017 - 2018	
Month	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	14,347,404	2.26
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		



South Suburban College







**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

**Agenda Item** FY18-VI.C

For Board Action in December  
Board Committee:

Date 11/21/17

- Policy
- Finance
- Architectural
- Other

Funding:

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

**PROPOSAL SUMMARY**

To establish a total levy for tax year 2017 in the amount of \$18,633,058. This is an increase of \$512,006 or 2.83% when compared to the 2016 actual tax extensions.

**ESTIMATED COST OR BENEFIT**

**JUSTIFICATION OF ACTION**

Annually, the Board of Trustees needs to establish how much money must be raised from local taxes for all funds as authorized by State Statutes. This action supports Vision Statement Strategic Direction 2, SSC.2.17 to continue to provide an efficient, transparent, and financially secure institution.

**MOTION**

To adopt the resolution concerning the proposed 2017 tax levy of Community College District No. 510, South Suburban College of Cook County and certificate of tax levy as attached.

- \*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 Feller* 12-7-17  
Controller/Treasurer

*Matthew Szwed* 12-7-17  
Vice-President

*Jack* 12-7-17  
President

**A RESOLUTION ADOPTING THE 2017 TAX LEVY  
FOR COMMUNITY COLLEGE DISTRICT #510  
COUNTY OF COOK, STATE OF ILLINOIS**

**WHEREAS**, The Board of Trustees of Community College District #510, County of Cook and State of Illinois (hereinafter referred to as the "District") estimates that its 2017 Tax Levy shall be less than 105% of the amount extended or estimated to be extended upon the levy of the preceding year; and

**WHEREAS**, the Board of Trustees of Community College District #510, ascertained that the 2017 taxes be levied as follows: Educational Fund \$11,546,559, Operations and Maintenance Fund \$2,925,934, Audit Fund \$101,970, Liability, Protection and Settlement Fund \$1,341,560, Social Security/ Medicare Insurance Fund Purposes \$267,036; for the year 2017 to be collected in the year 2018 and that the levy for the year 2017 be allocated 50% for fiscal year 2018 and 50% for fiscal year 2019: and

**WHEREAS**, the Board of Trustees of Community College District #510, agree it is in the best interest of the College to pass such Tax Levy, and a copy of that Levy is provided in Schedule A, attached to this Resolution; and

**WHEREAS**, it is the intent of District #510 to levy taxes as provided pursuant to Chapter 110, Illinois Compiled Statutes, 805/3-20.5 of the Illinois Public Community College Act; and

**WHEREAS**, it is the intent of District #510 to levy an additional tax as provided for in Chapter 110, Illinois Compiled Statutes, 805/3-14.3 of the Illinois Public Community College Act or in Chapter 110, Illinois Compiled Statutes, 805/3-1 of the Illinois Public Community College Act; and

**WHEREAS**, the State Board has issued a Certificate of Eligibility for the County Clerk to extend such additional tax; and

**NOW THEREFORE BE IT RESOLVED** by the Board of Trustees of Community College District #510, County of Cook and State of Illinois, as follows:

**SECTION 1:** That there is hereby levied on the equalized assessed valuation of the taxable property of this District for the year 2017, the following sums:

Educational Fund	\$11,546,559
Operations and Maintenance Fund	2,925,934
Audit Fund	101,970
Liability, Protection and Settlement	1,341,560
Social/Medicare Insurance	267,036

**SECTION 2:** The Secretary of the Board shall file a certified copy of this resolution with the Cook County Clerk on or before December 26, 2017.

**SECTION 3:** This Resolution shall be effective from and after its passage and approval as provided by law.

made the motion to adopt

seconded

Adopted this 14<sup>th</sup> day of December 2017, at South Holland Illinois.

**AYES:**

**NAYS:**

**ABSENT:**

---

**CHAIRMAN**

**ATTEST:**

---

**SECRETARY**

Tax Levy Resolution



**TRUTH IN TAXATION**  
**CERTIFICATE OF COMPLIANCE**

I, Frank M. Zuccarelli, hereby certify that I am the presiding officer of the Board of Trustees of Community College District No. 510, County of Cook and State of Illinois, and as such presiding officer I certify that the levy ordinance, a copy of which is attached, was adopted pursuant to, and in all respects in compliance with the provisions of the Illinois Property Tax Code - Truth in Taxation Law, 35 ILCS 200/18-60 through 18-80.

This certificate applies to the 2017 levy.

Dated this 14<sup>th</sup> day of December, 2017.

---

Frank M. Zuccarelli, Chairman  
Board of Trustees  
Community College District No. 510  
County of Cook and State of Illinois

Levy Worksheet For  
Tax Year 2017

Fund	2016 Levy	2016 Rate	2017 Levy	2017 Rate	Maximum 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**

**Agenda Item** FY18-VI.D

For Board Action in December  
Board Committee:

Date 11/21/17

- Policy
- Finance
- Architectural
- Other

Funding:

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

**PROPOSAL SUMMARY**

To adopt the attached resolution authorizing the County Clerk to reduce the levy amount in the education fund, if our total levy exceeds the tax cap limitations set forth by the Property Tax Extension Limitation Law.

**ESTIMATED COST OR BENEFIT**

**JUSTIFICATION OF ACTION**

It is recommended that any reduction in our tax levy be made in the Education fund. This action supports Vision Statement Strategic Direction 2, SSC.2.17 to continue to provide an efficient, transparent, and financially secure institution.

**MOTION**

To adopt the resolution directing the Cook County Clerk to reduce the 2017 levy should it be capped under the Property Tax Extension Limitation 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

*Jim Follett* 12-7-17  
Controller/Treasurer

*Martin Galloway* 12-7-17  
Vice-President

*[Signature]* 12-7-17  
President

**RESOLUTION DIRECTING THE COOK COUNTY  
CLERK HOW TO REDUCE THE 2017 LEVY  
SHOULD IT BE CAPPED UNDER THE PROPERTY  
TAX EXTENSION LIMITATION LAW**

**WHEREAS**, the Board of Trustees of Community College District #510, County of Cook, State of Illinois (the "Board") has by resolution adopted the 2017 Levy on December 14, 2017; and

**WHEREAS**, the adopted levy may exceed the amount permitted by the Property Tax Extension Limitation Law (PTELL) as determined by the Cook County Clerk; and

**WHEREAS**, the law requires the Board to notify the Cook County Clerk as to what funds should not be limited; and

**WHEREAS**, the law requires the Board to notify the Cook County Clerk as to what funds should be limited, either proportionately or otherwise; and

**WHEREAS**, it is in the best interest of South Suburban College to choose which funds should be reduced by the Cook County Clerk.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of Community College District #510, County of Cook and the State of Illinois, as follows:

**SECTION 1:** The following four funds should not be reduced:

- Operations and Maintenance
- Protection, Health and Safety
- Audit
- Social Security/Medicare

**SECTION 2:** One hundred percent (100%) of the money needed to reduce the levy should be taken from the following fund:

Education

**SECTION 3:** The Treasurer shall file a certified copy of this resolution with the Cook County Clerk on or before December 26, 2017.

**SECTION 4:** This Resolution shall be in full force and effect from and after its passage.

made the motion to adopt.

seconded.

Adopted this 14<sup>th</sup> day of December 2017 at South Holland, Illinois.

AYES:

NAYS:

ABSENT:

---

Chairman

ATTEST:

---

Secretary

PTELA Resolution



**0 SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM: FY18-VI.E

Board Meeting Date: December 14, 2017

**BOARD COMMITTEE**

**FUNDING**

- Policy
- Finance
- Architectural
- Other

- Operating
- College Capital
- Protection, Health and Safety

- Grant Funded
- Student Life
- Special Levies

**PROPOSAL SUMMARY**

The Village of Posen is requesting the extension of the Village of Posen Tax Increment Finance (TIF) District, to promote economic growth in the College district.

**ESTIMATED COST OR BENEFIT**

**JUSTIFICATION OF ACTION**

College support is needed for the General Assembly to consider the TIF extension. This action supports the Strategic Plan Vision Statement.

**MOTION**

Move that the Board of Trustees support the extension of the Village of Posen Tax Increment Finance (TIF) District.

Approvals:

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

  
President

12/7/17  
Date

# Village of Posen

Org. 1900

2440 WEST WALTER ZIMNY DRIVE  
POSEN, ILLINOIS 60469  
PHONE: (708) 385-0139  
FAX: (708) 385-5107



October 16, 2017

Mr. Don Manning  
President  
South Suburban College  
District No. 510  
15800 South State Street  
South Holland, Illinois 60473-1200

Dear Mr. Don Manning:

The Village of Posen is requesting your support in the extension of the TIF 1 term by an additional 12 years. The TIF was established in 1995 and is set to expire 2018. In order to accommodate additional redevelopment and related infrastructure improvements, the extension of the TIF term will assist the Village to implement projects in order to increase property valuations. The area has additional infrastructure needs to attract or retain businesses. The opportunity to provide assistance to businesses and to undertake the infrastructure and other improvements would create a more sustainable area over the long term.

It is the intent of the Village that all taxing bodies will benefit from the continued redevelopment of TIF 1, and we would respectfully request your support by completing the attached letter and returning it me before November 15, 2017. If you have any questions, do not hesitate to call me at 708/385-0139.

Thank you in advance for your support and interest in the Village of Posen.

Sincerely,

A handwritten signature in black ink, appearing to read 'Frank Podbielniak'.

Frank Podbielniak  
Mayor  
Village of Posen



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM No.      **FY18-VI.F**     

For Board Action on December 14, 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 Calendar Committee has met to recommend Academic Calendars for the fall 2019, spring 2020, and summer 2020 semesters. Members of the committee included four (4) administrators, three (3) faculty, and one (1) support staff member.

**ESTIMATED COST OR BENEFIT**

No cost.

**JUSTIFICATION OF ACTION**

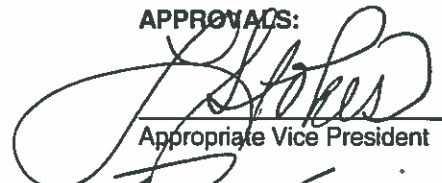
The committee recommends that the Board adopt the attached, proposed fall 2019, spring 2020, and summer 2020 academic calendars. This action will assist in providing credit courses and associate degree programs for an academically prepared student body. (Strategic Direction # 2 - Student Success and Completion, Goal - SSC 2.1)


**MOTION**

Move that the Board of Trustees adopt the proposed Academic Calendars for the fall 2019, spring 2020, and summer 2020 semesters.

- \* 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:**

 11/28/17  
Appropriate Vice President

 12/7/17  
President



## PROPOSED FALL 2019 – ACADEMIC CALENDAR

Thursday, August 15	Faculty Development (full day)
Friday, August 16	½ day (morning) Faculty Development
Saturday, August 17	Adjunct Development Day
Monday, August 19	First meeting of day and evening classes 1 <sup>st</sup> 8 week and 16 week credit classes
Thursday, August 22	Last day of refund period for 1 <sup>st</sup> 8 and 16 week college credit classes
Friday, August 30	10 <sup>th</sup> Day of the 2019FA Term
Monday, September 2	<b>Labor Day – College Closed NO CLASSES - BOTH CAMPUSES</b>
Monday, September 16	First meeting of day and evening classes 12 week credit classes
Thursday, September 19	Last day of refund period for 12 week college credit classes
Monday, September 30	Last day to withdraw from 1 <sup>st</sup> 8 week classes
Monday, October 14	<b>Columbus Day – Main Campus Closed - No Classes OFC Campus Open – No SSC Classes</b>
Tuesday, October 15	First meeting of 2 <sup>nd</sup> 8 week credit classes
Friday, October 18	Last day of refund period for 2 <sup>nd</sup> 8 week credit classes
Friday, November 8	<b>Veterans' Day – Main Campus Closed - No Classes OFC Campus Open – No SSC Classes</b>
Monday, November 25	Last day to withdraw for 2 <sup>nd</sup> 8, 12 week and 16 week college credit classes
Thurs.–Sat, Nov. 28-30	<b>THANKSGIVING RECESS – College Closed NO CLASSES - BOTH CAMPUSES</b>
Sat., December 7	Last meeting of day and evening college credit classes
Mon.-Sat., Dec. 9-14	<b>FINALS WEEK</b>
Monday, December 16	Final Grades due by 11:59 p.m. for credit, noncredit, BCI and Community Education where applicable
December 20 - January 1	College Closed

## PROPOSED SPRING 2020 – ACADEMIC CALENDAR

Thursday, January 2	College reopens
Thursday, January 9	Full day Faculty Development
Friday, January 10	Faculty Development ½ day morning
Saturday, January 11	Adjunct Development Day
Monday, January 13	First meeting of day and evening 1st 8 and 16 week credit classes
Thursday, January 16	Last day of refund period for 1st 8-week and 16-week credit classes
Monday, January 20	<b>Martin Luther King Holiday – Main Campus Closed - No Classes OFC Campus Open – No SSC Classes</b>
Monday, February 10	First meeting of day and evening 12 week credit classes
Thursday, February 13	Last day of refund period for 12-week credit classes
Monday, February 17	<b>Presidents' Day – Main Campus Closed - No Classes OFC Campus Open – No SSC Classes</b>
Monday, February 24	Last day to withdraw from 1 <sup>st</sup> 8 week classes
Friday, February 28	<b>Pulaski Day Observed – Main Campus Closed - No Classes OFC Campus Open – No SSC Classes</b>
Saturday, March 7	End of 1 <sup>st</sup> 8 week classes
Mon-Sat, March 9-14	<b>Midterm Break <i>College Open</i> Main Campus - No Classes OFC Campus Open – No SSC Classes</b>
Monday, March 16	First meeting of 2 <sup>nd</sup> 8 week classes
Thursday, March 19	Last day of refund period – 2 <sup>nd</sup> 8-week classes
Thursday, April 9	<b>Spring Break – <i>College Open</i> NO CREDIT CLASSES</b>
Friday, April 10	<b>Spring Day – <i>College Closed</i> NO CLASSES - BOTH CAMPUSES</b>
Saturday, April 11	<b>NO CREDIT CLASSES</b>
Monday, April 27	Last day to withdraw from 2 <sup>nd</sup> 8 week, 12 week and 16 week credit classes
Saturday, May 9	Last meeting of day and evening college credit classes
Mon.-Sat., May 11-16	<b>FINALS WEEK</b>
Sunday, May 17	Graduation

**Monday, May 18**

**Final Grades due by 11:59 p.m. for credit, noncredit, BCI and Community Education where applicable**

## **PROPOSED SUMMER 2020 – ACADEMIC CALENDAR**

Monday, May 25	<b>MEMORIAL DAY – College Closed - NO CLASSES</b>
Monday, June 1	First meeting of day and evening classes
Thursday, June 4	Last day of refund period
Thursday, July 2	<b>Independence Day – College Closed - NO CLASSES</b>
Monday, July 13	Last day to withdraw from day/evening classes
Thursday, July 23	Last meeting of day and evening classes
Monday, July 27	Grades due 11:59 p.m.



## SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

Agenda Item **FY18-VI.G**

For Board Information in December, 2017

Board Meeting Date: December 14, 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 proposal is to set the Board Meeting dates for 2018. The Board Meetings will be held the second Thursday of the month at 8:00 p.m. in the Board Room with one exception: the July meeting will be held at the Oak Forest Center.

### ESTIMATED COST OR BENEFIT

N/A

### JUSTIFICATION OF ACTION

State statute requires that the meeting dates for the Board of Trustees be set the previous year. (Strategic Plan/Core Values: Community – Providing transparency for our community.)

### MOTION

Move that the Board of Trustees set the dates of the South Suburban College Board meetings for 2018.

- \* 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? No

### APPROVALS

Mark Caran 11/15/17  
Secretary to the Board Date

[Signature]  
President

11/15/17  
Date



***South Suburban College  
South Holland, Illinois***

**TO:** Don Manning  
**FROM:** Marty Lareau  
**DATE:** November 15, 2017  
**SUBJECT:** 2018 Board Meeting Dates

We respectfully request Board approval for the 2018 Board meeting dates. We have cross-referenced with the academic calendar and find no conflicts. The second Thursday of every month of 2018 is as follows:

January 11  
February 8  
March 8  
April 12  
May 10  
June 14  
July 12\*  
August 19  
September 13  
October 11  
November 8  
December 13

\*Meeting to be held at the Oak Forest Center



### SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

**BOARD COMMITTEE:**

- Policy
- Finance
- Architectural
- Other

**FUNDING:**

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

**PROPOSAL SUMMARY**

Move that the Board of Trustees approve the retirement of Dean Patrice Burton, full-time Dean in the Student Services Department, effective June 30, 2018 and grant permission to advertise to fill the vacated position, as needed.

**ESTIMATED COST OR BENEFIT**

N/A

**JUSTIFICATION OF ACTION**

See the attached retirement letter from Dean Patrice Burton. Replacement of this position is necessary to design and implement programs that development student leadership, ethical decision making, and intercultural understanding. (Strategic Direction 2, Student Success and Completion, SSC 2.3)

**MOTION**

Move that the Board of Trustees approve the retirement of Dean Patrice Burton, full-time Dean in the Student Services Department, effective June 30, 2018 and grant permission to advertise to fill the vacated position, as needed.

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

**APPROVALS**

Patrice Burton  
Originator

[Signature]  
Director of Human Resources

[Signature]  
Appropriate Vice President

[Signature]  
President



# SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY18-VII.B.1

Board Meeting Date: December 14, 2017

## BOARD COMMITTEE

- Policy
- Finance
- Architectural
- Other

## FUNDING

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

## PROPOSAL SUMMARY

Request that the Board of Trustees appoint Ms. Sheral R. Brooks as a full-time Occupational Therapy Assistant Fieldwork Coordinator, effective January 11, 2018, pending successful completion of a background check.

## ESTIMATED COST OR BENEFIT

As placed on the faculty salary schedule.

## JUSTIFICATION OF ACTION

Permission to fill this position was granted during a prior Board meeting. 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 to appoint Ms. Sheral R. Brooks as a full-time Occupational Therapy Assistant Fieldwork Coordinator, effective January 11, 2018, pending successful completion of a background check.

### Approvals:

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

 _____ Originator	<u>11/29/17</u> Date
 _____ Director of Human Resources	<u>12/7/17</u> Date
 _____ Appropriate Vice President	<u>11/29/17</u> Date
 _____ President	<u>12/6/17</u> Date





SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY18-VII.B.2

Board Meeting Date: December 14, 2017

BOARD COMMITTEE

FUNDING

- Policy
- Finance
- Architectural
- Other

- Operating
- College Capital
- Protection, Health and Safety

- Grant Funded
- Student Life
- Special Levies

PROPOSAL SUMMARY

Request that the Board of Trustees appoint **Ms. Jessica Haynes** as a full-time, grant-funded Academic Assistant of the Health Professions Opportunity Grant (HPOG) Step-Up Program in the Allied Health & Careers Program, effective January 4, 2018.

ESTIMATED COST OR BENEFIT

This is a full time grant-funded position with an annual salary of \$30,000. This position requires 40 hours per week, 52 weeks per year and occasional weekend hours and travel. Continued employment is contingent upon receipt of grant funds.

JUSTIFICATION OF ACTION





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

MOTION

Move that the Board of Trustees appoint **Ms. Jessica Haynes** as a full-time, grant-funded Academic Assistant of the Health Professions Opportunity Grant (HPOG) Step-Up Program in the Allied Health & Careers Program, effective January 4, 2018.

Approvals:

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

  
 Originator 11/29/17  
Date  
  
 Director of Human Resources 12/7/17  
Date  
  
 Appropriate Vice President 11/29/17  
Date  
  
 President 12/6/17  
Date



### SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

For Board Information in December 2017

For Board Action in December 2017

**BOARD COMMITTEE:**

- Policy
- Finance
- Architectural
- Other

**FUNDING:**

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

#### PROPOSAL SUMMARY

Move that the Board of Trustees grant approval to create and advertise the position of grant-funded ESL Teacher's Aide in the Adult Education Department, effective January 16, 2018.

#### ESTIMATED COST OR BENEFIT

\$15,300.00 plus fulltime benefits.  
25 hours per week, 36 weeks per year.

#### JUSTIFICATION OF ACTION

Creation of this position is necessary to continue to increase success in adult education courses. (Strategic Direction 1, CR 1.4).

#### MOTION

Move that the Board of Trustees grant approval to create and advertise the position of grant-funded ESL Teacher's Aide in the Adult Education Department, effective January 16, 2018.

- \* Are funds available in the budget? Yes
- \* Is this related to any previous Board action? No

#### APPROVALS

 12/7/17  
Originator

 12/7/17  
Director of Human Resources

 11/28/17  
Appropriate Vice President

 11/16/17  
President

SOUTH SUBURBAN COLLEGE  
South Holland, Illinois

**JOB DESCRIPTION**

**JOB TITLE:** ESL TEACHER'S AIDE

---

**FSLA STATUS:** GRANT FUNDED  
**DEPARTMENT:** Adult Education  
**SUPERVISOR:** English as a Second Language (ESL) Coordinator  
**DATE:** December 2017

---

**JOB SUMMARY:**

The ESL Teacher's Aide is responsible for assisting ESL Instructors with preparation of materials and classroom instruction. The ESL Teacher's Aide will report to the ESL Coordinator.

**RESPONSIBILITIES AND DUTIES:**

1. Assists teacher in material preparation and instruction of students (e.g., provide one-on-one and/or group instruction; administer diagnostic and standardized tests; prepares worksheets, bulletin boards, tests, charts, for students).
2. Work with support staff to ensure that all student documentation meets ICCB regulations.
3. At the direction of the teacher, gathers and maintains data on students (e.g., take roll, check assignments)
4. Tutors individual students (e.g., help them prepare assignments or explain material they do not understand); assists with independent study
5. Maintain a clean and healthy classroom environment
6. Monitor students while working with computer aided instruction
7. Assume other duties as may be assigned by the Dean of Adult Education

**MINIMUM QUALIFICATIONS:**

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

**EDUCATION and/or EXPERIENCE:**

- Must have at least 30 college credits
- At least two years classroom experience as an ESL Teacher's Aide/Paraprofessional
- Ability to multi-task and use general office equipment
- Experience working with a diverse population
- Excellent interpersonal and communication skills
- Must have coursework in Microsoft Office



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM: **FY18-VII.D.1**

Board Meeting Date: December 14, 2017

**BOARD COMMITTEE:**

- Policy
- Finance
- Architectural
- Other

**FUNDING:**

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

**PROPOSAL SUMMARY**

To grant tenure to the faculty being recommended for tenure appointments at the completion of the spring 2018 semester.

**ESTIMATED COST OR BENEFIT**

Based upon continuing placement on the faculty salary schedule.

**JUSTIFICATION OF ACTION**




Each year, the Board of Trustees considers recommendations for faculty eligible for tenure. The following faculty members have been evaluated in accordance with the procedures outlined in the Faculty Association Agreement and are recommended for tenure: **Ruchi Jairath and Greg Horn**. This action supports **Strategic Direction 2, SSC 2.1** and will assist in the effort to provide credit courses and associate degree programs for an academically prepared student body.

**MOTION**

Move that the Board of Trustees grant tenure to the following faculty members at the completion of the spring 2018 semester: **Ruchi Jairath and Greg Horn**.

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

**Approvals:**

 _____ Director of Human Resources	<u>12/7/17</u> Date
 _____ Appropriate Vice President	<u>11/27/17</u> Date
 _____ President	<u>12/6/17</u> Date



### SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

**BOARD COMMITTEE:**

- Policy
- Finance
- Architectural
- Other

**FUNDING:**

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

#### PROPOSAL SUMMARY

Move that the Board of Trustees grant tenure to Sarah McAley (Counseling) as recommended by her tenure committee at the completion of the Spring, 2018 semester.

#### ESTIMATED COST OR BENEFIT

Based upon continuing placement on faculty salary schedule.

#### JUSTIFICATION OF ACTION




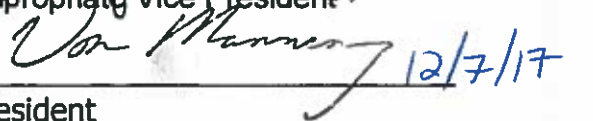
Each year the Board of Trustees consider recommendations for faculty eligible for tenure. The following faculty members has been evaluated in accordance with the procedures outlined in the Faculty Association Agreement. It is recommended by the tenure committee for Sarah McAley that she be granted tenure. This action supports (Strategic Direction 2, SSC 2.1 and will assist in the effort to provide credit courses and associate degree programs for an academically prepared student body.)

#### MOTION

Move that the Board of Trustees grant tenure to Sarah McAley (Counseling) at the completion of the Spring, 2018 semester.

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

#### APPROVALS

  
 Originator 12/7/17  
  
 Director of Human Resources  
  
 Appropriate Vice President 12/7/17  
  
 President 12/7/17



### SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

**BOARD COMMITTEE:**

- Policy
- Finance
- Architectural
- Other

**FUNDING:**

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

**PROPOSAL SUMMARY**

Move that the Board of Trustees grant permission to add one more probationary year to the tenure track for Sam Hinkle (Counseling) as recommended by the Dean of Student Development. Back-up information will be provided under separate cover.

**ESTIMATED COST OR BENEFIT**

Based upon continuing placement on faculty salary schedule.

**JUSTIFICATION OF ACTION**

Each year the Board of Trustees consider recommendations for faculty eligible for tenure. The following faculty members has been evaluated in accordance with the proedures outlined in the Faculty Association Agreement. It is recommended by the Dean of Student Development to add one probationary year to Sam Hinkle's tenure process. This action supports to integrate advising into every students ongoing educational experience. (Strategic direction 2, SSC 2.7)

**MOTION**

Move that the Board of Trustees grant a probationary year to Sam Hinkle's (Counseling) tenure process.

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

**APPROVALS**

Sonye Adelyi 12/7/17  
Originator

[Signature] 12/7/17  
Director of Human Resources

Sonye Adelyi 12/7/17  
Appropriate Vice President

Don Manning 12/7/17  
President



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM:    FY18-VII.E.1

Board Meeting Date: December 14, 2017

**BOARD COMMITTEE**

- Policy
- Finance
- Architectural
- Other

**FUNDING**

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

**PROPOSAL SUMMARY**

The recently revised complaint appeal process, requires the President and the Board to review complaint recommendations, upon receipt of appeals. Back-up information will be provided under separate cover.

**ESTIMATED COST OR BENEFIT**

N/A

**JUSTIFICATION OF ACTION**

Action is required to maintain compliance with the law.

**MOTION**

Move that the Board of Trustees approve the President's recommendation in the complaint appeal process.

**Approvals:**

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

  
\_\_\_\_\_  
President

12/7/17  
Date





**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM: **FY18-VII.F.1**

Board Meeting Date: **December 14, 2017**

**BOARD COMMITTEE**

**FUNDING**

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

**PROPOSAL SUMMARY**

Move that the Board of Trustees accept the Memorandum of Understanding between South Suburban College Faculty Association (a chapter of Local 1600 AFT) and Community College District #510 for the spring 2018 semester.

**ESTIMATED COST OR BENEFIT**

Full-time faculty who elect to be part of this program will be paid according to the contractual agreement for overload pay.

**JUSTIFICATION OF ACTION**

In this Memorandum of Understanding, the parties agree that full-time faculty in specific departments shall be allowed to teach an additional extra overload class for overload pay during the spring 2018 semester, in accordance with the rotation plans of their respective departments. Guidelines for this additional extra overload work are outlined in the attached Memorandum of Understanding. This action will assist SSC 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 accept the Memorandum of Understanding between South Suburban College Faculty Association (a chapter of Local 1600 AFT) and Community College District #510 for the spring 2018 semester.


**Approvals:**

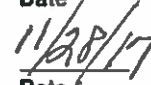
- \* Are funds available in the budget? Yes
- \* Is this related to any previous Board action? No
- \* Is this part of a large project requiring additional funds? (Explain) No


  
 Director of Human Resources

  
 Appropriate Vice President

  
 President

  
 Date

  
 Date

  
 Date





5. **NO PRECEDENT** - This MOU shall establish no precedent between the COLLEGE and the SSCFA. All signatories to the MOU understand and agree that the terms stated herein shall apply only to specific Departments or courses selected for the Spring 2018 Semester in need of overload assignments, unless there is a written MOU executed between the Parties in the future. This MOU shall not be construed in any manner to create a binding practice upon the COLLEGE or the SSCFA.
  
6. **EFFECTIVE DATE** - This MOU shall be effective immediately upon execution and may not be revoked by either party unless mutually agreed in writing.
  
7. **ENTIRE AGREEMENT** - This MOU contains the entire agreement between the COLLEGE and the SSCFA with respect to the subject matter hereof and there are no understandings, representations, or warranties of any kind between the COLLEGE and the SSCFA except those expressly set forth herein.
  
8. **AMENDMENTS** - This MOU may not be modified except by writing approved by the COLLEGE and the SSCFA.

**SOUTH SUBURBAN COLLEGE**

**SOUTH SUBURBAN COLLEGE  
FACULTY ASSOCIATION**

**BY:** \_\_\_\_\_

**BY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_