



BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE
15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS
BOARD ROOM (ROOM 2248)
POLICY COMMITTEE MEETING AGENDA
ROGERS, CHAIR; PAYNE AND WELLS
THURSDAY, MARCH 8, 2018
7:40 PM

- I. Recommendation to accept the first reading of revised Board Policy 413.03, Employee Obligations upon Separation of Employment
- II. Recommendation to accept the second reading of and adopt revised Board Policy 409.02, Possession, Use and Sale of Alcoholic Beverages and Illegal Drugs/Drug Abuse Education Program
- III. Recommendation to accept the second reading of and adopt revised Board Policy 409.03, Drug Free Workplace
- IV. Recommendation to accept the second reading of and adopt revised Board Policy 409.04, Mandatory Drug Testing



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, MARCH 8, 2018
7:50 PM

- I. Recommendation to approve the recommended fee changes beginning with the fall 2018 semester.



BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE
15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS
BOARD ROOM (ROOM 2248)
REGULAR BOARD MEETING AGENDA
THURSDAY, MARCH 8, 2018
8:00 PM

- I. CALL TO ORDER/ROLL CALL**
- II. PLEDGE OF ALLEGIANCE**
- III. PUBLIC PARTICIPATION**
- IV. PRESENTATIONS/REPORTS**
 - A. Information Technology Department (J. McCormack)
- V. APPROVAL OF MINUTES OF PREVIOUS MEETINGS**
 - A. Policy Committee meeting held February 8, 2018
 - B. Regular Board meeting held February 8, 2018
- VI. NEW BUSINESS**
 - A. Monthly Financial Report (T. Pollert)
 - B. Approval of the payment of bills for March, 2018 (T. Pollert)
 - C. Approval to accept the first reading of revised Board Policy 413.03, Employee Obligations upon Separation of Employment (J. Rogers)
 - D. Approval to accept the second reading of and adopt revised Board Policy 409.02, Possession, Use and Sale of Alcoholic Beverages and Illegal Drugs/Drug Abuse Education Program (J. Rogers)
 - E. Approval to accept the second reading of and adopt revised Board Policy 409.03, Drug Free Workplace (J. Rogers)
 - F. Approval to accept the second reading of and adopt revised Board Policy 409.04, Mandatory Drug Testing (J. Rogers)
 - G. Approval of the recommended fee changes beginning with the fall 2018 semester (A. DeFilippo)
- VII. PERSONNEL RECOMMENDATIONS**
 - A. Retirements/Resignations/Terminations
 - B. Grant permission 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
MINUTES OF THE POLICY COMMITTEE
THURSDAY, FEBRUARY 8, 2018

Trustee Janet M. Rogers called the Policy Committee meeting to order at 8:18 p.m.

Committee members present: Trustees Janet M. Rogers, Vivian Payne, and Terry Wells

Committee members absent: None

Other Board members in attendance: Trustee John Daly, Anthony DeFilippo, Joseph Whittington. Student Trustee Ronnell Tatum arrived at 8:19 p.m.

Other Board members absent: Trustee Frank M. Zuccarelli

Administration present: Don 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

Agenda:

I. Recommendation to accept the first reading of revised Board Policy 409.02, Possession, Use and Sale of Alcoholic Beverages and Illegal Drugs/Drug Abuse Education Program

Trustee Janet M. Rogers recommended the Board accept the first reading of revised Board Policy 409.02, Possession, Use and Sale of Alcoholic Beverages and Illegal Drugs/Drug Abuse Education Program, at the regular Board of Trustees meeting.

II. Recommendation to accept the first reading of revised Board Policy 409.03, Drug Free Workplace

Trustee Janet M. Rogers recommended the Board accept the first reading revised Board Policy 409.03, Drug Free Workplace, at the regular Board of Trustees meeting.

III. Recommendation to accept the first reading of revised Board Policy 409.04, Mandatory Drug Testing

Trustee Janet M. Rogers recommended the Board accept the first reading of revised Board Policy 409.04, Mandatory Drug Testing, at the regular Board of Trustees meeting.

The meeting was adjourned at 8:27 p.m.

BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE
15800 SOUTH STATE STREET, SOUTH HOLLAND, ILLINOIS
REGULAR BOARD MEETING MINUTES
THURSDAY, FEBRUARY 8, 2018

I. CALL TO ORDER & ROLL CALL:

At 8:36 p.m., Chairman Frank M. Zuccarelli called the regular meeting of the Board of Trustees of South Suburban College, Illinois Community College District No. 510 to order. The meeting was held in the Board Room of the College, Room 2248.

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

Absent: None.

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

II. PLEDGE OF ALLEGIANCE

Chairman Frank M. Zuccarelli led the Pledge of Allegiance.

III. PUBLIC PARTICIPATION:

There was none.

IV. REPORTS/PRESENTATIONS

There were none.

V. PREVIOUS MEETING MINUTES

A. Finance Committee meeting held January 11, 2018

Trustee Rogers moved and Trustee DeFilippo seconded to approve the minutes of the Finance Committee meeting held January 11, 2018. On roll call John Daly, Anthony DeFilippo, Vivian Payne, Janet M. Rogers, Terry Wells and Joseph Whittington voted aye. Nays: None. Trustee Frank M. Zuccarelli passed. Student Trustee Ronnell Tatum voted aye. Motion carried.

B. Regular Board of Trustees meeting held January 11, 2018

Trustee Whittington moved and Trustee Rogers seconded to approve the minutes of the Regular Board of Trustees meeting held on January 11, 2018. On roll call John Daly, Anthony DeFilippo, Vivian Payne, Janet M. Rogers, Terry Wells and Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

C. Approval to revise the Regular Board Minutes of August 10, 2017, to reflect the retirement of Kathryn Eberhardt

Trustee DeFilippo moved and Trustee Daly seconded to revise the Regular Board Minutes of August 10, 2017, to reflect the retirement of Kathryn Eberhardt. On roll call John Daly, Anthony DeFilippo, Janet M. Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Trustee Vivian Payne passed. Student Trustee Ronnell Tatum voted aye. Motion carried.

VI. NEW BUSINESS

A. Monthly Financial Report

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

B. Bills Payable for February, 2018

Trustee DeFilippo moved and Student Trustee Tatum seconded to authorize the Treasurer to pay the list of bills payable for February 2018 in the amount of \$3,056,966.44. On roll call John Daly, Anthony DeFilippo, Vivian Payne, Janet M. Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

C. Approval to accept the first reading of revised Board Policy 409.02, Possession, Use and Sale of Alcoholic Beverages and Illegal Drugs/Drug Abuse Education Program

Trustee Rogers moved and Trustee DeFilippo seconded to accept the first reading of revised Board Policy 409.02, Possession, Use and Sale of Alcoholic Beverages and Illegal Drugs/Drug Abuse Education Program. On roll call John Daly, Anthony DeFilippo, Vivian Payne, Janet M. Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

D. Approval to accept the first reading of revised Board Policy 409.03, Drug Free Workplace

Trustee Rogers moved and Trustee Payne seconded to accept the first reading of revised Board Policy 409.03, Drug Free Workplace. On roll call John Daly, Anthony DeFilippo, Vivian Payne, Janet M. Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

E. Approval to accept the first reading of revised Board Policy 409.04, Mandatory Drug Testing

Trustee Rogers moved and Student Trustee Tatum seconded to accept the first reading of revised Board Policy 409.04, Mandatory Drug Testing. On roll call John Daly, Anthony DeFilippo, Vivian Payne, Janet M. Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

VII. PERSONNEL RECOMMENDATIONS

A. Retirements/Resignations/Terminations

Trustee Daly moved and Trustee Payne seconded to approve the retirement of Leslie Cooper, Jr., Campus Store Clerk II in the Campus Bookstore, effective July 31, 2018, and grant permission to advertise to fill the vacated position, as needed. On roll call John Daly, Anthony DeFilippo, Vivian Payne, Janet M. Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

Trustee Daly moved and Trustee Whittington seconded to approve the following resignations:

1. Resignation of Troy Donahue, full-time Manager of Microcomputers & Helpdesk in the Academic Computing & Telecommunications Department, effective January 22, 2018, and grant permission to advertise to fill the vacated position, as needed.
2. Resignation of Cortez Maxwell, Campus Police Officer in the Campus Police Department, effective January 29, 2018, and grant permission to advertise to fill the vacated position, as needed.

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

B. Appointments

Student Trustee Tatum moved and Trustee Payne seconded to approve the appointment of Venese Regan as a full-time, grant-funded ESL Teacher's Aide in the Adult Education Department effective February 12, 2018, pending successful completion of a criminal background check. On roll call John Daly, Anthony DeFilippo, Vivian Payne, Janet M. Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

C. Approval to reappoint Administrative Staff for fiscal year 2019

Trustee Daly moved and Student Trustee Tatum seconded to reappoint Administrative Staff, as listed, for fiscal year 2019. On roll call John Daly, Anthony DeFilippo, Vivian Payne, Janet M. Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

D. Approval to reappoint Technical Professional Exempt Staff for fiscal year 2019

Trustee Wells moved and Student Trustee Tatum seconded to reappoint Technical Professional Exempt Staff, as listed, for fiscal year 2019. On roll call John Daly, Anthony DeFilippo, Vivian Payne, Janet M. Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

E. Approval to reappoint Grant-Funded Staff for fiscal year 2019

Student Trustee Tatum moved and Trustee Whittington seconded to reappoint Grant-Funded Staff, as listed, for fiscal year 2019. On roll call John Daly, Anthony DeFilippo, Vivian Payne, Janet M. Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

F. Approval to ratify the results of the phone poll taken on January 22, 2018, unanimously approving the Memorandum of Understanding between the South Suburban College Support Staff Association, Community College District No. 510, and Solara Nicholson

Trustee Payne moved and Trustee Rogers seconded to ratify the results of the phone poll taken on January 22, 2018, unanimously approving the Memorandum of Understanding between the South Suburban College Support Staff Association, Community College District No. 510, and Solara Nicholson. On roll call John Daly, Anthony DeFilippo, Vivian Payne, Janet M. Rogers, Terry Wells, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Ronnell Tatum voted aye. Motion carried.

G. Approval to ratify the South Suburban College Adjunct Faculty Association Collective Bargaining Agreement, effective 2017-2021.

Trustee Rogers moved and Trustee Whittington seconded to ratify the South Suburban College Adjunct Faculty Association Collective Bargaining Agreement, effective 2017-2021. On roll call John Daly, Anthony DeFilippo, Vivian Payne, Janet M. Rogers, 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.

ADJOURNMENT

At 9:00 p.m., Trustee Rogers moved and Trustee Whittington seconded that the Board Meeting be adjourned. On roll call John Daly, Anthony DeFilippo, Vivian Payne, Janet M. Rogers, 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 of Trustees

Frank M. Zuccarelli, Chairman of the Board of Trustees



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

For Board Information in March, 2018.

For Board Action in March, 2018.

Board Committee:

- Policy
- Finance
- Architectural
- Other

Funding:

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

- Grant Funded
- Student Life
- Special Levies

PROPOSAL SUMMARY

[Empty box for Proposal Summary]

ESTIMATED COST OR BENEFIT

[Empty box for Estimated Cost or Benefit]

JUSTIFICATION OF ACTION

Please refer to the attached Investment Report and Financial Summary enclosed in your Board packet for the period ending January 31, 2018. 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 Pollett 3/1/18
Controller/Treasurer

Mark Stewart 3/1/18
Vice-President

[Signature] 3/1/18

President

SOUTH SUBURBAN COLLEGE
 South Holland, Illinois

To: Board of Trustees
 From: Tim Pollert
 Date: March 1, 2018
 Subject: Financial Report For The Period Ending January 31, 2018

Following is a Financial Summary Sheet and a set of Investment Reports for the above mentioned period. The first page is a Consolidated Statement of Revenues, Expenditures and Fund Balances for all funds. In the Operating Funds, a combination of the Educational and the Operations and Maintenance Funds, the following occurred:

<u>Monthly Revenue</u>	<u>Year to Date Revenue</u>
\$2,704,425.10	\$17,715,060.20
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$2,907,970.73	\$18,162,366.25

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>
\$3,901,855.89	\$28,957,584.78
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$4,628,300.77	\$29,936,826.62
<u>Net Monthly Position</u>	<u>Year to Date Net Position</u>
(\$726,444.88)	(\$979,241.84)

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>
\$9,444,725.59	2.24%	10

SOUTH SUBURBAN COLLEGE
South Holland, Illinois

	Revenue Educational	Revenue O&M	Monthly Total
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	\$1,936,852.48	\$62,786.96	\$1,999,639.44
December	\$1,501,620.28	\$401,582.50	\$1,903,202.78
January	\$2,352,872.25	\$351,552.85	\$2,704,425.10
February			\$0.00
March			\$0.00
April			\$0.00
May			\$0.00
June			\$0.00
YTD	\$15,538,050.77	\$2,177,009.43	\$17,715,060.20

	Expenditures Educational	Expenditures O&M	Monthly Total
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	\$1,683,893.90	\$320,330.48	\$2,004,224.38
December	\$1,765,156.24	\$312,723.52	\$2,077,879.76
January	\$2,581,320.08	\$326,650.65	\$2,907,970.73
February			\$0.00
March			\$0.00
April			\$0.00
May			\$0.00
June			\$0.00
YTD	\$15,842,544.78	\$2,319,821.47	\$18,162,366.25

SOUTH SUBURBAN COLLEGE
South Holland, Illinois

	Revenues All Funds	Expenditures All Funds	Monthly Total
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	\$3,193,159.56	\$4,055,083.37	(\$861,923.81)
December	\$3,887,183.85	\$3,292,182.56	\$595,001.29
January	\$3,901,855.89	\$4,628,300.77	(\$726,444.88)
February			\$0.00
March			\$0.00
April			\$0.00
May			\$0.00
June			\$0.00
YTD	\$28,957,584.78	\$29,936,826.62	(\$979,241.84)

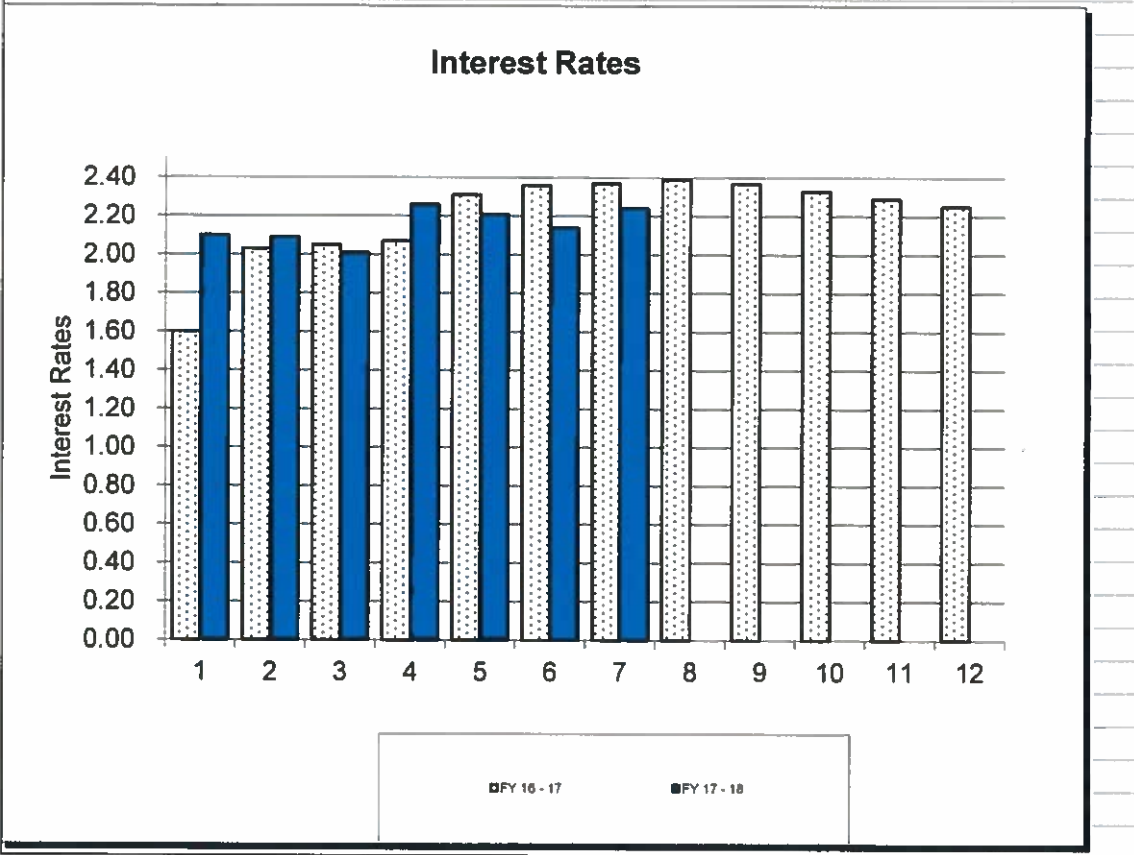
	Investment Total	Average Rate of Return	Basis Point Change from Last Month
July	\$13,317,248.51	2.10%	(15)
August	\$16,227,947.39	2.09%	(1)
September	\$14,124,023.56	2.01%	(8)
October	\$14,347,403.77	2.26%	25
November	\$9,895,292.95	2.21%	(5)
December	\$11,923,377.40	2.14%	(7)
January	\$9,444,725.59	2.24%	10
February			
March			
April			
May			
June			

SOUTH SUBURBAN COLLEGE

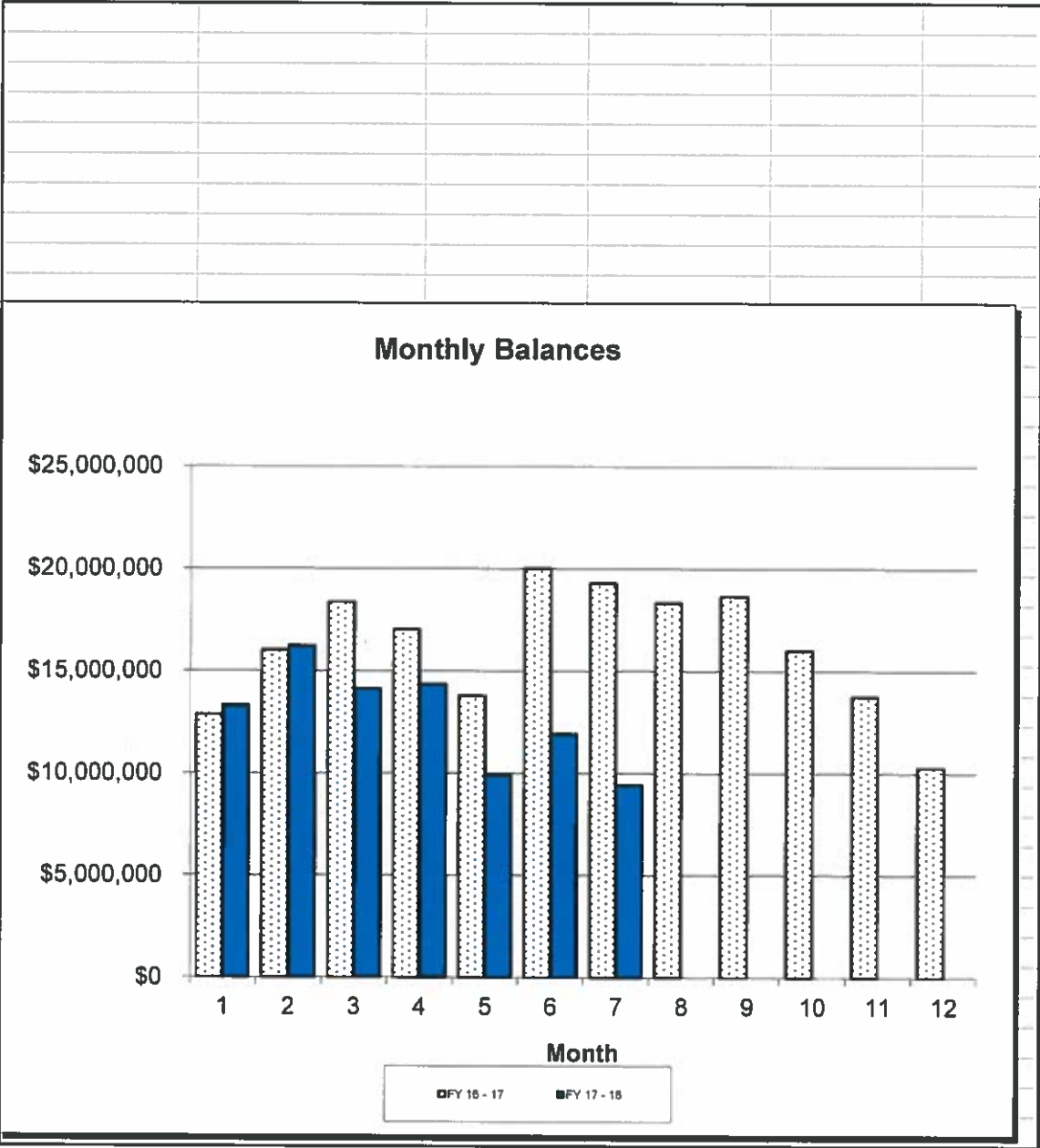
Investment		Page 4	Page 6	Total	Percent to Total
10	U. S. Government Securities	0.00	0.00	0.00	0%
20	Time Deposits	1,985,102.90	0.00	1,985,102.90	21%
30	Commercial Paper	0.00	0.00	0.00	0%
40	Mutual Funds	0.00	0.00	0.00	0%
50	Illinois Funds	2,314,963.79	0.00	2,314,963.79	25%
60	Repurchase Agreements	0.00	0.00	0.00	0%
90	Other	5,144,658.90	0.00	5,144,658.90	54%
	Total	9,444,725.59	0.00	9,444,725.59	100%
	Average %	2.24			

South Suburban College

Investment Summary				
	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	9,895,293	2.21
December	20,017,795	2.36	11,923,377	2.14
January	19,304,224	2.37	9,444,726	2.24
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.A

For Board Information in March, 2018.

For Board Action in March, 2018.

BOARD COMMITTEE:

- Policy
- Finance
- Architectural
- Other

FUNDING:

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

PROPOSAL SUMMARY

ESTIMATED COST OR BENEFIT

JUSTIFICATION OF ACTION

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

MOTION

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

Education Fund	\$2,297,334.13
Operation & Maintenance Fund	323,733.57
Operation & Maintenance Restricted Fund	39,940.00
Auxiliary Enterprise Fund	135,947.85
Restricted Funds	348,848.83
Special Levies Fund	65,659.65
Flex Plan Fund	<u>4,071.06</u>
Total	\$3,215,535.09

- * 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

Jim Tolbut 3/1/18
Controller/Treasurer

Matt Sweeney 3/1/18
Vice-President

[Signature] 3/1/18
President



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

For Board Information in March, 2018

For Board Action in March, 2018

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 accept the first reading of revised Board Policy 413.03, Employee Obligations Upon Separation of Employment.

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION

This action fosters transparency per the SSC Vision Statement.

MOTION

Move that the Board of Trustees accept the first reading of revised Board Policy 413.03, Employee Obligations Upon Separation of Employment.

- * Are funds available in the budget? N/A
- * Is this related to any previous Board action? _____
- * Specify above if matching funds are required.

APPROVALS

Mark Lane 2/14/18

Originator

- * Is this part of a large project requiring Additional funds? (Explain)

- * Attach supplemental information as necessary

Tom 2/14/18

President

**South Suburban College
South Holland, Illinois**

Board of Trustees Policy and Procedure Manual

413.03 Employee Obligations Upon Separation of Employment

All employees whose employment with the College is discontinuing for any reason, including resignation or termination, shall complete the necessary paperwork in the Office of Human Resources. The Human Resources Office shall also advise departing employees of their rights under COBRA and SURS and offer the opportunity for an exit interview.

All College equipment and supplies, including, but not limited to, keys, parking key cards, pagers, cellular telephones, laptop computers, printers, diskettes, and College records in the employee's possession must be returned to his/her immediate supervisor.

Employees shall receive their final paycheck which shall include payment for services to date and for unused earned accumulated vacation time in accordance with the payroll schedule.

~~Upon separation from the College, an employee may elect to convert any accumulated vacation days to medical on a one to one basis.~~

Payments of all financial liabilities owed to the College must be paid upon separation.

Adopted: April 8, 1999
Revised: May 10, 2007



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY18-VI.D

Board Meeting Date: March 8, 2018

BOARD COMMITTEE

FUNDING

- Policy
- Finance
- Architectural
- Other

- Operating
- College Capital
- Protection, Health and Safety

- Grant Funded
- Student Life
- Special Levies

PROPOSAL SUMMARY

Move that the Board of Trustees accept the second reading of and adopt Board Policy 409.02, Possession, Use and Sale of Alcoholic Beverages and Illegal Drugs/Drug Abuse Education Program.

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION

This action fosters transparency per the SSC Vision Statement.

MOTION

Move that the Board of Trustees accept the second reading of and adopt Board Policy 409.02, Possession, Use and Sale of Alcoholic Beverages and Illegal Drugs/Drug Abuse Education Program.

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

Samie Adeli
 Appropriate Vice President 3/1/18
 Date

[Signature]
 President 2/28/18
 Date

**South Suburban College
South Holland, Illinois**

Board of Trustees Policy and Procedures Manual

**409.02 Possession, Use and Sale of Alcoholic Beverages and
Illegal Drugs/Drug Abuse Education Program**

Page 1 of 2

The Board is committed to complying with the Crime Awareness and Campus Security Act of 1990.

The Board recognizes the dangers posed by the abuse of alcoholic beverages and illegal drugs. The Board intends to abide by and strictly enforce all state and federal laws governing possession, use and sale of alcoholic beverages and illegal drugs, including but not limited to the Drug Free Workplace Act of 1989 and the Drug Free Schools and Community Act of 1989.

Although Illinois law permits the use of Medical Marijuana under specified conditions, the Federal Drug-Free School and Communities Act does not recognize the difference between medical and recreational use of marijuana. As a Title IV recipient, South Suburban College is required to comply with the Drug Free School and Communities Act. Therefore, South Suburban College prohibits the possession or use of all cannabis, cannabis products, or any substance containing THC (tetrahydrocannabinol) in any location on South Suburban College property, including parked in a personal vehicle, or at any College sponsored event or activity off campus. This prohibition includes the possession and use of medical marijuana, including by persons possessing lawfully issued medical marijuana cards

Accordingly, the following shall apply:

1. Students and employees are prohibited from bringing onto the campus or using alcohol or illegal drugs on campus or during any College activity. An exception to the alcohol possession and use rule may be made by the direction of the President or designee in specific circumstance and designated campus areas.
2. The Human Resources and Campus Police Departments shall develop appropriate materials to be distributed to all students and employees explaining state and federal laws on the use, sale and possession of alcohol and illegal drugs on and at College activities off campus, and prepare educational programs on alcohol or drug abuse.
3. Students who violate state or federal law or the College alcohol and drug policy on campus or at College activities off campus are subject to prosecution by local, state and federal officials, and are subject to discipline under the Student Code of Conduct and, where appropriate, referral to counseling.
4. Employees who violate state or federal law or the College alcohol and drug policy while on campus or at College activities off campus are subject to prosecution by local, state or federal officials, and are subject to discipline under collective bargaining agreements, Board policies and, where appropriate, referral to counseling.
5. The Human Resources and Campus Police Departments shall develop a program to provide counseling and assistance for students and employees with alcohol and drug problems.

**South Suburban College
South Holland, Illinois**

Board of Trustees Policy and Procedures Manual

**409.02 Possession, Use and Sale of Alcoholic Beverages and Page 2 of 2
Illegal Drugs/Drug Abuse Education Program**

6. All employees directly engaged in the performance of work pursuant to the provisions of a federal grant or federal contract in excess of \$25,000 and students who are Pell Grant recipients, must notify the Vice President of Administration within five (5) days of any criminal drug statute conviction for a violation occurring on or off College premises while conducting College business or activities. The College shall, within ten (10) days after receiving such notice, inform the federal agency providing the grant of such conviction. Within thirty (30) days following the notification of the conviction, appropriate disciplinary action shall be taken against such employee or student. Employees or students may be required, at their own expense, to participate satisfactorily in a substance abuse or rehabilitation program.



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: **FY18-VI.E**

Board Meeting Date: **March 8, 2018**

BOARD COMMITTEE

FUNDING

- Policy
- Finance
- Architectural
- Other

- Operating
- College Capital
- Protection, Health and Safety

- Grant Funded
- Student Life
- Special Levies

PROPOSAL SUMMARY

Move that the Board of Trustees accept the second reading of and adopt Board Policy 409.03, Drug Free Workplace.

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION

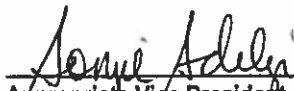
This action fosters transparency per the SSC Vision Statement.


MOTION

Move that the Board of Trustees accept the second reading of and adopt Board Policy 409.03, Drug Free Workplace.

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


 Sonye Adelin
 Appropriate Vice President


 President

3/1/18
 Date

3/8/18
 Date

**South Suburban College
South Holland, Illinois**

Board of Trustees Policy and Procedures Manual

409.03 Drug Free Workplace

In keeping with South Suburban College's commitment to provide a safe and healthful work environment, and in accordance with the Drug Free Workplace Act of 1988 and the federal Drug-Free School and Communities Act, the following policy was adopted.

It is the policy of South Suburban College, District 510, to provide a "drug free workplace" as defined by the Drug Free Workplace Act of 1988. The use of illegal drugs, including medical marijuana, is prohibited on South Suburban College property. The College will take strong disciplinary action against any employee who does not adhere to this policy. Strong disciplinary action includes, but is not limited to:

1. required participation in approved drug rehabilitation program;
2. written reprimand;
3. suspension with or without pay;
4. termination of employment;

Employees are required by law to report any conviction of a state or federal criminal statutory offense occurring in the workplace within five (5) days of the date of the conviction to the Vice President of Administration. The College must report that employee to federal grant agencies within ten (10) days, as well as take appropriate disciplinary action within thirty (30) days from said date.

From time to time, South Suburban College will sponsor seminars and will distribute informational materials dealing with the dangers of drug abuse. Employees are encouraged to attend these seminars and to read the informational materials provided.

Employees who feel that they may benefit from drug counseling are reminded of the Employee Assistance Program of South Suburban College. Information regarding the Employee Assistance Program is available through the Office of Human Resources.

Copies of this policy statement will be made generally available and specifically distributed to all federal grant employees.

The College will make a good faith effort to continue and maintain a drug free workplace and implement the provisions of this policy.

Revised: April 8, 1999
Reviewed: July 12, 2007



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: **FY18-VI.F**

Board Meeting Date: **March 8, 2018**

BOARD COMMITTEE

FUNDING

- Policy
- Finance
- Architectural
- Other

- Operating
- College Capital
- Protection, Health and Safety

- Grant Funded
- Student Life
- Special Levies

PROPOSAL SUMMARY

Move that the Board of Trustees accept the second reading of and adopt Board Policy 409.04, Mandatory Drug Testing.

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION

This action fosters transparency per the SSC Vision Statement.

MOTION

Move that the Board of Trustees accept the second reading of and adopt Board Policy 409.04, Mandatory Drug Testing.

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**

[Signature] **3/1/18**
 Appropriate Vice President Date

[Signature] **3/1/18**
 President Date

**South Suburban College
South Holland, Illinois**

Board of Trustees Policy and Procedures Manual

409.04 Mandatory Drug Testing

The Board of Trustees of South Suburban College recognizes that the use of illegal drugs and the unauthorized use of a controlled substance poses a significant danger to the health and safety of all those at South Suburban College; it undermines public trust and adversely affects productivity.

Therefore, it is the policy of the College that the use of illegal drugs, including medical marijuana, and the unauthorized use of a controlled substance by employees is prohibited. All employees in positions requiring a Commercial Driver's License (CDL) or other safety sensitive positions as defined by the Omnibus Transportation Employees Testing Act of 1991 shall be subject to random drug and alcohol testing in accordance with said Act. Also, drug and alcohol testing shall include:

- Pre-employment testing
- Reasonable suspicion testing
- Post-accident testing
- Return to duty testing
- Follow-up testing

The particulars of the testing shall be delineated in the South Suburban College Standard Operating Procedure Manual on Drug and Alcohol Testing incorporated herein as a part of this policy.

Any individual refusing to submit to testing shall not be considered for employment or shall be removed from existing positions requiring driving, as the case may be. Any individual who becomes unqualified to hold the position for which he or she was hired as a result of a violation of this policy will be subject to disciplinary action which may include termination from the College.



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY18-VI.G

For Board Action on **March 8, 2018**

BOARD COMMITTEE

- Policy
- Finance
- Architectural
- Other

FUNDING

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

PROPOSAL SUMMARY

The College's course fees and instructional technology fees have been reviewed, and the attached changes are recommended beginning with the fall 2018 semester.

ESTIMATED COST OR BENEFIT

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

JUSTIFICATION OF ACTION



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

MOTION

Move that the Board of Trustees approve the attached recommended fee changes beginning with the fall 2018 semester.

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

Approvals:

 2-27-18
 Appropriate Vice President Date
 2/28/18
 President Date

Course Fee Increase

Effective Fall 2018

Course	Title	Current Cost	Cost Effective 2018FA	Student Savings (Text)
CHM 111	Introductory Chemistry	Lab-\$30.00	Lab-\$30.00	\$88.54
		Book-\$146.00	Book-\$71.46	
CHM 113 CHM 114	General Chemistry I/II	Lab-\$30.00	Lab-\$30.00	\$154.79
		Book-\$226.25	Book-\$71.46	
MIS 101	Computer Literacy & Applications	Lab-\$24.00	Lab-\$24.00	\$125.55
		Book-\$247.50	Book-\$121.95	

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

An additional outcome from this process would be a higher number of students purchasing their course materials through the college. Data provided from other institutions shows a typical opt-out rate of less than five per cent per semester.

CHM 111	2017FA	2018SP
Enrolled	67	65
Textbook Sold @SSC	35	49
Access Code only	7	1
Sell Through Rate	63%	77%
CHM 113		
Enrolled	70	90
Textbook Sold @SSC	20	24
Access Code only	13	13
Sell Through Rate	47%	41%
MIS 101		
Enrolled	100	84
Textbook Sold @SSC	69	41
eBook	3	4
Sell Through Rate	72%	54%

Sell Through Rate-units sold by SSC bookstore



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

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

Board Meeting Date: **March 8, 2018**

BOARD COMMITTEE

- Policy
- Finance
- Architectural
- Other

FUNDING

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

PROPOSAL SUMMARY

Mr. Crossley has exhausted all medical leave time options and has been afforded all due process. The College must formally close the employment file and fill this important student services position.

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION


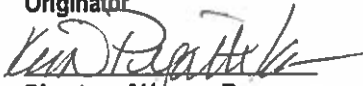
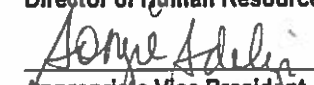
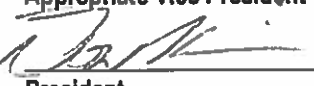
This action is required to formally close the employment file and to fill this much needed position. This action supports the SSC Core Values.

MOTION

Move that the Board of Trustees approve the termination of Curtiss Crossley, Student Specialist in the Academic Assistance Center, effective March 9, 2018, and grant permission to advertise to fill the vacated position, as needed.

Approvals:

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

	<u>3/1/18</u>
Originator	Date
	<u>3/1/18</u>
Director of Human Resources	Date
	<u>3/1/18</u>
Appropriate Vice President	Date
	<u>3/1/18</u>
President	Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY18-VII.A.2

Board Meeting Date: March 8, 2018

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 approve the termination of Mr. Albert Haskins, Outreach Specialist of the Health Professions Opportunity Grant, (HPOG) Step-Up Program, effective, March 2, 2018.

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION


Please see attached memorandum. The need to abolish Mr. Haskins' position is due to the notification that the college received from CSU that no further grant funds would be provided to fund his position as HPOG Outreach Specialist.


MOTION


Move that the Board approve the termination of Mr. Albert Haskins, Outreach Specialist of the Health Professions Opportunity Grant, (HPOG) Step-Up Program, effective, March 2, 2018.


- * 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:


 Originator 2/28/18
Date


 Director of Human Resources 2/28/18
Date


 Appropriate Vice President 2-28-18
Date



 President 2/28/18
Date



South Suburban College
Dean of Allied Health and Career Programs
“Our Mission is to Serve our Students and the Community through
lifelong learning.”

MEMORANDUM

TO: Dr. Lynette L. Stokes, Vice President
Academic Services

FROM: Jeffery J. Waddy, Dean 
Allied Health and Career Programs

DATE: Wednesday, February 15, 2018

SUBJECT: Mr. Albert Haskins Termination

Unfortunately, the HPOG grant funds will no longer fund the position of Outreach Specialist at South Suburban College. On February 8, 2018 South Suburban College received official notification from Chicago State University that grant funding will no longer support this position and will terminate on March 2, 2018. Currently Mr. Albert Haskins salary is 100% funded by this grant.

Under the terms Section 1 and Section 7 of Mr. Haskins' employment agreement, his continued employment at South Suburban College is contingent upon receipt of grant funding.



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY18-VII.B.1

Board Meeting Date: March 8, 2018

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 vacated position of Manager, Student Programming.

ESTIMATED COST OR BENEFIT

This is a full-time position, 40 hours per week, 52 weeks per year, with a beginning annual salary \$40,000.

JUSTIFICATION OF ACTION

This action supports the SSC Core Values.

MOTION

Move that the Board of Trustees grant permission to advertise the vacated position of Manager, Student Programming.

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] 3/5/18
 Originator Date

[Signature] 3/5/18
 Director of Human Resources Date

[Signature] 3/5/18
 Appropriate Vice President Date

[Signature] 3/5/18
 President Date

**South Suburban College
Job Description**

Job Title: MANAGER, STUDENT PROGRAMMING

DEPARTMENT: STUDENT LIFE AND LEADERSHIP
SUPERVISOR: DEAN OF STUDENT SERVICES
DATE: JANUARY 29, 2018
POSITION: TPE (TECHNICAL/PROFESSIONAL/EXEMPT)

SUMMARY: Reports to the Dean of Student Services, assumes responsibility for campus-wide student programming. Develops, oversees, and monitors a comprehensive, innovative program of student activities and cultural events focusing on the non-academic development of the student, as well as ongoing review and enforcement of college related policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Works closely and effectively with Dean of Student Services (or designee) to involve elements of the college in the provision of effective and comprehensive campus programming.
2. Utilizes campus programming with theme related ideas to formulate an atmosphere, which reflects diversity and student life.
3. Coordinates alcohol awareness, substance abuse, and health awareness activities and events for the campus in cooperation with national campus programming.
4. Responsible for managing policy and practices related to issuing College ID's.
5. Recruits, hires and supervises student workers in the Office of Student Life and Leadership.
6. In consultation with the Dean, monitors budgets and prepares fiscal reports as needed.
7. Works closely with publications for preparation and posting of informational flyers of student life activities.
8. Edits flyers, posters, literature and other materials prepared by student groups for on campus distribution. Must approve all student life postings.
9. Provides sponsorship and serves as an advisor to the SGA (Student Government Association). Oversees and coordinates day-to-day office operations of the SGA Office.
10. Monitors the development and progress of student organizations and clubs. Answers student inquiries and provides assistance as needed for campus clubs and/or organizations, including intramurals.
11. Performs other related duties as assigned by the Vice President and/or Dean of Student Development.

Minimum Qualifications

High school diploma or equivalent coupled with some college; minimum of six years of experience using Colleague/Ellucian computer information systems; 5-years of experience in student event planning; 3-years of experience supervising/training student workers.

Knowledge

Knowledge of college student activity programs; community and volunteer resources; public and human relations techniques; marketing and promotion of campus programs; and basic principles of bookkeeping and inventory control. Additionally, high proficiency using Microsoft Office programs including Excel, Word and Outlook as well as knowledge of FERPA. Experience in student activities or similar collegiate setting, planning or assisting with small and large-scale campus events is preferred.

Abilities/Skills

Excellent written communication skills for preparing correspondence, documents, reports, utilizing correct spelling, grammar, and punctuation; ability to work well with a diverse student body in culturally competent ways combined with a demonstrated commitment to promoting and enhancing diversity; must be able to multi-task and work in a fast-paced environment. Excellent time management and customer-service skills

Salary: Annual salary is \$40,000