



**BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE**  
**16333 S. KILBOURN AVENUE, OAK FOREST, ILLINOIS**  
**FINANCE COMMITTEE MEETING AGENDA**  
**DEFILIPPO, CHAIR; DALY AND ROGERS**  
**THURSDAY, JULY 11, 2019**  
**7:50 PM**

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- I. Recommendation to accept the bids of Chemcraft, \$5,086.50; Expert Chemical, \$14,260.00; Industrial Soap, \$1,961.00; Unipak, \$5,334.00; and Valdes, \$4,640.00 for the purchase of custodial paper products and supplies.
  
- II. Recommendation to accept the bids of Bill Fritz Corp, \$533.93; BSN Sports, \$4,481.76; Eastbay, \$6,173.75; and Lansing Sports, \$2,366.55 for the purchase of athletic uniforms and supplies.



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**BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE**  
**OAK FOREST CAMPUS, 16333 S. KILBOURN AVENUE, OAK FOREST, ILLINOIS**  
**REGULAR BOARD MEETING AGENDA**  
**THURSDAY, JULY 11, 2019**  
**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. Policy Committee meeting held June 13, 2019
  - B. Finance Committee meeting held June 13, 2019
  - C. Regular Board of Trustees meeting held June 13, 2019
- VI. NEW BUSINESS
  - A. Monthly Financial Report (T. Pollert)
  - B. Approval of the payment of bills for July, 2019 (T. Pollert)
  - C. Approval to accept the bids of Chemcraft, \$5,086.50; Expert Chemical, \$14,260.00; Industrial Soap, \$1,961.00; Unipak, \$5,334.00; and Valdes, \$4,640.00 for the purchase of custodial paper products and supplies (A. DeFilippo)
  - D. Approval to accept the bids of Bill Fritz Corp, \$533.93; BSN Sports, \$4,481.76; Eastbay, \$6,173.75, and Lansing Sports, \$2,366.55 for the purchase of athletic uniforms and supplies (A. DeFilippo)
  - E. Approval to release closed session minutes and dispose of closed session audio tapes in accordance with the Illinois Open Meeting Act. The written minutes of January 10, 2019 are authorized to be released. The written minutes of December 13, 2018, January 14, 2019, March 14, 2019, and April 11, 2019 shall remain closed. The audio recordings of September 14, 2017 and November 9, 2017 are authorized to be destroyed. The Audio recordings of December 14, 2017 shall be retained (M. Lareau)
- VII. PERSONNEL RECOMMENDATIONS
  - A. Retirements/Resignations/Terminations
  - B. Appointments
  - C. Memorandum of Understanding (additional extra overload)
- 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, JUNE 13, 2019**

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Trustee Vivian Payne called the Policy Committee meeting to order at 8:28 p.m.

Committee members present: Trustee Vivian Payne.

Committee members absent: Trustees Janet Rogers and Terry Wells.

Other Board members in attendance: Trustees John Daly, Anthony DeFilippo, Joseph Whittington, Frank M. Zuccarelli and Student Trustee Babatunde Adamson.

Other Board members absent: None.

Administration present: Lynette D. Stokes, President; Tasha Williams, Vice President of Academic Services; Martin Lareau, Vice President of Administration and Secretary to the Board; and College Attorney Stanley T. Kuser.

Agenda:

I. Recommendation to accept the second reading of and adopt Board Policy 415.00, Employee Cell Phone Reimbursement

Trustee Vivian Payne recommended the Board accept the second reading of and adopt Board Policy 415.00, Employee Cell Phone Reimbursement, at the regular Board of Trustees meeting.

The meeting was adjourned at 8:31 p.m.

**BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE**  
**15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS**  
**MINUTES OF THE FINANCE COMMITTEE**  
**THURSDAY, JUNE 13, 2019**

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Trustee Anthony DeFilippo called the Finance Committee meeting to order at 8:31 p.m.

Committee members present: Trustees John Daly and Anthony DeFilippo.

Committee members absent: Trustee Janet Rogers.

Other Board members in attendance: Trustees Vivian Payne, Joseph Whittington, Frank M. Zuccarelli, and Student Trustee Babatunde Adamson.

Other Board members absent: Trustee Terry Wells.

Administration present: Lynette D. Stokes, President; Tasha Williams, Vice President of Student and Enrollment Services; Martin Lareau, Vice President of Administration and Secretary to the Board; and College Attorney Stanley T. Kusper.

Agenda:

I. Recommendation to accept the bid of Lansing Sports in the amount of \$55,803.35 for the purchase of athletic uniforms and supplies.

Trustee DeFilippo recommended the Board accept the bid of Lansing Sports in the amount of \$55,803.35 for the purchase of athletic uniforms and supplies the regular Board of Trustees meeting.

II. Recommendation to authorize administration to enter into a five (5) year contract with Martin Whalen Office Solutions in the annual amount of \$35,000.00 for the provision of photocopiers, supplies and service.

Trustee DeFilippo recommended the Board authorize administration to enter into a five (5) year contract with Martin Whalen Office Solutions in the annual amount of \$35,000.00 for the provision of photocopiers, supplies and service at the regular Board of Trustees meeting.

III. Recommendation to accept the Resource Allocation Management Plan (RAMP) as presented.

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

IV. Recommendation to adopt the Resolution for Prevailing Wage Rates compiled by the Illinois Department of Labor.

Trustee DeFilippo recommended the Board adopt the Resolution for Prevailing Wage Rates compiled by the Illinois Department of Labor at the regular Board of Trustees meeting.

The meeting adjourned at 8:41 p.m.

**BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE**  
**15800 SOUTH STATE STREET, SOUTH HOLLAND, ILLINOIS**  
**REGULAR BOARD MEETING MINUTES**  
**THURSDAY, JUNE 13, 2019**

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

At 8:41 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, Joseph Whittington, Frank M. Zuccarelli, and Student Trustee Babatunde Adamson.

*Absent:* Trustees Janet Rogers and Terry Wells.

*Also present:* Lynette D. Stokes, President; Tasha Williams, Vice President of Academic Services; Martin Lareau, Vice President of Administration and Secretary to the Board; and College Attorney Stanley T. Kusper.

**II. PLEDGE OF ALLEGIANCE**

Chairman Frank M. Zuccarelli led the Pledge of Allegiance.

**III. PUBLIC PARTICIPATION:**

There was none.

**IV. REPORTS/PRESENTATIONS**

**A. Presentation of ICCTA Awards**

Michael Monaghan, Executive Director of the ICCTA, presented Trustees John Daly and Anthony DeFilippo with an award in honor of their years of service on the South Suburban College Board of Trustees.

**V. PREVIOUS MEETING MINUTES**

**A. Policy Committee meeting held May 9, 2019**

Trustee Payne moved and Trustee Whittington seconded to approve the minutes of the Policy Committee meeting held May 9, 2019. On roll call, John Daly, Vivian Payne, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Anthony DeFilippo passed. Student Trustee Babatunde Adamson voted aye. Motion Carried.

**B. Regular Board meeting held May 9, 2019**

Trustee Whittington moved and Trustee Payne seconded to approve the minutes of the Regular Board meeting held May 9, 2019. On roll call, John Daly, Vivian Payne, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Anthony DeFilippo passed. Student Trustee Babatunde Adamson voted aye. Motion Carried.

**VI. NEW BUSINESS**

**A. Oath of Office to Trustee Anthony DeFilippo**

Secretary to the Board Martin Lareau administered the Oath of Office to Trustee Anthony DeFilippo.

**B. Monthly Financial Report**

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

**C. Bills Payable for June, 2019**

Trustee DeFilippo moved and Trustee Whittington seconded to authorize the Treasurer to pay the list of bills payable for June, 2019 in the amount of \$3,151,436.34. On roll call, John Daly, Anthony DeFilippo, Vivian Payne, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Babatunde Adamson voted aye. Motion carried.

**D. Approval of the second reading of and to adopt Board Policy 415.00, Employee Cell Phone Reimbursement**

Trustee Payne moved and Trustee DeFilippo seconded to approve the second reading of and to adopt Board Policy 415.00, Employee Cell Phone Reimbursement. On roll call, John Daly, Anthony DeFilippo, Vivian Payne, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Babatunde Adamson voted aye. Motion carried.

**E. Approval to accept the bids of Lansing Sports in the amount of \$55,803.35 for the purchase of athletic uniforms and supplies**

Trustee DeFilippo moved and Trustee Payne seconded to accept the bids of Lansing Sports in the amount of \$55,803.35 for the purchase of athletic uniforms and supplies. On roll call, John Daly, Anthony DeFilippo, Vivian Payne, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Babatunde Adamson voted aye. Motion carried.

**F. Approval to authorize administration to enter into a five (5) year contract with Martin Whalen Office Solutions in the annual amount of \$35,000 for the provision of photocopiers, supplies and service**

Trustee DeFilippo moved and Trustee Whittington seconded to authorize administration to enter into a five (5) year contract with Martin Whalen Office Solution in the annual amount of \$35,000 for the provision of photocopiers, supplies and service. On roll call, John Daly, Anthony DeFilippo, Vivian Payne, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Babatunde Adamson voted aye. Motion carried.

**G. Approve to accept the bids of Blue Island Newspaper, \$84,000.00, and Kingery Printing Company, \$13,678.00, for the printing of College publications utilizing the mail drop option**

Trustee DeFilippo moved and Trustee Payne seconded to accept the bids of Blue Island Newspaper, \$84,000, and Kingery Printing Company, \$13,678.00, for the printing of College publications utilization the mail drop option. On roll call, John Daly, Anthony DeFilippo, Vivian Payne, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Babatunde Adamson voted aye. Motion carried.

**H. Approval of the RAMP Proposal (Resource Allocation Management Plan)**

Trustee DeFilippo moved and Trustee Daly seconded to approve the RAMP Proposal (Resource Allocation Management Plan). On roll call, John Daly, Anthony DeFilippo, Vivian Payne, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Babatunde Adamson voted aye. Motion carried.

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

Trustee DeFilippo moved and Trustee Whittington seconded to approve the resolution setting forth the prevailing wage rates compiled by the Illinois Department of Labor. On roll call, John Daly, Anthony DeFilippo, Vivian Payne, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Babatunde Adamson voted aye. Motion carried.

**VII. PERSONNEL RECOMMENDATIONS**

**A. Retirements/Resignations/Terminations**

Trustee Daly moved and Trustee Whittington seconded to approve the resignation of Clarencia McCormack, full-time, grant-funded Highway Construction Careers Training Program Assistant in the Business & Career Institute, effective June 17, 2019, and grant permission to advertise to fill the vacated position, as needed. On roll call, John Daly, Anthony DeFilippo, Vivian Payne, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Babatunde Adamson voted aye. Motion carried.

**B. Appointments**

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

1. Lakesha Baker as a full-time grant-funded Student Retention Strategist in the Predominantly Black Institution (PBI) Blast II Grant Project, effective June 17, 2019, pending successful completion of a criminal background investigation.
2. Sabrina Smith as an Administrative Assistant I in the Social & Behavioral Sciences Department, effective June 17, 2019, and grant permission to advertise to fill the vacated position, as needed.
3. Dr. Linda Brown Aldridge as Dean of Nursing, effective July 1, 2019, pending successful completion of a criminal background investigation.

On roll call, John Daly, Anthony DeFilippo, Vivian Payne, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Babatunde Adamson voted aye. Motion carried.

Trustee Daly moved and Trustee Payne seconded to approve the appointment of Dr. Deborah Baness King as Vice President of Student and Enrollment Services, effective July 8, 2019, pending successful completion of a criminal background investigation. On roll call, John Daly, Anthony DeFilippo, Vivian Payne, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Babatunde Adamson voted aye. Motion carried.

**C. Approval of the Fiscal Year 2020 compensation package for administrative employees**

Trustee Daly moved and Trustee Payne seconded to approve the Fiscal Year 2020 compensation package for administrative employees. On roll call, John Daly, Anthony DeFilippo, Vivian Payne, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Babatunde Adamson voted aye. Motion carried.

**D. Approval of the Fiscal Year 2020 compensation package for technical professional exempt (TPE) employees**

Trustee Daly moved and Trustee Whittington seconded to approve the Fiscal Year 2020 compensation package for technical professional exempt (TPE) employees. On roll call, John Daly, Anthony DeFilippo, Vivian Payne, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Babatunde Adamson voted aye. Motion carried.



**E. Approval of the Fiscal Year 2020 compensation package for grant-funded employees**

Trustee Daly moved and Trustee Whittington seconded to approve the Fiscal Year 2020 compensation package for grant-funded employees. On roll call, John Daly, Anthony DeFilippo, Vivian Payne, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Babatunde Adamson voted aye. Motion carried.

**F. Memorandum of Understanding (D. Corcoran)**

Trustee Daly moved and Trustee DeFilippo seconded to approve the Memorandum of Understanding between Community College District No. 510, the South Suburban College Faculty Association, and the South Suburban College Adjunct Faculty Association. On roll call, John Daly, Anthony DeFilippo, Vivian Payne, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Babatunde Adamson voted aye. Motion carried.

**G. Recommendation to approve the President's recommendation in a personnel matter**

Trustee Daly moved and Trustee DeFilippo seconded to approve the President's recommendation in a personnel matter. On roll call, John Daly, Anthony DeFilippo, Vivian Payne, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Babatunde Adamson voted aye. Motion carried.

**VIII. Closed Session:**

There was none.

**ADJOURNMENT**

The regular Board of Trustees meeting adjourned at 9:21 p.m. on a motion made by Trustee Whittington and seconded by Trustee DeFilippo. On roll call, John Daly, Anthony DeFilippo, Vivian Payne, Joseph Whittington and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Babatunde Adamson voted aye. Motion carried.

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**Janet Rogers, Secretary of the Board of Trustees**

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**Frank M. Zuccarelli, Chairman of the Board of Trustees**



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**      Agenda Item FY20-VI.A

For Board Information in July, 2019.

For Board Action in July, 2019.

**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 May 31, 2019. This action supports Vision Statement Strategic Direction 2, SSC.2.17 to continue to provide an efficient, transparent, and financially secure institution.


**MOTION**

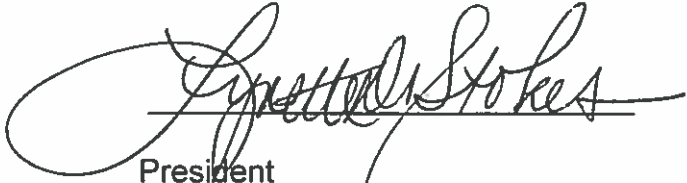
Move to accept the Financial Report as presented.

- \*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**

  
\_\_\_\_\_  
Controller/Treasurer

  
\_\_\_\_\_  
Vice-President

  
\_\_\_\_\_  
President

**SOUTH SUBURBAN COLLEGE**  
 South Holland, Illinois

To: Board of Trustees  
 From: Tim Pollert  
 Date: July 3, 2019  
 Subject: Financial Report For The Period Ending May 31, 2019

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>
\$2,187,224.85	\$26,329,602.53
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$3,536,764.03	\$29,561,058.21

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>
\$3,779,884.75	\$42,401,640.20
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$4,555,046.84	\$46,133,195.21
<u>Net Monthly Position</u>	<u>Year to Date Net Position</u>
(\$775,162.09)	(\$3,731,555.01)

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

<u>Total Investments</u>	<u>Average Rate of Return</u>	<u>Basis Point Change from Last Month</u>
\$10,483,321.63	2.41%	1

**SOUTH SUBURBAN COLLEGE**  
South Holland, Illinois

	<b>Revenue Educational</b>	<b>Revenue O&amp;M</b>	<b>Monthly Total</b>
July	\$3,009,518.50	\$51,098.15	\$3,060,616.65
August	\$2,501,285.50	\$107,156.55	\$2,608,442.05
September	\$2,651,187.45	\$103,841.58	\$2,755,029.03
October	\$1,377,830.55	\$799,368.33	\$2,177,198.88
November	\$2,161,040.00	\$101,895.47	\$2,262,935.47
December	\$1,185,183.00	\$299,875.25	\$1,485,058.25
January	\$2,001,857.15	\$308,973.51	\$2,310,830.66
February	\$2,228,175.84	\$309,183.04	\$2,537,358.88
March	\$1,394,104.29	\$177,128.38	\$1,571,232.67
April	\$2,975,485.15	\$398,189.99	\$3,373,675.14
May	\$1,341,195.10	\$846,029.75	\$2,187,224.85
June			\$0.00
YTD	\$22,826,862.53	\$3,502,740.00	\$26,329,602.53

	<b>Expenditures Educational</b>	<b>Expenditures O&amp;M</b>	<b>Monthly Total</b>
July	\$2,771,838.69	\$304,078.48	\$3,075,917.17
August	\$3,111,498.05	\$427,163.11	\$3,538,661.16
September	\$2,924,118.66	\$345,221.12	\$3,269,339.78
October	\$1,942,574.47	\$294,157.06	\$2,236,731.53
November	\$1,737,377.65	\$322,246.38	\$2,059,624.03
December	\$1,820,442.96	\$341,933.30	\$2,162,376.26
January	\$2,158,303.61	\$339,794.50	\$2,498,098.11
February	\$2,327,411.38	\$436,625.03	\$2,764,036.41
March	\$1,980,774.16	\$332,804.43	\$2,313,578.59
April	\$1,792,904.58	\$313,026.56	\$2,105,931.14
May	\$2,665,973.68	\$870,790.35	\$3,536,764.03
June			\$0.00
YTD	\$25,233,217.89	\$4,327,840.32	\$29,561,058.21

**SOUTH SUBURBAN COLLEGE**  
South Holland, Illinois

	<b>Revenues All Funds</b>	<b>Expenditures All Funds</b>	<b>Monthly Total</b>
July	\$3,635,851.73	\$3,801,528.11	(\$165,676.38)
August	\$5,952,185.50	\$6,965,503.22	(\$1,013,317.72)
September	\$4,100,853.78	\$4,343,545.47	(\$242,691.69)
October	\$3,131,489.07	\$3,685,083.36	(\$553,594.29)
November	\$3,599,904.78	\$3,613,648.31	(\$13,743.53)
December	\$5,151,745.48	\$5,358,654.64	(\$206,909.16)
January	\$3,901,337.15	\$4,099,009.10	(\$197,671.95)
February	\$2,604,543.18	\$3,197,964.89	(\$593,421.71)
March	\$2,105,852.77	\$2,695,185.71	(\$589,332.94)
April	\$4,437,992.01	\$3,818,025.56	\$619,966.45
May	\$3,779,884.75	\$4,555,046.84	(\$775,162.09)
June			\$0.00
YTD	\$42,401,640.20	\$46,133,195.21	(\$3,731,555.01)

	<b>Investment Total</b>	<b>Average Rate of Return</b>	<b>Basis Point Change from Last Month</b>
July	\$12,559,976.45	2.22%	(4)
August	\$14,471,281.70	2.25%	3
September	\$13,723,095.36	2.23%	(2)
October	\$12,616,989.71	2.20%	(3)
November	\$9,460,593.67	2.28%	8
December	\$9,380,459.41	2.38%	10
January	\$9,107,200.86	2.39%	1
February	\$9,439,578.11	2.38%	(1)
March	\$14,680,436.62	2.44%	6
April	\$11,116,176.58	2.40%	(4)
May	\$10,483,321.63	2.41%	1
June			

SOUTH SUBURBAN COLLEGE

Description	Date	Fund 1 Educational	Fund 2 Opr. & Maint.	Fund 3 O&M Rst(300)	Fund 3 PH&S(379)
MB Financial		0.00	0.00	0.00	0.00
MB Financial		4,710,210.56	0.00	0.00	0.00
MB Financial Bond Interest		8,979.98	0.00	0.00	0.00
PMA/I S D L A F + = ISDMAX		32.79	0.00	0.00	0.00
PMA/I S D L A F + = Fixed Investment Accounts		0.00	0.00	0.00	0.00
Illinois Funds		(509,499.81)	442,409.91	0.00	0.00
MB Contributory Trust		92.91	0.00	0.00	0.00
IIIT Money Market		4,345,371.41	0.00	0.00	0.00
MB Financial Money Market		1,520,443.83	0.00	0.00	0.00
<b>Totals</b>	5/1	<b>10,075,631.67</b>	<b>442,409.91</b>	<b>0.00</b>	<b>0.00</b>
<b>Transactions:</b>					
Illinois Funds MM Deposit from Comptroller	5/8	150,646.49			
Illinois Funds MM Deposit from Comptroller	5/9	48,784.50			
Illinois Funds MM Deposit from Comptroller	5/9	11,927.00			
Illinois Funds MM Deposit from Comptroller	5/29	97,758.25			
Illinois Funds MM Deposit from Comptroller	5/29	56,562.00			
Interest on IL Funds MM	5/31	1,466.81			
Transfer from MB MM to cash	5/31	(1,000,000.00)			
		<b>9,442,776.72</b>	<b>442,409.91</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		4,710,210.56	0.00	0.00	0.00
MB Financial Bond Interest		8,979.98	0.00	0.00	0.00
PMA/I S D L A F + = ISDMAX		32.79	0.00	0.00	0.00
PMA/I S D L A F + = Fixed Investment Accounts		0.00	0.00	0.00	0.00
Illinois Funds		(142,354.76)	442,409.91	0.00	0.00
MB Contributory Trust		92.91	0.00	0.00	0.00
IIIT Money Market		4,345,371.41	0.00	0.00	0.00
MB Financial Money Market		520,443.83	0.00	0.00	0.00
<b>Totals</b>	5/31	<b>9,442,776.72</b>	<b>442,409.91</b>	<b>0.00</b>	<b>0.00</b>







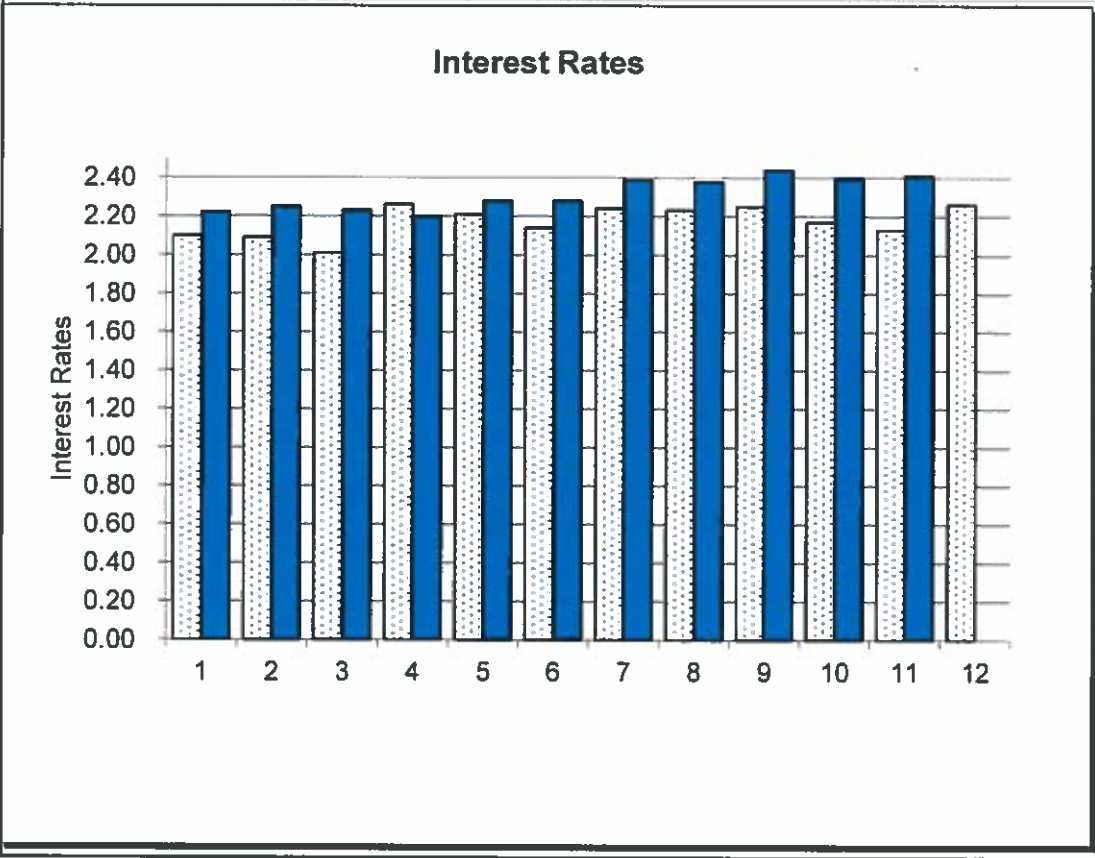


SOUTH SUBURBAN COLLEGE

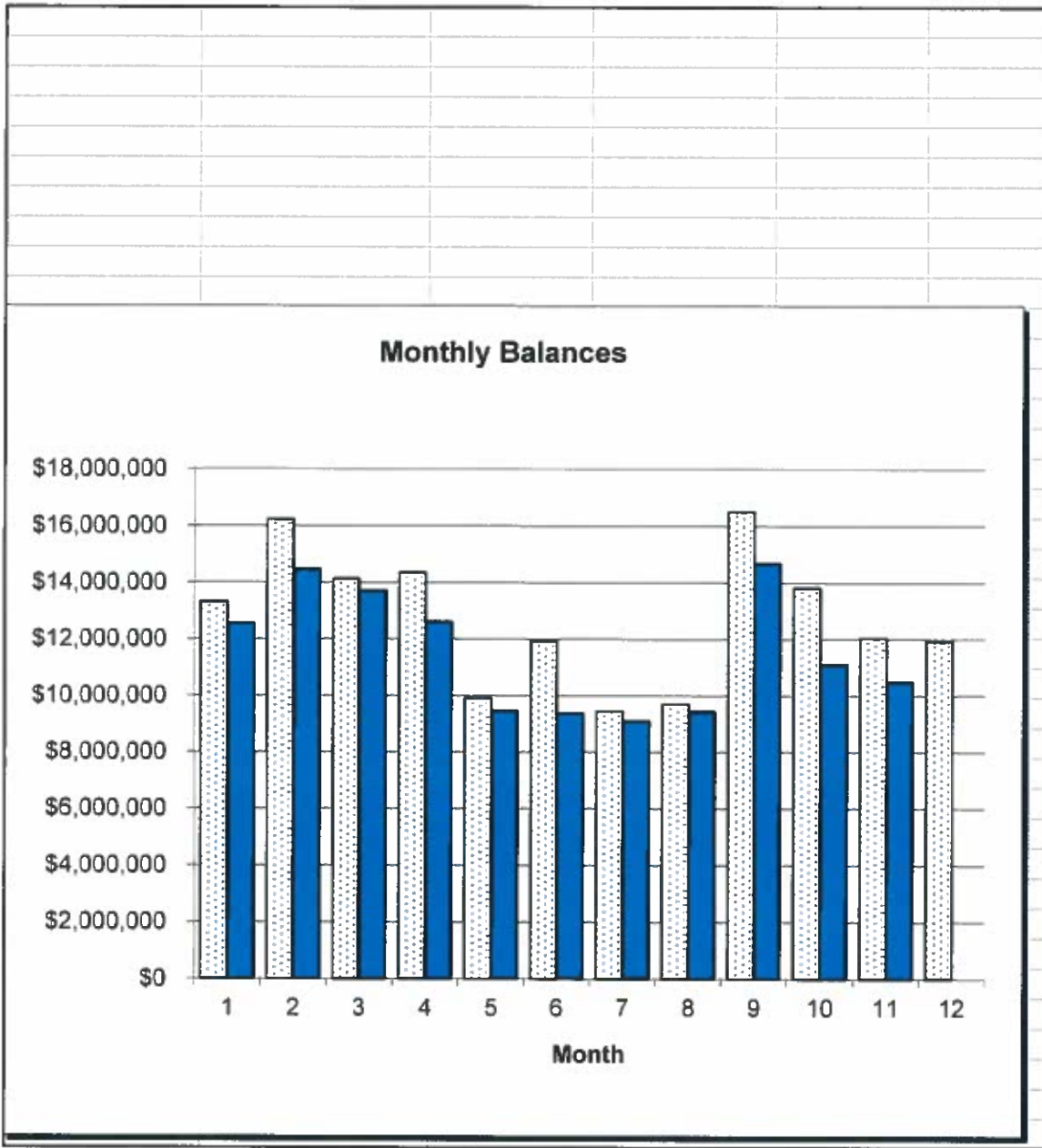
	Investment				
		Page 4	Page 6	Total	Percent to Total
10	U. S. Government Securities	0.00	0.00	0.00	0%
20	Time Deposits	1,985,102.90	0.00	1,985,102.90	19%
30	Commercial Paper	0.00	0.00	0.00	0%
40	Mutual Funds	0.00	0.00	0.00	0%
50	Illinois Funds	3,258,458.66	0.00	3,258,458.66	31%
60	Repurchase Agreements	0.00	0.00	0.00	0%
90	Other	5,239,760.07	0.00	5,239,760.07	50%
	Total	<u>10,483,321.63</u>	<u>0.00</u>	<u>10,483,321.63</u>	100%
	Average %	<u>2.41</u>			

**South Suburban College**

<b>Investment Summary</b>				
	<b>F Y 2017 - 2018</b>		<b>F Y 2018 - 2019</b>	
<b>Month</b>	<b>Month End Balance</b>	<b>Percent Return</b>	<b>Month End Balance</b>	<b>Percent Return</b>
July	\$13,317,249	2.10	\$12,559,976	2.22
August	16,227,947	2.09	14,471,282	2.25
September	14,124,024	2.01	13,723,095	2.23
October	14,347,404	2.26	12,616,990	2.20
November	9,895,293	2.21	9,460,594	2.28
December	11,923,377	2.14	9,380,459	2.28
January	9,444,726	2.24	9,107,201	2.39
February	9,703,650	2.23	9,439,578	2.38
March	16,507,053	2.25	14,680,437	2.44
April	13,815,534	2.17	11,116,177	2.40
May	12,037,191	2.13	10,483,322	2.41
June	11,919,425	2.26		



South Suburban College





**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

Agenda Item FY20-VI.B

For Board Information in July, 2019.

For Board Action in July, 2019.

**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**

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	\$1,997,202.43
Operation & Maintenance Fund	394,147.30
Operation & Maintenance Restricted Fund	392,880.65
Auxiliary Enterprise Fund	104,319.20
Restricted Funds	298,622.28
Special Levies Fund	39,271.35
Audit Fund	25,000.00
Flex Plan Fund	<u>1,719.05</u>
<b>Total</b>	<b>\$3,253,162.26</b>

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

**APPROVALS**

*[Signature]*  
Controller/Treasurer

*[Signature]*  
Vice-President

*[Signature]*  
President



# SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY20-VI.C

Board Meeting Date: July 11, 2019

## BOARD COMMITTEE

Policy  
 Finance  
 Architectural  
 Other

## FUNDING

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

## PROPOSAL SUMMARY

To accept the bids of the lowest responsible vendors for the annual purchase of paper products and supplies for our custodial department.

## ESTIMATED COST OR BENEFIT

\$31,281.50

## JUSTIFICATION OF ACTION




To provide our custodial staff with the necessary paper products and supplies. (Strategic Direction, 2 SSC2.21) This contract is necessary to continue to provide an attractive, safe, healthy, and welcoming learning environment for all students.

## MOTION

To accept the bids of Chemcraft, Chicago, Illinois, \$5,086.50; Expert Chemical, Hazel Crest, Illinois, \$14,260.00; Industrial Soap, St. Louis, Missouri, \$1,961.00; Unipack, Brooklyn, New Jersey, \$5,334.00; and Valdes, Northbrook, Illinois, \$4,640.00 for the purchase of custodial paper products and supplies.

### 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)

  
 Originator 6/24/19  
Date  
  
 Appropriate Dean/Vice President 6/25/19  
Date  
  
 President 7/8/19  
Date



## South Suburban College

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

### MEMORANDUM

To: Lynette Stokes  
From: Martin Lareau  
Date: June 24, 2019  
Subject: Custodial Supplies

On May 30, 2019 we mailed requests for bids for the purchase of custodial supplies to twenty (20) vendors. Our legal requirement to advertise was satisfied through a notice placed in *The Chicago Tribune*. We had seventeen (17) responses and a public bid opening was held on June 19, 2019 at 10:00 AM with the results being read aloud. A breakdown of the bids is attached.

The College has either done business with or checked the references of the successful vendors and found all experiences and references to be satisfactory. We therefore, recommend acceptance of the bids in the amount of \$31,281.50 for the purchase of custodial supplies.

Custodial Supplies  
 Bid Opening  
 June 19, 2019

Item	All American Poly	Central Poly "A"	Central Poly "B"	Central Poly "C"	Chemcraft Industries	Dyna Pak	Expert Chemical	Garvey's Office Products	Industrial Soap
Poly-liner 40x46	\$ 4,260.00	\$ 3,570.00	\$ 3,900.00	\$ 4,350.00	\$ 5,118.00	\$6,570.00		\$ 5,025.00	\$5,208.00
Poly-liner 33x39	\$ 2,649.00	\$ 2,370.00	\$ 2,370.00	\$ 2,370.00	\$ 2,631.00	\$2,700.00		\$ 3,195.00	\$2,760.00
Poly-liner 24x32	\$ 3,952.50	\$ 2,385.00	\$ 2,385.00	\$ 2,385.00	\$ 1,486.50	\$3,240.00		\$ 1,747.50	\$3,504.00
Poly-liner 42x46	\$ 2,973.00	\$ 1,690.00	\$ 2,380.00	\$ 2,580.00	\$ 1,924.00	\$4,500.00		\$ 1,835.00	\$1,961.00
Toilet tissue		\$ 9,996.00	\$ 9,996.00	\$ 9,996.00	\$ 7,940.00		\$ 6,400.00	\$ 8,660.00	\$6,796.00
Roll towels 800'		\$ 6,297.00	\$ 6,297.00	\$ 6,297.00	\$ 4,575.00		\$ 4,800.00	\$ 4,455.00	\$5,400.00
Multi fold towels		\$ 799.60	\$ 799.60	\$ 799.60	\$ 540.00		\$ 560.00	\$ 615.20	\$ 588.00
Envirox H2					\$ 3,750.00	L			
Proline Micro Tech					\$ 1,617.00	S	\$ 2,091.00	S	
Hand soap							\$ 2,400.00	S	\$2,977.60
Urinal Screens					\$ 1,336.50	L			\$1,215.00
Ice Melt							\$ 7,860.00	L	
Vendor Total	\$ -	\$ -	\$ -	\$ -	\$ 5,086.50	\$ -	\$ 14,260.00	\$ -	\$ 1,961.00

L = Low vendor meeting specifications  
 S = Did not meet specifications  
 N = No sample provided  
 NP = Item not purchased



Custodial Supplies  
 Bid Opening  
 June 19, 2019

Item	Interboro Packing "A"	Interboro Packing "B"	Interboro Packing "C"	Interboro Packing "D"	Interboro Packing "E"	S&J Industrial	Unpack	Valdes
Poly-liner 40x46	\$ 5,202.00 S	\$ 4,644.00 S	\$ 3,846.00 S	\$ 3,402.00 S	\$ 2,946.00 S	\$ 5,853.00	\$3,294.00 L	
Poly-liner 33x39	\$ 2,322.00 S	\$ 2,172.00 S	\$ 1,944.00 S	\$ 1,644.00 S	\$ 1,344.00 S	\$ 2,598.00	\$2,040.00 L	
Poly-liner 24x32	\$ 1,758.00	\$ 1,551.00	\$ 1,386.00	\$ 1,386.00	\$ 1,386.00 NP	\$ 1,957.50	\$1,477.50	
Poly-liner 42x46	\$ 3,798.00 S	\$ 3,434.00 S	\$ 2,982.00 S	\$ 2,532.00 S	\$ 1,814.00 S	\$ 4,018.00	\$2,440.00	
Toilet tissue						\$ 8,312.00		\$ 6,460.00
Roll towels 800'						\$ 6,711.00		\$ 4,170.00 L
Multi fold towels						\$ 724.00		\$ 470.00 L
Envirox H2								
Proline Micro Tech								
Hand soap								
Urinal Screens						\$ 1,831.50		
Ice								
Melt								
Vendor Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$5,334.00	\$ 4,640.00

L = Low vendor meeting specifications  
 S = Did not meet specifications  
 N = No sample provided  
 NP= Item not purchased



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM: FY20-VI.D

Board Meeting Date: July 11, 2019

**BOARD COMMITTEE**

**FUNDING**

- Policy
- Finance
- Architectural
- Other

- Operating
- College Capital
- Protection, Health and Safety

- Grant Funded
- Student Life
- Special Levies

**PROPOSAL SUMMARY**

To accept the bids of the lowest vendors for the purchase of athletic uniforms and supplies.

**ESTIMATED COST OR BENEFIT**

\$13,555.99

**JUSTIFICATION OF ACTION**

The uniforms and supplies are needed for the 2019-2020 athletic season. (Strategic Direction, 2 SSC2.6: Engage students in all aspects of their college experience.)

**MOTION**

To accept the bids of Bill Fritz Corp., Apex, North Carolina, \$533.93; BSN Sports, Dallas, Texas, \$4,481.76; Eastbay, Wausau, Wisconsin, \$6,173.75 and Lansing Sports, Lansing, Illinois, \$2,366.55 for the purchase of athletic uniforms and supplies.

**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)

Originator Mark Sarea Date 6/25/19  
 Appropriate Dean/Vice President \_\_\_\_\_ Date \_\_\_\_\_  
 President Shelley Stokes Date 7/8/19



## South Suburban College

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

### MEMORANDUM

To: Lynette Stokes

From: Martin Lareau

Date: June 25, 2019

Subject: Athletic Uniforms and Supplies

On June 5, 2019 we mailed requests for bids for athletic uniforms and supplies to thirteen (13) vendors. Our legal requirement to advertise was satisfied through notices placed in *The Chicago Tribune*. We had four (4) responses and a public opening was held on June 19, 2019 at 10:30 AM with the results being read aloud. A breakdown of the bids is attached.

The College has done business with or checked the references of the successful vendors and found all the successful vendor and found all experiences to be satisfactory. We therefore, recommend acceptance of the bids in the amount of \$13,555.99 for the purchase of athletic uniforms and supplies.

Athletic Uniform and Supply Bid  
Bid opening June 19, 2019

	QTY	ITEM	Bill Fritz Sports		BSN Sports		Eastbay		Lansing Sports	
		<b>Basball</b>								
1	40 bgs	Chalk	N/B		\$ 597.98	L	\$ 785.00		N/B	
2	40 Bgs	Hill topper Clay	N/B		N/B		\$ 751.00	L	N/B	
3	50 Bgs	Turface Dry	N/B		\$ 764.50	L	\$ 850.00		N/B	
4	1	Drag Mat	N/B		\$ 68.92	L	\$ 179.00		\$ 299.95	
		<b>Softball</b>								
5	2 pks	Softball Scoresheets	N/B		\$ 25.96	L	N/B		\$ 43.90	
		<b>Volleyball</b>								
6	36	Spandex	N/B		\$ 648.00	L	\$ 540.00		\$ 718.20	
7	36	Socks	N/B		\$ 216.00		\$ 171.00	L	\$ 214.20	
8	20	Pants	N/B		\$ 700.00		\$ 690.00	L	\$ 1,100.00	
9	18	Knee Pads	N/B		\$ 324.00		\$ 212.50	L	\$ 269.10	
10	22	Warm up T-shirts	N/B		\$ 418.00		\$ 352.00	L	\$ 548.90	
11	18	Warm up jackets	N/B		\$ 810.00		\$ 716.00	L	\$ 1,115.10	
12	4	Coach shirts	N/B		\$ 180.00		\$ 148.00	L	\$ 200.00	
13	4	Coach jackets	N/B		N/B		\$ 125.00	L	\$ 200.00	
14	10	Jerseys	N/B		N/B		\$ 163.00	L	\$ 259.50	
15	5	Jerseys	N/B		N/B		\$ 151.75	L	\$ 299.75	
16	14	Volleyballs	\$ 370.44	L	N/B		\$ 445.00		\$ 825.30	
		<b>Women's Basketball</b>								
17	1	Dribble Specs	N/B		N/B		N/B		\$ 89.95	L
18	1	Agility Aids	N/B		N/B		N/B		N/B	
19	2	Resistance Tether	\$ 134.00	L	N/B		N/B		N/B	
20	2	Single Blocker	N/B		N/B		N/B		N/B	
21	1	Punch Mitts	\$ 29.49	L	N/B		N/B		N/B	
22	2	Dribble gloves	N/B		N/B		N/B		N/B	

## Athletic Uniform and Supply Bid

Bid opening June 19, 2019

	QTY	ITEM	Bill Fritz Sports	BSN Sports		Eastbay	Lansing Sports	
		<b>Men's Basketball</b>						
23	10	Combination Locks	N/B	\$ 58.80	L	N/B	\$ 99.50	
24	2	Stretching rollers	N/B	N/B		N/B	N/B	
		<b>Men's Soccer</b>						
25	26	Compression Mock	N/B	\$ 858.00		\$ 1,237.00	\$ 856.70	L
26	48 Pr	Socks	N/B	\$ 432.00		\$ 348.00	\$ 479.52	L
27	26	Jerseys	N/B	\$ 910.00		\$ 730.00	\$ 778.70	L
28	26	Shorts	N/B	\$ 520.00		\$ 353.00	\$ 518.70	L
29	8	Polo's	N/B	\$ 280.00		\$ 269.00	\$ 399.60	L
30	6	Soccer Balls	N/B	N/B		\$ 295.00	\$ 359.70	L
31	10	Practice Balls	N/B	\$ 278.80	L	\$ 330.00	\$ 399.50	
		<b>Women's Soccer</b>						
32	6	Nike Polo Shirts	N/B	\$ 210.00		\$ 203.00	\$ 299.70	L
33	44 Pr	Nike Soccer Socks	N/B	\$ 396.00		\$ 319.00	\$ 439.56	L
34	22	Nike Compression	N/B	\$ 15,972.00		\$ 1,049.00	\$ 724.90	L
35	22	Nike Warm-up Tops	N/B	\$ 990.00	L/C	\$ 983.00	\$ 1,098.90	
36	22	Nike Warm-Up Pants	N/B	\$ 770.00	L/C	\$ 785.00	\$ 878.90	
37	10	Practice Balls	N/B	\$ 278.80	L	\$ 330.00	\$ 399.50	
38	20	Nike Scrimmage Vest	N/B	\$ 160.00		\$ 140.00	\$ 200.00	L
39	40	Assorted Color Disks	N/B	N/B		\$ 36.50	\$ 80.00	L
40	10 Dz	Towels	N/B	\$ 208.60	S	\$ 832.00	\$ 695.00	L
		<b>Vendor Total</b>	\$ 533.93	\$ 4,481.76		\$ 6,173.75	\$ 2,366.55	
L=low vendor meeting specifications								
S= substitution								
C= Combined as set								



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM: FY20-VI.E

Board Meeting Date: July 11, 2019

BOARD COMMITTEE

FUNDING

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

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

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

**PROPOSAL SUMMARY**

Closed session minutes and audio tapes were reviewed, per the Illinois Open Meetings Act. The written minutes of January 10, 2019 are authorized to be released. The written minutes of December 13, 2018, February 14, 2019, March 14, 2019, and April 11, 2019 shall remain closed. The audio recordings of September 14, 2017 and November 9, 2017 are authorized to be destroyed. The audio recordings of December 14, 2017 shall be retained.

**ESTIMATED COST OR BENEFIT**

N/A

**JUSTIFICATION OF ACTION**

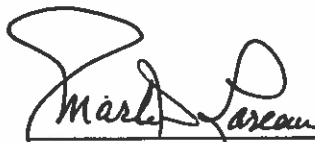
The Illinois Open Meetings Act requires closed session minutes be reviewed every six months and released to public review, if advised by legal counsel. The Act also authorizes the destruction of audio tapes of Closed Session Minutes 18 months prior. This action fosters transparency per the SSC Vision Statement.

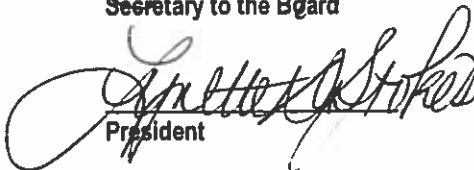
**MOTION**

Closed session minutes and audio tapes were reviewed, per the Illinois Open Meetings Act. The written minutes of January 10, 2019 are authorized to be released. The written minutes of December 13, 2018, February 14, 2019, March 14, 2019, and April 11, 2019 shall remain closed. The audio recordings of September 14, 2017 and November 9, 2017 are authorized to be destroyed. The audio recordings of December 14, 2017 shall be retained.

**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

  
 Secretary to the Board      7/3/19  
 Date

  
 President      7/3/19  
 Date



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM: FY20-VII.A.1

Board Meeting Date: July 11, 2019

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**

Request that the Board of Trustees accept the retirement of Mr. Mark Pelech, full-time instructor in the OAT/Business Program, effective December 31, 2019, and grant permission to advertise to fill the vacated position, as needed.

**ESTIMATED COST OR BENEFIT**

Not applicable.

**JUSTIFICATION OF ACTION**

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

**MOTION**

Request that the Board of Trustees accept the retirement of Mr. Mark Pelech, full-time instructor in the OAT/Business Program, effective December 31, 2019, and grant permission to advertise to fill the vacated position, as needed.

**Approvals:**

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

	6/20/19
Originator	Date
	7/8/19
Director of Human Resources	Date
	6/20/19
Appropriate Vice President	Date
	6/20/19
President	Date



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM: FY20-VII.B.1

Board Meeting Date: July 11, 2019  
For Board Action in July 2019

**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**

The proposal is to hire Damon McGhee as Librarian Full-Time Tenure Track, effective August 15, 2019.

**ESTIMATED COST OR BENEFIT**

As placed on the faculty salary schedule.

**JUSTIFICATION OF ACTION**



Fulfillment of this position supports Strategic Plan Direction 2.4; Provide student orientation (library) and create opportunities for students to develop skills for college success. The fulfillment of this position is in direct alignment with Strategic Direction #2—Student Success and Completion, Goal 2.1.

**MOTION**

Move that the Board of Trustees approve the hiring of Damon McGhee as Librarian Full-Time Tenure Track, effective August 15, 2019.

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

**Approvals:**

 Originator	 Date
 Appropriate Dean/Vice President	 Date
 Director of Human Resources	 Date
 President	 Date





**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM: FY20-VII.B.2

For Board Action in July, 2019  
Board Meeting Date: July 11, 2019

**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 approve the hiring of Marcus Ellis as Library Assistant I, Library, effective July 15, 2019, and request permission to advertise the vacated position as needed.

**ESTIMATED COST OR BENEFIT**

This position is 35 hours per week, 48 weeks per year, and classified Grade II on the Support Staff salary schedule.

**JUSTIFICATION OF ACTION**




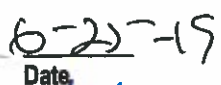


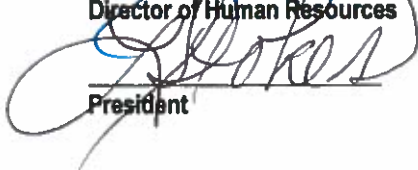

This appointment is in direct alignment with (Strategic Direction #2 –Student Success and Completion, Goal –SSC 2.1)

**MOTION**

Move that the Board of Trustees approve the hiring of Marcus Ellis, Library Assistant I, Library, effective July 15, 2019, and to advertise 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:**

  
 Originator   
  
 Appropriate Dean/Vice President   
  
 Director of Human Resources   
  
 President 



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM: FY20-VII.B.3

Board Meeting Date: July 11, 2019

**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**

Request that the Board of Trustees appoint Jeffery Ivy as a full-time Registration Specialist in the Enrollment Services Department, pending the successful completion of a background investigation, effective July 15, 2019.

**ESTIMATED COST OR BENEFIT**

This is a regular full-time position; 35 hours per week, 52 weeks per year with an annual salary of \$35,333, classified Grade VII on the support staff salary schedule.

**JUSTIFICATION OF ACTION**


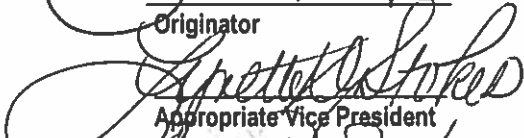

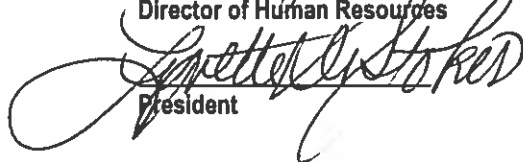
This appointment is necessary to fill the vacancy created by the transfer of Siobhan Loggins. This action supports the SSC Core Values.

**MOTION**

Move that the Board of Trustees appoint Jeffery Ivy as a full-time Registration Specialist in the Enrollment Services Department, pending the successful completion of a background investigation, effective July 15, 2019.

**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

	7/8/19
Originator	Date
	7/8/19
Appropriate Vice President	Date
	7/8/19
Director of Human Resources	Date
	7/8/19
President	Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY20-VII.B.4

Board Meeting Date:

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 Linda Mattox as the Human Resources Manager, effective August 5, 2019 pending the successful completion of the background check, and request permission to advertise to fill the vacated position, as needed.

**ESTIMATED COST OR BENEFIT**

This is a full-time position with an annual salary of \$70,000, plus benefits.

**JUSTIFICATION OF ACTION**

This action supports SSC Strategic Direction 2, SSC 2.21, to provide an attractive, safe, healthy and welcoming learning environment for all students. In addition, this action supports our mission, vision and core values.

**MOTION**

Move that the Board of Trustees appoint Linda Mattox as the Human Resources Manager, effective August 5, 2019 pending the successful completion of the background check, and to advertise the vacated position, if needed.

Approvals:

- \* 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)

[Signature] 7/1/19  
 Originator Date

[Signature] 7/1/19  
 Director of Human Resources Date

[Signature] 7/3/19  
 Appropriate Vice President Date

[Signature] 7/8/19  
 President Date



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM: FY20-VII.B.5

Board Meeting Date: July 11, 2019

**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. Cynthia Brown as a full-time OB/PEDs instructor in the Nursing Program, effective August 15, 2019.

**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 position is in direct alignment with (Strategic Direction # 2 - Student Success and Completion, Goal - SSC 2.1)

**MOTION**

Move that the Board of Trustees appoint Ms. Cynthia Brown as a full-time OB/PEDs instructor in the Nursing Program, effective August 15, 2019.

**Approvals:**

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

<u>Jaske A. Williams</u>	<u>6/18/19</u>
Originator	Date
<u>[Signature]</u>	<u>7/1/19</u>
Director of Human Resources	Date
<u>Jaske A. Williams</u>	<u>6/18/19</u>
Appropriate Vice President	Date
<u>[Signature]</u>	<u>6/19/19</u>
President	Date



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM: FY20-VII.C.1

Board Meeting Date: July 11, 2019

**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 Memorandum of Understanding between South Suburban College Faculty Association (a chapter of Local 1600 AFT) and Community College District #510 for the fall 2019 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 1) additional extra overload class or have one (1) additional overload assignment, not to exceed 30 CHEs, for overload pay during the Fall 2019 Semester in accordance with the rotation plans of their respective departments. Guidelines for this additional extra overload class or assignment 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 fall 2019 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

Joske J. Williams 6/18/19  
Originator Date

[Signature] 7/1/19  
Director of Human Resources Date

Joske J. Williams 6/18/19  
Appropriate Vice President Date

[Signature] 6/19/19  
President Date

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
SOUTH SUBURBAN COLLEGE  
AND  
SOUTH SUBURBAN COLLEGE FACULTY ASSOCIATION**

This Memorandum of Understanding ("MOU") is entered into on the 11<sup>th</sup> day of July, 2019 by and between the South Suburban Community College District No. 510, Cook County, Illinois (hereafter the "COLLEGE") and South Suburban College Faculty Association (hereafter "SSCFA").

Whereas, certain classes are in high demand by students of the COLLEGE;

Whereas, certain Department Chairs and Deans have been unable to maintain qualified adjunct instructors to teach additional sections being offered by the College;

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

1. **ADDITIONAL EXTRA OVERLOAD** - Full-time faculty in approved Departments or courses, as agreed to by and between the COLLEGE and the SSCFA, shall be allowed to teach one (1) additional extra overload class or have one (1) additional overload assignment, not to exceed 30 CHEs, for overload pay during the Fall 2019 Semester in accordance with the rotation plans of their respective departments. The availability of one (1) additional overload course or one (1) additional overload assignment, referenced in this MOU shall be in addition to, and not in replacement of, the maximum overload class assignments of nine (9) CHEs as specified in the agreement. Approval shall be granted following consultation between the COLLEGE and the SSCFA.
2. **WAIVER** - By executing this MOU, the COLLEGE and the SSCFA agree not to grieve any of the terms and conditions stated herein.
3. **JURISDICTION** - This MOU shall be governed by and construed in accordance with the substantive laws of the State of Illinois regardless of any conflict of law provision. All disputes arising out of this MOU, wherever derived, will be resolved in the Circuit Court of Cook County, Illinois.
4. **NOTICE** - Any notice or communication permitted or required under this MOU shall be in writing and shall become effective on the day of mailing thereof by first class mail or certified mail, postage prepaid, addressed:

If to the COLLEGE, to:                   Dr. Lynette D. Stokes, President  
South Suburban Community College District #510  
15800 South State Street  
South Holland, IL 60473

If to the SSCFA, to:                   Mr. G.A. Griffith  
South Suburban Community College  
15800 South State Street  
South Holland, IL 60473

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 Fall 2019 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: \_\_\_\_\_