



**BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE**  
**15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS**  
**BOARD ROOM (ROOM 2248)**  
**REGULAR BOARD MEETING AGENDA**  
**THURSDAY, AUGUST 8, 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. Finance Committee meeting held July 11, 2019
- B. Regular Board of Trustees meeting held July 11, 2019

**VI. NEW BUSINESS**

- A. Monthly Financial Report (T. Pollert)
- B. Approval of the payment of bills for August 2019 (T. Pollert)
- C. Approval of the tentative operating and non-operating budgets for fiscal year 2019/2020 (A. DeFilippo)

**VII. PERSONNEL RECOMMENDATIONS**

- A. Retirements/Resignations/Terminations
- B. Appointments
- C. Grant permission to advertise
- D. Memorandum of Agreement between Community College District No. 510 and the South Suburban College Adjunct Faculty Association.

**VIII. CLOSED SESSION**

The Board to consider meeting in Closed Session for the discussion of the hiring, discipline, performance, and compensation of certain personnel, matters of collective bargaining, acquisition of real property, and matters of pending, probable, or imminent litigation.

**IX. MISCELLANEOUS**

**X. ADJOURNMENT**

## **BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE**

**16333 S. KILBOURN AVENUE, OAK FOREST, ILLINOIS**

**MINUTES OF THE FINANCE COMMITTEE**

**THURSDAY, JULY 11, 2019**

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Trustee Anthony DeFilippo called the Finance Committee meeting to order at 8:12 p.m.

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

Committee members absent: None.

Other Board members in attendance: Trustees Terry Wells, Frank M. Zuccarelli and Student Trustee Babatunde Adamson.

Other Board members absent: Trustees Vivian Payne and Joseph Whittington.

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

Agenda:

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.

Trustee DeFilippo recommended the Board 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 at the regular Board of Trustees meeting.

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.

Trustee DeFilippo recommended the Board 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 at the regular Board of Trustees meeting.

The meeting adjourned at 8:15 p.m.

# **BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE**

**16333 S. KILBOURN AVENUE, OAK FOREST, ILLINOIS**

**REGULAR BOARD MEETING MINUTES**

**THURSDAY, JULY 11, 2019**

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

At 8:16 p.m., Chairman Frank M. Zuccarelli called the regular meeting of the Board of Trustees of South Suburban College, Illinois Community College District No. 510 to order. The meeting was held in the Board Room of the Oak Forest Campus.

*Present:* Trustees John Daly, Anthony DeFilippo, Janet Rogers, Terry Wells, Frank M. Zuccarelli, and Student Trustee Babatunde Adamson.

*Absent:* Trustees Vivian Payne and Joseph Whittington.

*Also present:* Lynette D. Stokes, President; Tasha Williams, Vice President of Academic Services; Deborah King, Vice President of Student and Enrollment Services; Martin Lareau, Vice President of Administration and Secretary to the Board; and College Attorney Stanley 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. Policy Committee meeting held June 13, 2019**

Trustee DeFilippo moved and Trustee Daly seconded to approve the minutes of the Policy Committee meeting held June 13, 2019. On roll call John Daly, Anthony DeFilippo and Frank M. Zuccarelli voted aye. Nays: None. Trustees Janet Rogers and Terry Wells passed. Student Trustee Babatunde Adamson voted aye. Motion carried.

### **B. Finance Committee meeting held June 13, 2019**

Trustee Daly moved and Trustee Daly seconded to approve the minutes of the Policy Committee meeting held June 13, 2019. On roll call John Daly, Anthony DeFilippo and Frank M. Zuccarelli voted aye. Nays: None. Trustees Janet Rogers and Terry Wells passed. Student Trustee Babatunde Adamson voted aye. Motion carried.

### **C. Regular Board of Trustees meeting held June 13, 2019**

Trustee DeFilippo moved and Trustee Daly seconded to approve the minutes of the Regular Board of Trustees meeting held June 13, 2019. On roll call John Daly, Anthony DeFilippo and Frank M. Zuccarelli voted aye. Nays: None. Trustees Janet Rogers and Terry Wells passed. Student Trustee Babatunde Adamson voted aye. Motion carried.

## **VI. NEW BUSINESS**

### **A. Monthly Financial Report**

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

### **B. Bills Payable for July, 2019**

Trustee Wells moved and Trustee Rogers seconded to authorize the Treasurer to pay the list of bills payable for July, 2019 in the amount of \$3,253,162.26. On roll call John Daly, Anthony DeFilippo, Janet Rogers, Terry Wells and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Babatunde Adamson voted aye. Motion carried.

### **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**

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

### **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**

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

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

Trustee Rogers moved and Trustee Wells seconded to release the written minutes of January 10, 2019. 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. On roll call John Daly, Anthony DeFilippo, Janet Rogers, Terry Wells and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Babatunde Adamson passed. Motion carried.

## **VII. PERSONNEL RECOMMENDATIONS**

### **A. Retirements/Resignations/Terminations**

Trustee Daly moved and Trustee DeFilippo seconded to approve the retirement of 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. On roll call John Daly, Anthony DeFilippo, Janet Rogers, Terry Wells and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Babatunde Adamson voted aye. Motion carried.

**B. Appointments**

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

1. Appointment of Damon McGhee as a full-time, tenure-track Librarian, effective August 15, 2019.
2. Appointment of Marcus Ellis as a Library Assistant I, effective July 15, 2019, and request permission to advertise to fill the vacated position, as necessary.
3. Appointment of Jeffery Ivy as a full-time Registration Specialist in the Enrollment Services Department, effective July 15, 2019, pending the successful completion of a criminal background investigation.
4. Approve the appointment of Linda Mattox as the Human Resources Manager, effective August 5, 2019, pending successful completion of a criminal background investigation, and grant permission to advertise to fill the vacated position, as needed.
5. Approve the appointment of Cynthia Brown as a full-time OB/PEDs Instructor in the Nursing Department, effective August 15, 2019.

On roll call John Daly, Anthony DeFilippo, Janet Rogers, Terry Wells and Frank M. Zuccarelli voted aye. Nays: None. Student Trustee Babatunde Adamson voted aye. Motion carried.

**C. Memorandum of Understanding (additional extra overload)**

Trustee Daly moved and Trustee Wells seconded to approve the Memorandum of Understanding between the South Suburban College Faculty Association (a chapter of Local 1600 AFT) and Community College District No. 510 for the fall semester of 2019. On roll call John Daly, Anthony DeFilippo, Janet Rogers, Terry Wells 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 8:38 p.m. on a motion made by Trustee Rogers and seconded by Trustee DeFilippo. On roll call John Daly, Anthony DeFilippo, Janet Rogers, Terry Wells 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**

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



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

For Board Information in August, 2019.

For Board Action in August, 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**

Please refer to the attached Investment Report and Financial Summary enclosed in your Board packet for the period ending June 30, 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**

*Tim Kollat*  
\_\_\_\_\_  
Controller/Treasurer

*Matthew Sawick*  
\_\_\_\_\_  
Vice-President

*Gynette Stotek*  
\_\_\_\_\_  
President

**SOUTH SUBURBAN COLLEGE**  
**South Holland, Illinois**

To: Board of Trustees  
 From: Tim Pollert  
 Date: August 1, 2019  
 Subject: Financial Report For The Period Ending June 30, 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>
\$2,814,327.58	\$29,143,930.11
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$2,110,331.37	\$31,671,389.58

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>
\$3,606,359.25	\$46,007,999.45
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$3,030,736.83	\$49,163,932.04
<u>Net Monthly Position</u>	<u>Year to Date Net Position</u>
\$575,622.42	(\$3,155,932.59)

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>
\$9,500,529.78	2.42%	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	\$2,410,902.74	\$403,424.84	\$2,814,327.58
YTD	\$25,237,765.27	\$3,906,164.84	\$29,143,930.11

	<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	\$1,713,745.05	\$396,586.32	\$2,110,331.37
YTD	\$26,946,962.94	\$4,724,426.64	\$31,671,389.58



**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	\$3,606,359.25	\$3,030,736.83	\$575,622.42
YTD	\$46,007,999.45	\$49,163,932.04	(\$3,155,932.59)

	<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	\$9,500,529.78	2.42%	1







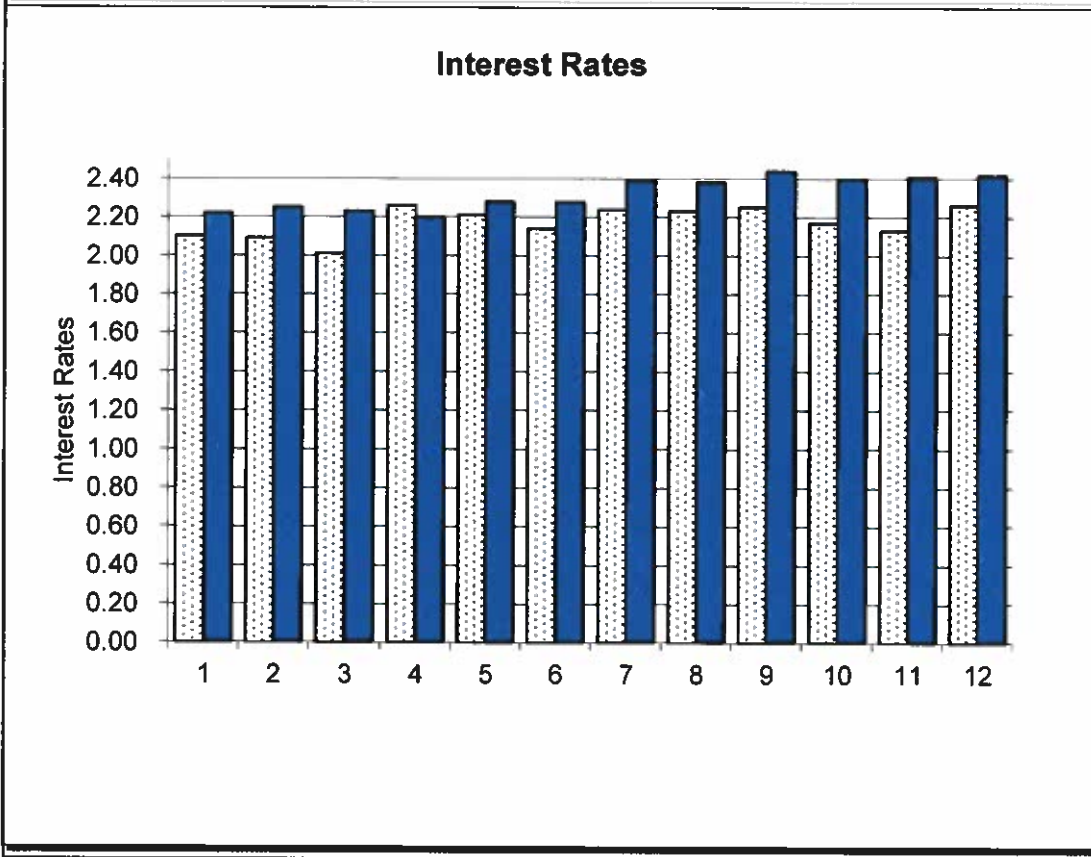


SOUTH SUBURBAN COLLEGE

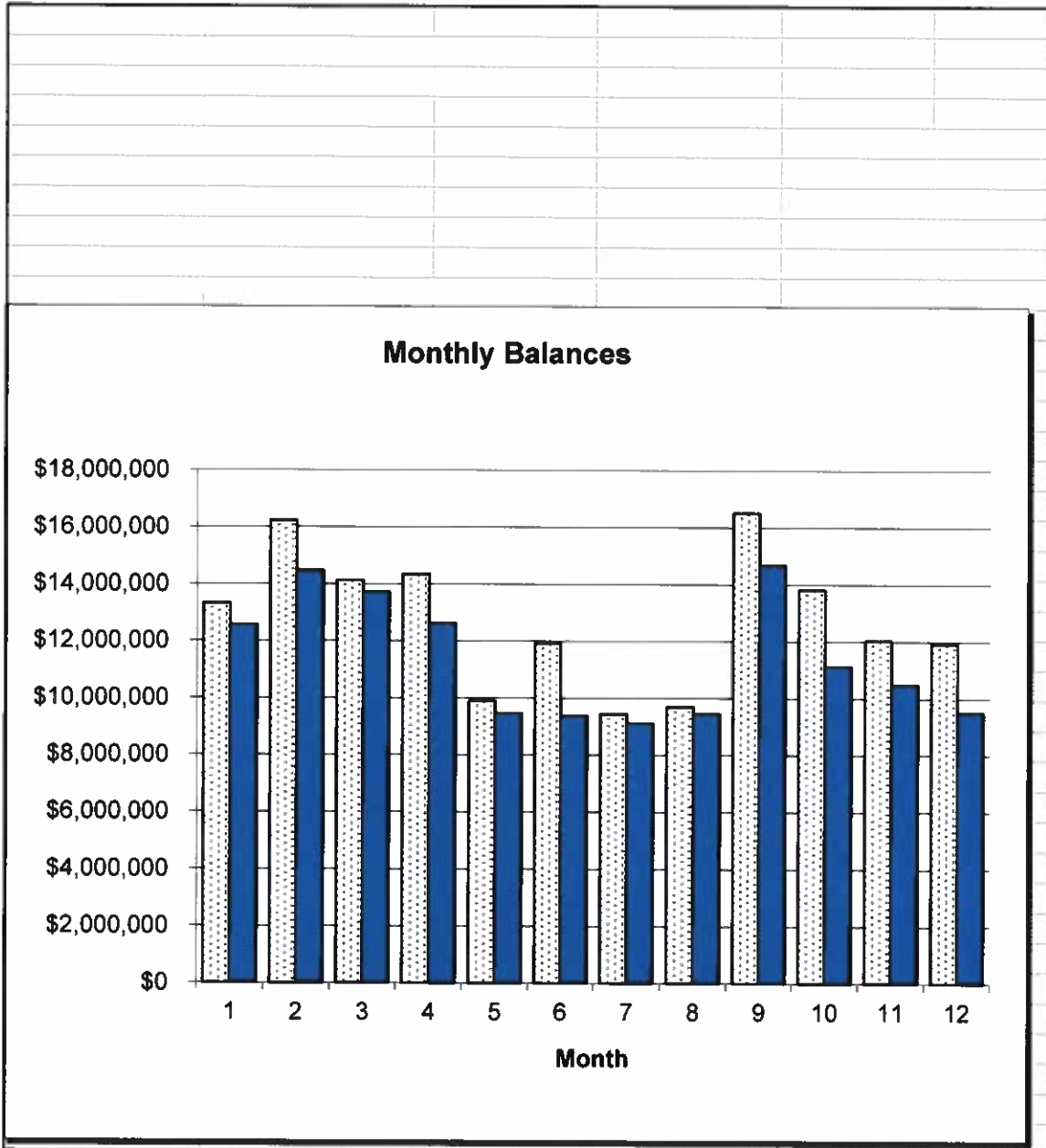
Investment		Page 4	Page 6	Total	Percent to Total
10	U. S. Government Securities	0.00	0.00	0.00	0%
20	Time Deposits	1,985,102.90	0.00	1,985,102.90	21%
30	Commercial Paper	0.00	0.00	0.00	0%
40	Mutual Funds	0.00	0.00	0.00	0%
50	Illinois Funds	2,532,529.80	0.00	2,532,529.80	27%
60	Repurchase Agreements	0.00	0.00	0.00	0%
90	Other	4,982,897.08	0.00	4,982,897.08	52%
	<b>Total</b>	<b>9,500,529.78</b>	<b>0.00</b>	<b>9,500,529.78</b>	<b>100%</b>
	<b>Average %</b>	<b>2.42</b>			

### South Suburban College

<b>Investment Summary</b>				
	F Y 2017 - 2018		F Y 2018 - 2019	
Month	Month End Balance	Percent Return	Month End Balance	Percent Return
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	9,500,530	2.42



South Suburban College







**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

**Agenda Item FY20-VI.B**

For Board Information in August, 2019.

For Board Action in August, 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	\$2,207,667.47
Operation & Maintenance Fund	296,301.40
Operation & Maintenance Restricted Fund	302,120.50
Auxiliary Enterprise Fund	274,347.28
Restricted Funds	323,295.09
Special Levies Fund	242,580.60
Audit Fund	1,500.00
Flex Plan Fund	<u>6,751.30</u>
<b>Total</b>	<b>\$3,654,563.64</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**

Jim Pollitt  
Controller/Treasurer

Maura Lawrence  
Vice-President

Denise Stokes  
President



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

For Board Information in August, 2019

Board Action in August, 2019

**BOARD COMMITTEE:**

- Policy
- Finance
- Architectural
- Other

**FUNDING:**

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

**PROPOSAL SUMMARY**

At the Finance Committee meeting, Board members had an opportunity to review the Fiscal Year 2019-2020 tentative budgets. As a result of this review, we recommend the Board take action to approve the tentative budgets for Fiscal Year 2019-2020.

**ESTIMATED COST OR BENEFIT**

The tentative operating budget is \$33,231,134  
The tentative non-operating budget is \$18,184,725

**JUSTIFICATION OF ACTION**


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

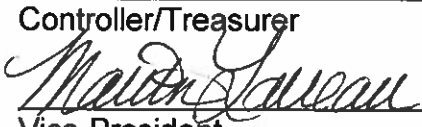
**MOTION**

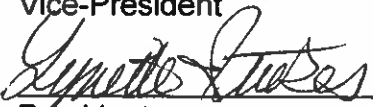
Motion to approve the tentative operating and non-operating budgets for Fiscal Year 2019-20; publish notification of the tentative budget, and to have the tentative budget available for public inspection for thirty days.

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

**APPROVALS**

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

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

  
 \_\_\_\_\_  
 President

# Office of the Treasurer

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**To: Board of Trustees**  
**From: Tim Pollert**  
**Date: August 1, 2019**  
**Subject: Budget Packet – Fiscal Year 2019-2020**

Included with this Board Action Request form are summary documents for both the tentative Operating and Non-Operating fund budgets for fiscal year 2019-2020.

Tentative Operating expenditures are currently budgeted at \$33,231,134 with projected revenue of \$29,906,437. Non-Operating expenditures are projected to be \$18,184,725 with revenue projected at \$18,184,757. In aggregate, fiscal year expenditures are \$51,415,859 with projected revenue at \$48,091,194.

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

# Operating Budget

## 2020

*Tentative*

	Budget		Difference	% Change
	2020	2019		
<b>Vice President of Academic Affairs</b>				
Vice Pres. Academic Affairs Office	\$ 432,721	\$ 704,476	\$ (271,755)	-39%
Adult Ed	157,806	153,662	4,144	3%
Continuing Ed	218,253	268,822	(50,569)	-19%
AVP Accreditation and Institutional Research	290,109	-	290,109	-
Dean of Nursing	243,643	228,920	14,723	6%
Nursing Department	321,676	292,222	29,454	10%
BNATP	138,213	136,752	1,461	1%
Institutional Research	152,606	141,456	11,150	8%
Oak Forest Center	397,713	362,636	35,077	10%
Physical Science	483,081	554,680	(71,599)	-13%
Math	1,286,315	1,366,475	(80,160)	-6%
Life Science	914,521	844,287	70,234	8%
English	1,408,203	1,409,814	(1,611)	0%
Business	341,596	331,900	9,696	3%
CIS	165,202	140,202	25,000	18%
OAT	109,752	89,552	20,200	23%
Building Construction	150,045	217,040	(66,995)	-31%
Dean of STEM	156,937	321,172	(164,235)	-51%
Engineering	107,125	15,100	92,025	609%
Dean of Academic Services	181,556	183,774	(2,218)	-1%
Art	507,235	469,093	38,142	8%
Communication & Humanities	520,849	690,291	(169,442)	-25%
Music	249,209	250,601	(1,392)	-1%
Social & Behavioral Sciences	573,639	658,308	(84,669)	-13%
Performing Arts Center	94,899	89,988	4,911	5%
Theatre Productions	16,200	16,000	200	1%
Legal Studies	529,737	285,078	244,659	86%
Human Services	31,800	131,402	(99,602)	-76%
Service Learning	4,750	-	4,750	-
Child Development	136,872	-	136,872	-
Health & First Aid	-	5,000	(5,000)	-
Allied Health	1,316,163	1,375,657	(59,494)	-4%
Medical Professions	-	75,000	(75,000)	-
Dean of Health Professions	-	155,089	(155,089)	-
<b>Total</b>	<b>\$ 11,638,426</b>	<b>\$ 11,964,449</b>	<b>\$ (326,023)</b>	<b>-2.72%</b>

# Operating Budget

## 2020

*Tentative*

Vice President of Administration	Budget			
	2020	2019	Difference	% Change
Mailroom	\$ 112,250	\$ 142,250	\$ (30,000)	-21%
Physical Plant Engineering	151,516	283,452	(131,936)	-47%
Physical Plant Grounds	53,000	40,000	13,000	33%
Physical Plant Maintenance	805,792	658,854	146,938	22%
Physical Plant Utilities	1,166,000	698,000	468,000	67%
Physical Plant Custodial	1,177,119	1,114,853	62,266	6%
Treasurer's Office	146,298	146,308	(10)	0%
Business & Accounting	611,046	653,546	(42,500)	-7%
Financial Aid	461,316	474,802	(13,486)	-3%
Human Resources	384,023	295,768	88,255	30%
Affirmative Action	3,600	600	3,000	500%
Staff Development	25,171	38,001	(12,830)	-34%
VP Administration	325,445	247,078	78,367	32%
Campus Police	1,351,318	1,324,246	27,072	2%
TV Studio	643,266	710,410	(67,144)	-9%
Distance Learning	101,365	115,248	(13,883)	-12%
Network Systems	1,704,603	1,947,945	(243,342)	-12%
Information Technology	1,637,320	570,319	1,067,001	187%
Switchboard	299,581	275,144	24,437	9%
Technology Infrastructure	-	313,073	(313,073)	-
Institutional Expense	1,863,291	1,558,312	304,979	20%
Waivers/Scholarships	2,750,000	2,620,091	129,909	5%
<b>Total</b>	<b>\$ 15,773,320</b>	<b>\$ 14,228,300</b>	<b>\$ 1,545,020</b>	<b>10.86%</b>

# Operating Budget

2020

Tentative

President	Budget		Difference	% Change
	2020	2019		
Foundation	\$ 73,192	\$ 57,867	\$ 15,325	26%
Publications	232,882	239,196	(6,314)	-3%
Public Relations	493,575	435,225	58,350	13%
President's Office	434,027	472,430	(38,403)	-8%
Board of Trustees	47,504	64,000	(16,496)	-26%
Phi Theta Kappa	7,792	5,350	2,442	46%
Total	\$ 1,288,972	\$ 1,274,068	\$ 14,904	1.17%

Vice President Student Development	Budget		Difference	% Change
	2020	2019		
VP Student Development	\$ 225,288	\$ 241,801	(16,513)	-7%
Records	294,292	405,079	(110,787)	-27%
Admiss/Latino Center/Welcome Center/Circle	341,293	258,739	82,554	32%
Registration	199,752	273,109	(73,357)	-27%
Veterans Center	30,000	-	30,000	-
Reading	288,359	282,270	6,089	2%
Counseling	1,327,236	1,180,909	146,327	12%
Library	514,589	727,364	(212,775)	-29%
Dean of Student Development	162,917	157,348	5,569	4%
Office of Disable Student Services	151,859	136,394	15,465	11%
Office of College Recruitment	428,768	510,537	(81,769)	-16%
Academic Assistance Services	166,275	98,384	67,891	69%
Dean of Student Services	152,698	172,288	(19,590)	-11%
Testing & Orientation	192,090	186,127	5,963	3%
Career Development	51,000	63,467	(12,467)	-20%
Physical Fitness Center	4,000	4,500	(500)	-11%
Total	\$ 4,530,416	\$ 4,698,316	\$ (167,900)	-3.57%

<b>Total 2020 Operating Budget</b>	<b>\$ 33,231,134</b>	<b>\$ 32,165,133</b>	<b>\$ 1,066,001</b>	<b>3.31%</b>
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## Operating Funds Revenues

Fiscal Year 2019 - 2020

Category	FY 19-20 Budget	FY 18-19 Budget	Increase/ Decrease	Percent Change
<b>Local Government Sources:</b>				
Taxes Current Year	\$ 12,895,694	\$ 12,618,096	\$ 277,598	2.20%
<b>Total Local Sources</b>	<b>\$ 12,895,694</b>	<b>\$ 12,618,096</b>	<b>\$ 277,598</b>	<b>2.20%</b>
<b>State Government Sources:</b>				
Credit Hour Grants	\$ 2,235,148	\$ 2,031,750	\$ 203,398	10.01%
Equalization Grant	485,830	678,740	(192,910)	-28.42%
Career and Technical Ed Grant	217,255	217,440	(185)	-0.09%
Corporate Replacement Tax	570,000	511,506	58,494	11.44%
<b>Total State Sources</b>	<b>\$ 3,508,233</b>	<b>\$ 3,439,436</b>	<b>\$ 68,797</b>	<b>2.00%</b>
<b>Federal Government Sources</b>	<b>\$ 14,975</b>	<b>\$ 13,490</b>	<b>\$ 1,485.00</b>	<b>11.01%</b>
<b>Tuition and Fees:</b>				
Tuition	11,185,761	11,185,761	\$ -	0.00%
Course Fees	745,049	715,000	30,049	4.20%
Lab Fees	337,686	320,973	16,713	5.21%
Other Fees	190,000	174,594	15,406	8.82%
<b>Total Tuition and Fees</b>	<b>\$ 12,458,496</b>	<b>\$ 12,396,328</b>	<b>\$ 62,168</b>	<b>0.50%</b>
<b>Other Sources of Revenue:</b>				
Interest on Investments	\$ 240,000	\$ 240,000	\$ -	\$ -
Facilities Rental	789,039	663,298	125,741	18.96%
<b>Total Other Sources</b>	<b>\$ 1,029,039</b>	<b>\$ 903,298</b>	<b>\$ 125,741</b>	
<b>Total Revenue</b>	<b>\$ 29,906,437</b>	<b>\$ 29,370,648</b>	<b>\$ 535,789</b>	<b>1.82%</b>
	=====	=====	=====	=====

## Educational Fund Revenues

Fiscal Year 2019 - 2020

Category	FY 19-20 Budget	FY 18-19 Budget	Increase/ Decrease	Percent Change
<b>Local Government Sources:</b>				
Taxes Current Year	\$ 10,187,963	\$ 9,968,653	\$ 219,310	2.20%
<b>Total Local Sources</b>	<b>\$ 10,187,963</b>	<b>\$ 9,968,653</b>	<b>\$ 219,310</b>	<b>2.20%</b>
<b>State Government Sources:</b>				
Credit Hour Grants	\$ 1,117,574	\$ 1,015,875	\$ 101,699	10.01%
Equalization Grant	485,830	678,740	(192,910)	-28.42%
Career and Technical Ed Grant	217,255	217,440	\$ (185)	-0.09%
Corporate Replacement Tax	285,000	255,753	29,247	11.44%
<b>Total State Sources</b>	<b>\$ 2,105,659</b>	<b>\$ 2,167,808</b>	<b>\$ (62,149)</b>	<b>-2.87%</b>
<b>Federal Government Sources</b>	<b>\$ 14,975</b>	<b>\$ 13,490</b>	<b>\$ 1,485.00</b>	<b>11.01%</b>
<b>Tuition and Fees:</b>				
Tuition	\$ 11,185,761	\$ 11,185,761	\$ -	0.00%
Course Fees	745,049	715,000	30,049	4.20%
Lab Fees	337,686	320,973	16,713	5.21%
Other Fees	190,000	174,594	15,406	8.82%
<b>Total Tuition and Fees</b>	<b>\$ 12,458,496</b>	<b>\$ 12,396,328</b>	<b>\$ 62,168</b>	<b>0.50%</b>
<b>Other Sources of Revenue:</b>				
Interest on Investments	\$ 240,000	\$ 240,000	\$ -	0.00%
Facilities Rental	781,039	656,039	125,000	19.05%
<b>Total Other Sources</b>	<b>\$ 1,021,039</b>	<b>\$ 896,039</b>	<b>\$ 125,000</b>	
<b>Total Revenue</b>	<b>\$ 25,788,132</b>	<b>\$ 25,442,318</b>	<b>\$ 345,814</b>	<b>1.36%</b>
	=====	=====	=====	=====



**Operations & Maintenance Fund Revenues**

Fiscal Year 2019 - 2020

Category	FY 19-20 Budget	FY 18-19 Budget	Increase/ Decrease	Percent Change
<b>Local Government Sources:</b>				
Taxes Current Year	\$ 2,707,731	\$ 2,649,443	\$ 58,288	2.20%
Total Local Sources	\$ 2,707,731	\$ 2,649,443	\$ 58,288	2.20%
<b>State Government Sources:</b>				
Credit Hour Grants	\$ 1,117,574	\$ 1,015,875	\$ 101,699	10.01%
Corporate Replacement Tax	285,000	255,753	29,247	11.44%
Total State Sources	\$ 1,402,574	\$ 1,271,628	\$ 130,946	10.30%
<b>Other Sources of Revenue:</b>				
Parking/Traffic	\$ 8,000	\$ 7,259	\$ 741	10.21%
Total Other Sources	\$ 8,000	\$ 7,259	\$ 741	10.21%
<b>Total Revenue</b>	<b>\$ 4,118,305</b>	<b>\$ 3,928,330</b>	<b>\$ 189,975</b>	<b>4.84%</b>
	=====	=====	=====	=====

SOUTH SUBURBAN COLLEGE  
REVENUES AND EXPENDITURES  
FISCAL YEAR 2020  
NON-OPERATING BUDGET

	BOND & INTEREST FUND	AUXILIARY ENTERPRISE FUND	RESTRICTED PURPOSE FUND	STUDENT DEVELOPMENT FUND	TRUST & AGENCY FUND	SPECIAL LEVIES FUND	TOTAL NON-OPERATING FUNDS
<b>REVENUES:</b>							
Bookstore		1,148,511					1,148,511
Bus. & Career Institute		965,404					965,404
Satellite Copier		66,349					66,349
Duplication Center		69,000					69,000
State Gov. Sources			1,782,828				1,782,828
Federal Gov. Sources			9,625,188				9,625,188
Student Dev. Fund				931,591			931,591
Tax Revenue	2,110,000				207,886	1,221,000	3,331,000
T & A Receipts					57,000		207,886
Flex Plan							57,000
<b>TOTAL REVENUES</b>	<b>2,110,000</b>	<b>2,249,264</b>	<b>11,408,016</b>	<b>931,591</b>	<b>264,886</b>	<b>1,221,000</b>	<b>18,184,757</b>
<b>EXPENDITURES:</b>							
Bookstore		1,239,511					1,239,511
Bus. & Career Institute		1,024,404	318,184				1,342,588
Satellite Copier		66,149					66,149
Duplication Center		69,000					69,000
V.P. Academic Services			1,216,103				1,216,103
Controller/Treasurer			9,000,000				9,000,000
V.P. Student Development			167,056				167,056
Adult Ed			706,673				706,673
Career Development & Job Training							-
Student Dev. Fund				931,591			931,591
Debt Principal	2,110,000						2,110,000
Protection Health and Safety							-
Debt Interest							-
T & A Disbursements					207,886		207,886
Liab. Prot. Sett. Fund						1,071,168	1,071,168
Other					57,000		57,000
<b>TOTAL EXPENDITURES</b>	<b>2,110,000</b>	<b>2,399,064</b>	<b>11,408,016</b>	<b>931,591</b>	<b>264,886</b>	<b>1,071,168</b>	<b>18,184,725</b>



# SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY20-VII.A.1

Board Meeting Date: August 8, 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 accept the resignation of Phillip Aratri, Supervisor of Physical Plant (Evening Shift), effective August 8, 2019, and grant permission to advertise to fill the vacated position, as needed.

### ESTIMATED COST OR BENEFIT

N/A

### JUSTIFICATION OF ACTION





Please see the attached resignation letter from Mr. Phillip Aratri. This action aligns with the SSC Core Values.

### MOTION

Request that the Board of Trustees accept the resignation of Phillip Aratri, Supervisor of Physical Plant (Evening Shift), effective August 8, 2019, and grant permission to advertise to fill the vacated position, as 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)

  
 Originator 8/1/19  
Date  
  
 Director of Human Resources 7/30/19  
Date  
  
 Appropriate Vice President 8/1/19  
Date  
  
 President 8/1/19  
Date



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM: FY20-VII.A.2

For Board Action in August, 2019  
Board Meeting Date: August 8, 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 resignation of Damon McGhee, full-time Librarian in the Library department, effective July 27, 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 Damon McGhee. Replacement of this position supports Strategic Plan Direction #2—Student Success and Completion, Goal 2.1.

**MOTION**

Move that the Board of Trustees accept the resignation of Damon McGhee, full-time Librarian in the Library department, effective July 27, 2019 and grant permission to advertise to fill the vacated position as needed.

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

**Approvals:**

	<u>7/31/19</u>
Originator	Date
	<u>7/31/19</u>
Appropriate Dean/Vice President	Date
	<u>8/1/19</u>
Director of Human Resources	Date
	<u>8/1/19</u>
President	Date



# SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY20-VII.B.1

Board Meeting Date August 8, 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 appoint Megan Tabag as a full-time Sociology instructor in the Social & Behavioral Sciences / Human Services Associate Program, pending the successful completion of a background check, 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 action will assist in providing credit courses and associate degree programs for an academically prepared student body. (Strategic Direction # 2 - Student Success and Completion, Goal - SSC 2.1)

### MOTION

Move that the Board of Trustees appoint Megan Tabag as a full-time Sociology instructor in the Social & Behavioral Sciences / Human Services Associate Program, pending the successful completion of a background check, effective August 15, 2019.

- \* 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)

Approvals:

Natalie R. Page  
Originator

[Signature]  
Director of Human Resources

Tasha L. Williams  
Appropriate Vice President

[Signature]  
President



# SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY20-VII.C.1

Board Meeting Date: August 8, 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 grant permission to advertise to fill the position of Business Service Representative in the Job Training Department.

### ESTIMATED COST OR BENEFIT

This is a 100% grant-funded position, 40 hours per week, 52 weeks per year, with an annual beginning salary of \$26,000 per year, plus fringe benefits, through the duration of the grant. Continued employment is contingent upon receipt of grant funds.

### JUSTIFICATION OF ACTION

The Job Training Department requests permission to advertise to fill this position to replace a staff member, Cassandra Thrash, who recently passed away. Please see the attached job description. The Job Training Department / WIOA Grant provides funding for a Business Service Representative through the duration of the grant. (This position's title was previously "Job Developer," but was changed by the grantor to more accurately reflect the duties of the position.) This action supports SSC's Core Values.

### MOTION

Move that the Board of Trustees grant permission to advertise to fill the position of Business Service Representative in the Job Training Department.

### 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

Originator

Director of Human Resources

Appropriate Vice President

President

Date

Date

Date

Date

Priscilla Smith 7-31-19  
Priscilla Smith 8-1-19  
[Signature] 7-31-19  
[Signature] 8-1-19



## SOUTH SUBURBAN COLLEGE Job Description

### GRANT-FUNDED

**Job Title: Business Service Representative (specified by grantor)**

Department: Job Training

Administrator/TPE/Classified: Grant-funded

Prepared Date: July 31, 2019

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Prospecting – including identifying sources of leads, networking and targeting appropriate industries
- Maintains and updates Job Training Department participant files and initiates participant exits after program completion
- Conducts Pre-interview sessions with WIA participants/SSC students to prepare them for employer contact
- Sets up job interviews for WIA participants/SSC students and conducts job club activities
- Assists in the placement of SSC students and Job Training Department participants in unsubsidized employment
- Develops and maintains job placement information and employer information databases
- Participates in community organization meetings to promote career development and job placement as well as partnership activities
- Meets with case managers to develop joint strategies for improved customer service
- Advises Job Training regarding employment needs

The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.

### **MINIMUM QUALIFICATIONS:**

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

- High school diploma or GED required
- Must have at least two years customer service/client contact experience
- Must be willing to travel throughout the region and possess reliable transportation and a valid Illinois Driver's License



# SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY20-VII.D.1

Board Meeting Date: August 8, 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 accept the Memorandum of Agreement between South Suburban College District No. 510, Cook County, Illinois and South Suburban College Adjunct Faculty Association (hereafter "SSCAFA").

### ESTIMATED COST OR BENEFIT

N/A

### JUSTIFICATION OF ACTION

In this Memorandum of Agreement, the parties agree to the needed amendments to Sections 1.7, 5.7, 8.1, and 10.2 of the Collective Bargaining Agreement, as outlined in the attached agreement. **(Strategic Direction # 2 - Student Success and Completion, Goal - SSC 2.1)**

### MOTION

Move that the Board of Trustees accept the Memorandum of Agreement between South Suburban College District No. 510, Cook County, Illinois and South Suburban College Adjunct Faculty Association (hereafter "SSCAFA").

### 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

<i>Jaska L. Williams</i>	<u>7/30/19</u>
Originator	Date
<i>[Signature]</i>	<u>8/1/19</u>
Director of Human Resources	Date
<i>Jaska L. Williams</i>	<u>7/30/19</u>
Appropriate Vice President	Date
<i>[Signature]</i>	<u>8/1/19</u>
President	Date



## **MEMORANDUM OF AGREEMENT**

**THIS MEMORANDUM OF AGREEMENT** (the "MOA") is entered into on the 11th day of July 2019, by and between South Suburban College District No. 510, Cook County, Illinois (hereafter the "College"), and the South Suburban College Adjunct Faculty Association (hereafter "SSCAFA").

### **DEFINITIONS**

"Bargaining Unit Member" is an individual who is covered by the Collective Bargaining Agreement. Such status as a Bargaining Unit Member is attained pursuant to the terms and conditions of the agreement.

### **WITNESSETH**

**WHEREAS**, the Union is the exclusive bargaining agent of all employees covered by the Collective Bargaining Agreement (the "CBA") at the College;

**WHEREAS**, the Union and the College agree that said CBA requires amendment and changes to add new provisions to said agreement and to correct other provisions thereof as needed;

**WHEREAS**, on April 4, 2019, the College and the Union met in collective bargaining to effect the needed amendments resulting in four (4) amended sections, to wit, Sections 1.7, 5.7, 8.1 and 10.2, all of which are attached hereto and made part of this Memorandum of Agreement which the parties desire to effectuate.

**NOW THEREFORE**, the College and the Union agree to the following terms:

1. **Revisions to the Collective Bargaining Agreement**

The Parties hereby agree that the current agreement shall be revised in the manner set forth in the attached four (4) sections.

2. **Effect of Agreement**

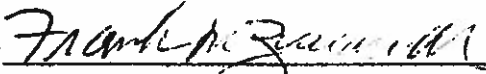
This MOA applies specifically to the terms herein and, other than the specified provisions listed in Sections 1.7, 5.7, 8.1 and 10.2, does not modify, amend, or otherwise affect any other provision of the Parties' CBA.

3. **Collective Bargaining**


The Parties have engaged in collective bargaining regarding the matters addressed in this MOA and have mutually agreed upon the terms and conditions as to those which are in the best interests of all Parties.

**IN WITNESS WHEREOF**, the Union and the College have caused this MOA to be executed by the signatures of their authorized representatives as set forth below.

BOARD OF TRUSTEES, COMMUNITY  
COLLEGE DISTRICT 510, COUNTY  
OF COOK, STATE OF ILLINOIS  
(SOUTH SUBURBAN COLLEGE)


By:   
FRANK M. ZUCCARELLI  
CHAIRMAN OF THE BOARD

Date: July 11, 2019

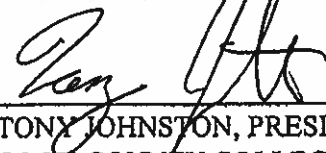
By:   
MARTIN F. LAREAU  
SECRETARY TO THE BOARD

Date: July 11, 2019

SOUTH SUBURBAN COLLEGE  
ADJUNCT FACULTY ASSOCIATION,  
COOK COUNTY COLLEGE  
TEACHERS UNION, AFT, LOCAL 1600

By:   
VERNITA LEWIS  
CHAPTER CHAIRPERSON  
LOCAL 1600 IFT

Date: July 11, 2019

By:   
TONY JOHNSTON, PRESIDENT  
COOK COUNTY COLLEGE  
TEACHERS UNION, LOCAL 1600

Date: July 11, 2019

**SECTION 1.7**

**BARGAINING UNIT EMPLOYEE**

The term "bargaining unit employee" or "BUE" shall mean all currently employed adjunct faculty members who have taught

three (3) credit hours for two (2) consecutive academic year semesters. Credit hours taught during the summer period of instruction shall not be credited for purposes of membership in the Bargaining Unit. The term shall also include all part time counselors and librarians. For the purposes of instructional duties, counselors and librarians will become a BUE based on the criteria above. For the purposes of a counselor or librarian's non-instructional duties, they will become a BUE after a year. For purposes of non-instructional duties any part-time counselor or librarian who has worked more than a year as of July 1, 2017 is a BUE. Excluded: All managers, officers, administrators, retirees and supervisors as defined in the Act, all full time employees of the College, and other employees of the College covered by another collective bargaining unit.

AS  
7/10/19  
[Signature]

**SECTION 5.7**

**RIGHTS AND BENEFITS OF**

**ADJUNCT FACULTY MEMBERS**

The rights and benefits set forth in this

Agreement shall be considered part of any

individual contract of employment between any

adjunct faculty member covered by this Agreement and the Board. The Board shall make available

to each adjunct faculty member the official Board Policies, insurance brochure, and pension

informational material. The Board will provide sufficient copies of this Agreement, after it has

been ratified by the parties, to the Association for distribution by the Association to the adjunct

faculty members covered by this Agreement. At the time an individual contract of employment is

proffered for any position covered by this Agreement, a copy of this Agreement shall also be given

to the applicant. Part-time librarians and part-time counselors shall not be eligible or entitled

to: tuition waivers, sick days, jury duty compensation or SURS deductions.

AS 7/11/19  
SAS

**SECTION 8.1**

**METHODOLOGY**

Based on a tentative semester/term class schedule developed by the appropriate Vice President, the division Deans/Directors,

assisted by Department Chairs/Program Coordinators, shall assign classes to adjunct faculty members in accordance with the following procedure:

1. Following the determination of semester load and overload for full-time faculty and administrative staff and prior to the assignment of teaching loads for part-time non-BUE faculty, current BUE adjunct instructors shall have the opportunity to submit to the appropriate Dean/Director a preferred teaching schedule detailing the classes and times for which they are available. The preferred teaching schedule request must be submitted to the Dean/Director, two (2) weeks prior to ~~February~~ March 1st for Summer and/or Fall teaching assignments and two (2) weeks prior to ~~September~~ October 1st for Spring teaching assignments.

AS

2/11/19  


**SECTION 10.2**

**COMPENSATION/CHE**

All adjunct faculty members shall receive  
2.58% increases in compensation in each  
year of the agreement resulting in the compensation

reflected in the compensation rosters below:

Effective Date	Tier 1	Tier 2	Tier 3	Tier 4	Tier 5
August 2017	\$676.00	\$708.00	\$740.00	\$771.00	\$804.00
August 2018	\$693.00	\$726.00	\$759.00	\$791.00	\$825.00
August 2019	\$711.00	\$745.00	\$778.00	\$812.00	\$846.00
August 2020	\$730.00	\$764.00	\$798.00	\$833.00	\$868.00
<del>August 2021</del>	<del>\$749.00</del>	<del>\$784.00</del>	<del>\$819.00</del>	<del>\$854.00</del>	<del>\$890.00</del>

Non-instructional duties performed by part-time counselors and librarians will be compensated at their base rate of pay, with an annual increase of 2.58%.

Based upon the needs of the College in critical circumstances, the College reserves the rights to pay an additional Twenty-Five Dollars (\$25.00) per CHE for such courses. All part time adjunct coordinators shall be paid an additional \$150.00/CHE per semester.

7/11/19  
