



BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE
15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS
BOARD ROOM (ROOM 2248)
POLICY COMMITTEE MEETING AGENDA
ROGERS, CHAIR; PAYNE AND WELLS
THURSDAY, JANUARY 9, 2020
7:40 PM

- I. Recommendation to accept the second reading of and adopt new Board Policy No. 312.0: Fraud Prevention and Whistleblower Protection



**BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE
15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS
BOARD ROOM (ROOM 2248)
FINANCE COMMITTEE MEETING AGENDA
DEFILIPPO, CHAIR; DALY AND ROGERS
THURSDAY, JANUARY 9, 2020
7:50 PM**

- I. Recommendation to accept the bid of RBD Enterprises in the amount of \$53,008.80 for the purchase of Schiller Portable EKG Tablets, utilizing Workforce Equity Initiative Grant funds



BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE
15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS
BOARD ROOM (ROOM 2248)
REGULAR BOARD MEETING AGENDA
THURSDAY, JANUARY 9, 2020
8:00 PM

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 December 12, 2019
- B. Finance Committee meeting held December 12, 2019
- C. Regular Board meeting held December 12, 2019
- D. Revised minutes of the Regular Board meeting held November 14, 2019

VI. NEW BUSINESS

- A. Monthly Financial Report (T. Pollert)
- B. Approval of the payment of bills for January, 2020 (T. Pollert)
- C. Approval to accept the second reading of and to adopt Board Policy 312.0, Fraud Prevention and Whistleblower Protection (J. Rogers)
- D. Approval to accept the bid of RBD Enterprises in the amount of \$53,008.80 for the purchase of Schiller Portable EKG Tablets, utilizing Workforce Equity Initiative Grant funds (A. DeFilippo)
- E. Approval to release closed session minutes and dispose of closed session audio tapes in accordance with the Open Meetings Act. The written minutes of December 13, 2018; February 14, 2019; March 14, 2019; April 11, 2019 and September 18, 2019 are authorized to be released. The audio recordings of April 13, 2017; May 11, 2017; December 14, 2017; April 12, 2018 and July 28, 2018 are eligible to be destroyed (M. Lareau)

VII. PERSONNEL RECOMMENDATIONS

- A. Resignations/Retirements/Terminations

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, DECEMBER 12, 2019

Trustee Janet Rogers called the meeting of the Policy Committee to order at 7:54 p.m.

Committee members present: Trustees Janet Rogers and Vivian Payne

Committee members absent: Trustee Terry Wells

Other Board members in attendance: Trustee Joseph Whittington and Student Trustee Babatunde Adamson

Other Board members absent: Trustees John Daly, Anthony DeFilippo and Chairman Frank M. Zuccarelli

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 T. Kuser

Agenda:

I. Recommendation to accept the first reading of new Board Policy No. 312.0, Fraud Prevention and Whistleblower Protection

Trustee Rogers recommended the Board accept the first reading of new Board Policy No. 312.0, Fraud Prevention and Whistleblower Protection at the regular Board meeting.

The Meeting adjourned at 7:59 p.m.

BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE
15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS
MINUTES OF THE FINANCE COMMITTEE
THURSDAY, DECEMBER 12, 2019

Trustee Janet Rogers called the meeting of the Finance Committee to order at 8:26 p.m.

Committee members present: Trustees Janet Rogers

Committee members absent: Trustees John Daly and Anthony DeFilippo

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

Other Board members absent: Trustee Terry Wells and Chairman Frank M. Zuccarelli

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 T. Kuser

Agenda:

I. Recommendation to adopt the resolution concerning the proposed 2019 tax levy of Community College District No. 510, South Suburban College of Cook County and certificate of tax levy as attached

Trustee Rogers recommended the Board adopt the resolution concerning the proposed 2019 tax levy of Community College District No. 510, South Suburban College of Cook County and certificate of tax levy as attached at the regular Board meeting.

II. Recommendation to adopt the resolution directing the Cook County Clerk to reduce the 2019 levy should it be capped under the Property Tax Extension Limitation Law

Trustee Rogers recommended the Board adopt the resolution directing the Cook County Clerk to reduce the 2019 levy should it be capped under the Property Tax Extension Limitation Law at the regular Board meeting.

The Meeting adjourned at 8:30 p.m.

BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE
15800 SOUTH STATE STREET, SOUTH HOLLAND, ILLINOIS
REGULAR BOARD MEETING MINUTES
THURSDAY, DECEMBER 12, 2019

I. CALL TO ORDER & ROLL CALL:

At 8:35 p.m. the Regular Meeting of the Board of Trustees of South Suburban College, Illinois Community College District No. 510 was called to order by Vice Chairman John Daly. The meeting was held in the Board Room of the College, Room 2248.

Present: Vice Chairman John Daly, Trustees Vivian Payne, Janet Rogers, and Joseph Whittington and Student Trustee Babatunde Adamson

Absent: Trustees Anthony DeFilippo, Terry Wells and Chairman Frank M. Zuccarelli

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 T. Kuser

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Vice Chairman John Daly.

III. PUBLIC PARTICIPATION:

There was none.

IV. REPORTS/PRESENTATIONS

There were none.

V. PREVIOUS MEETING MINUTES

A. Audit Committee Meeting held November 14, 2019

Trustee Payne moved and Trustee Whittington seconded to approve the minutes of the Audit Committee meeting held November 14, 2019, with the amendment to correct as discussed. On roll call, John Daly, Vivian Payne, Joseph Whittington and Student Trustee Babatunde Adamson voted aye. Nays: None. Janet Rogers passed. Motion carried.

B. Finance Committee Meeting held November 14, 2019

Trustee Whittington moved and Trustee Payne seconded to approve the minutes of the Finance Committee meeting held November 14, 2019. On roll call, John Daly, Vivian Payne, Joseph Whittington and Student Trustee Babatunde Adamson voted aye. Nays: None. Janet Rogers passed. Motion carried.

C. Regular Board Meeting held November 14, 2019

Trustee Payne moved and Trustee Whittington seconded to approve the minutes of the Regular meeting held November 14, 2019. On roll call, John Daly, Vivian Payne, Joseph Whittington and Student Trustee Babatunde Adamson voted aye. Nays: None. Janet Rogers passed. Motion carried.

VI. NEW BUSINESS

A. Monthly Financial Report

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

B. Bills Payable for December, 2019

Trustee Whittington moved and Trustee Rogers seconded to authorize the Treasurer to pay the list of bills payable for December, 2019 in the amount of \$3,003,161.36. On roll call, John Daly, Vivian Payne, Janet Rogers, Joseph Whittington and Student Trustee Babatunde Adamson voted aye. Nays: None. Motion carried.

C. Approval to accept the first reading of new Board Policy 312.0; Fraud Prevention and Whistleblower Protection

Trustee Rogers moved and Trustee Payne seconded to approve the first reading of new Board Policy 312.0; Fraud Prevention and Whistleblower Protection. On roll call, John Daly, Vivian Payne, Janet Rogers, Joseph Whittington and Student Trustee Babatunde Adamson voted aye. Nays: None. Motion carried.

D. Approval to adopt the resolution concerning the proposed 2019 tax levy of Community College District No. 510, South Suburban College of Cook County and certificate of tax levy as attached

Trustee Rogers moved and Trustee Payne seconded to adopt the resolution concerning the proposed 2019 tax levy of Community College District No. 510, South Suburban College of Cook County and certificate of tax levy as attached. On roll call, John Daly, Vivian Payne, Janet Rogers, Joseph Whittington and Student Trustee Babatunde Adamson voted aye. Nays: None. Motion carried.

E. Approval to adopt the resolution directing the Cook County Clerk to reduce the 2019 tax levy should it be capped under the Property Tax Extension Limitation Law

Trustee Rogers moved and Trustee Whittington seconded to adopt the resolution directing the Cook County Clerk to reduce the 2019 tax levy should it be capped under the Property Tax Extension Limitation Law. On roll call, John Daly, Vivian Payne, Janet Rogers, Joseph Whittington and Student Trustee Babatunde Adamson voted aye. Nays: None. Motion carried.

F. Approval of the new Barber AAS and Certificate for implementation in the fall 2020 semester

Trustee Whittington moved and Trustee Rogers seconded to approve the new Barber AAS and Certificate for implementation in the fall 2020 semester. On roll call, John Daly, Vivian Payne, Janet Rogers, Joseph Whittington and Student Trustee Babatunde Adamson voted aye. Nays: None. Motion carried.

G. Approval of the new Patient Care Technician Basic Certificate for implementation in the spring 2020 semester

Trustee Payne moved and Trustee Rogers seconded to approve the new Patient Care Technician Basic Certificate for implementation in the spring 2020 semester. On roll call, John Daly, Vivian Payne, Janet Rogers, Joseph Whittington and Student Trustee Babatunde Adamson voted aye. Nays: None. Motion carried.

H. Approval to adopt the revised academic calendar for the fall 2020 semester, and the proposed academic calendars for the fall 2021, spring 2022, and summer 2022 semesters

Trustee Rogers moved and Student Trustee Adamson seconded to adopt the revised academic calendar for the fall 2020 semester, and the proposed academic calendars for the fall 2021, spring 2022, and summer 2022 semesters. On roll call, John Daly, Vivian Payne, Janet Rogers, Joseph Whittington and Student Trustee Babatunde Adamson voted aye. Nays: None. Motion carried.

I. Approval of the Board of Trustees meeting dates for 2020

Trustee Payne moved and Trustee Whittington seconded to approve the Board of Trustees meeting dates for 2020. On roll call, John Daly, Vivian Payne, Janet Rogers, Joseph Whittington and Student Trustee Babatunde Adamson voted aye. Nays: None. Motion carried.

VII. PERSONNEL RECOMMENDATIONS

A. Retirements/Resignations/Terminations

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

1. Resignation of Corey McDonald, full-time instructor in the Mathematics Department, effective December 15, 2019, and grant permission to advertise to fill the vacated position, as needed.
2. Resignation of Nancy Mulvihill, full-time instructor in the Allied Health Department, effective December 31, 2019, and grant permission to advertise to fill the vacated position, as needed.
3. Resignation of Marvin Wynne, full-time Police Officer in the Campus Police Department, effective December 4, 2019, and grant permission to advertise to fill the vacated position.

On roll call, John Daly, Vivian Payne, Janet Rogers, Joseph Whittington and Student Trustee Babatunde Adamson voted aye. Nays: None. Motion carried.

B. Appointments

Trustee Payne moved and Trustee Whittington seconded to approve the appointment of Jaidon Nance as a Campus Police Dispatcher (evenings) in the Campus Police Department, effective January 6, 2020, pending successful completion of a criminal background investigation. On roll call, John Daly, Vivian Payne, Janet Rogers, Joseph Whittington and Student Trustee Babatunde Adamson voted aye. Nays: None. Motion carried.

Trustee Whittington moved and Trustee Payne seconded to approve the appointment of Nadine Boone as a full-time Custodian I (evenings) in the Physical Plant Department, effective December 16, 2019, pending successful completion of a criminal background investigation. On roll call, John Daly, Vivian Payne, Janet Rogers, Joseph Whittington and Student Trustee Babatunde Adamson voted aye. Nays: None. Motion carried.

C. Approval to reappoint non-tenure faculty for the 2020 academic year

Trustee Payne moved and Trustee Whittington seconded to reappoint Amy Babinec, Detric Fletcher, John McGreevy, Kimberly Marks, Megan Tabag and Naketa Young as non-tenured faculty for the 2020 academic year. On roll call, John Daly, Vivian Payne, Janet Rogers, Joseph Whittington and Student Trustee Babatunde Adamson voted aye. Nays: None. Motion carried.

D. Approval of the Memorandum of Understanding

Trustee Payne moved and Trustee Rogers seconded to approve the Memorandum of Understanding between the South Suburban College Faculty Association and Community College District No. 510 concerning the

election of a Mathematics Department Chairperson prior to the 2020 election term. On roll call, John Daly, Vivian Payne, Janet Rogers, Joseph Whittington and Student Trustee Babatunde Adamson voted aye. Nays: None. Motion carried.

Board Meeting
December 12, 2019
Page 4

VIII. CLOSED SESSION

There was none.

ADJOURNMENT

At 9:04 p.m., Trustee Rogers moved and Trustee Whittington seconded that the Board Meeting be adjourned. On roll call, John Daly, Vivian Payne, Janet Rogers, Joseph Whittington and Student Trustee Babatunde Adamson voted aye. Nays: None. Motion carried.

Janet Rogers, Secretary of the Board

John Daly, Vice Chairman

BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE
15800 SOUTH STATE STREET, SOUTH HOLLAND, ILLINOIS
REGULAR BOARD MEETING MINUTES
THURSDAY, NOVEMBER 14, 2019

I. CALL TO ORDER & ROLL CALL:

At 8:06 p.m. the Regular Meeting of the Board of Trustees of South Suburban College, Illinois Community College District No. 510 was called to order by Vice Chairman John Daly. The meeting was held in the Board Room of the College, Room 2248.

Present: Vice Chairman John Daly, Anthony DeFilippo, Vivian Payne, Terry Wells, and Joseph Whittington and Student Trustee Babatunde Adamson

Absent: Chairman Frank M. Zuccarelli and Trustee Janet Rogers

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 Sarie Keller

II. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Vice Chairman John Daly.

III. PUBLIC PARTICIPATION:

There was none.

IV. REPORTS/PRESENTATIONS

There were none.

V. PREVIOUS MEETING MINUTES

A. Special Board of Trustees Meeting held October 10, 2019

Trustee Payne moved and Trustee Whittington seconded to approve the minutes of the Special Board of Trustees meeting held October 10, 2019. On roll call, John Daly, Anthony DeFilippo, Vivian Payne, Terry Wells, Joseph Whittington and Student Trustee Babatunde Adamson voted aye. Nays: None. Motion carried.

B. Regular Board Meeting held October 10, 2019

Trustee Wells moved and Trustee Payne seconded to approve the minutes of the Regular Board meeting held October 10, 2019. On roll call, John Daly, Anthony DeFilippo, Vivian Payne, Terry Wells, Joseph Whittington and Student Trustee Babatunde Adamson voted aye. Nays: None. Motion carried.

VI. NEW BUSINESS

A. Monthly Financial Report

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

B. Bills Payable for November, 2019

Trustee DeFilippo moved and Trustee Whittington seconded to authorize the Treasurer to pay the list of bills payable for November, 2019, in the amount of \$4,356,326.16. On roll call, John Daly, Anthony DeFilippo, Vivian Payne, Terry Wells, Joseph Whittington and Student Trustee Babatunde Adamson voted aye. Nays: None. Motion carried.

C. Approval to accept the Comprehensive Annual Financial Audit Report, Internal Controls over Financial Reporting and Professional Standards (SAS 114) as presented by Crowe, LLP, for the fiscal year ended June 30, 2019

Trustee Whittington moved and Trustee Wells seconded to accept the Comprehensive Annual Financial Audit Report, Internal Controls over Financial Reporting and Professional Standards (SAS 114) as presented by Crowe, LLP, for the fiscal year ended June 30, 2019. On roll call, John Daly, Anthony DeFilippo, Vivian Payne, Terry Wells, Joseph Whittington and Student Trustee Babatunde Adamson voted aye. Nays: None. Motion carried.

D. Approval to accept the OMB Circular A-133 Audit Report for the year ended June 30, 2019, as presented

Trustee Whittington moved and Trustee Payne seconded to accept the OMB Circular A-133 Audit Report for the year ended June 30, 2019, as presented. On roll call, John Daly, Anthony DeFilippo, Vivian Payne, Terry Wells, Joseph Whittington and Student Trustee Babatunde Adamson voted aye. Nays: None. Motion carried.

E. Approval to appoint the firm Crowe, LLP, to conduct an audit of the College financial statements and the Single Audit of Federal Funds for the fiscal year ending June 30, 2020

Trustee Whittington moved and Trustee DeFilippo seconded to appoint the firm Crowe, LLP, to conduct an audit of the College financial statements and the Single Audit of Federal Funds for the fiscal year ending June 30, 2020. On roll call, John Daly, Anthony DeFilippo, Vivian Payne, Terry Wells, Joseph Whittington and Student Trustee Babatunde Adamson voted aye. Nays: None. Motion carried.

F. Approval to accept the estimated amount of taxes to be levied for 2019 as required by law

Trustee DeFilippo moved and Trustee Wells seconded to accept the estimated amount of taxes to be levied for 2019 as required by law. On roll call, John Daly, Anthony DeFilippo, Vivian Payne, Terry Wells, Joseph Whittington and Student Trustee Babatunde Adamson voted aye. Nays: None. Motion carried.

VII. PERSONNEL RECOMMENDATIONS

A. Retirements/Resignations/Terminations

Trustee Payne moved and Trustee Whittington seconded to approve the following retirements:

1. Retirement of John Semple, Director of Financial Aid in the Financial Aid Department, effective June 30, 2020, pursuant to the terms and provisions of the attached Memorandum of Understanding between Community College District No. 510 and John Semple, and grant permission to advertise to fill the vacated position, as needed.
2. Retirement of Marilu dos Santos, full-time instructor in the English Department, effective December 31, 2019, pursuant to the terms and provisions of the attached Memorandum of Understanding between Community College District No. 510 and Marilu dos Santos, and grant permission to advertise to fill the vacated position, as needed.

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

B. Appointments

Trustee DeFilippo moved and Trustee Payne seconded to approve the following appointments:

1. Appointment of Joseph Marjan as Supervisor of Physical Plant Night Operations in the Physical Plant Department, effective November 18, 2019.
2. Appointment of Qeauna McDonald as the Executive Assistant to the Vice President of Academic Services, effective November 18, 2019, pending successful completion of a criminal background investigation.
3. Appointment of Rebecca Garcia as the Manager of Public Relations and Resource Development in the Office of the President, effective November 18, 2019, and grant permission to advertise to fill the vacated position, as needed.

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

VIII. CLOSED SESSION

There was none.

ADJOURNMENT

At 8:18 p.m., Trustee DeFilippo moved and Trustee Payne seconded that the Board Meeting be adjourned. On roll call, John Daly, Anthony DeFilippo, Vivian Payne, Terry Wells, Joseph Whittington and Student Trustee Babatunde Adamson voted aye. Nays: None. Motion carried.

Janet Rogers, Secretary of the Board

John Daly, Vice Chairman



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

For Board Information in January, 2020.

For Board Action in January, 2020.

Board Committee:

- Policy
- Finance
- Architectural
- Other

Funding:

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

- Grant Funded
- Student Life
- Special Levies

PROPOSAL SUMMARY

[Empty rectangular box for proposal summary]

ESTIMATED COST OR BENEFIT

[Empty rectangular 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 November 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

Tom Pollert

Controller/Treasurer

Mark Lora

Vice-President

Yvonne Stoderk

President

SOUTH SUBURBAN COLLEGE

South Holland, Illinois

To: Board of Trustees
From: Tim Pollert
Date: December 17, 2019
Subject: Financial Report For The Period Ending November 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>
\$1,527,698.02	\$12,054,508.48
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$1,965,720.27	\$12,777,646.52

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>
\$3,385,158.48	\$19,909,765.97
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$3,697,169.85	\$20,709,443.78
<u>Net Monthly Position</u>	<u>Year to Date Net Position</u>
(\$312,011.37)	(\$799,677.81)

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>
\$11,665,813.93	2.78%	5

SOUTH SUBURBAN COLLEGE

South Holland, Illinois

	Revenue Educational	Revenue O&M	Monthly Total
July	\$2,648,515.58	\$58,733.20	\$2,707,248.78
August	\$2,660,862.72	\$739,118.05	\$3,399,980.77
September	\$1,985,352.18	\$216,501.67	\$2,201,853.85
October	\$1,997,248.48	\$220,478.58	\$2,217,727.06
November	\$1,401,852.18	\$125,845.84	\$1,527,698.02
December			
January			
February			
March			
April			
May			
June			
YTD	\$10,693,831.14	\$1,360,677.34	\$12,054,508.48

	Expenditures Educational	Expenditures O&M	Monthly Total
July	\$2,422,603.27	\$293,525.33	\$2,716,128.60
August	\$3,279,917.85	\$468,433.02	\$3,748,350.87
September	\$1,850,496.76	\$316,131.07	\$2,166,627.83
October	\$1,863,376.09	\$317,442.86	\$2,180,818.95
November	\$1,655,702.85	\$310,017.42	\$1,965,720.27
December			
January			
February			
March			
April			
May			
June			
YTD	\$11,072,096.82	\$1,705,549.70	\$12,777,646.52

SOUTH SUBURBAN COLLEGE

South Holland, Illinois

	Revenues All Funds	Expenditures All Funds	Monthly Total
July	\$4,218,584.58	\$4,361,834.24	(\$143,249.66)
August	\$5,818,258.15	\$5,938,120.09	(\$119,861.94)
September	\$3,318,279.58	\$3,401,283.07	(\$83,003.49)
October	\$3,169,485.18	\$3,311,036.53	(\$141,551.35)
November	\$3,385,158.48	\$3,697,169.85	(\$312,011.37)
December			
January			
February			
March			
April			
May			
June			
YTD	\$19,909,765.97	\$20,709,443.78	(\$799,677.81)

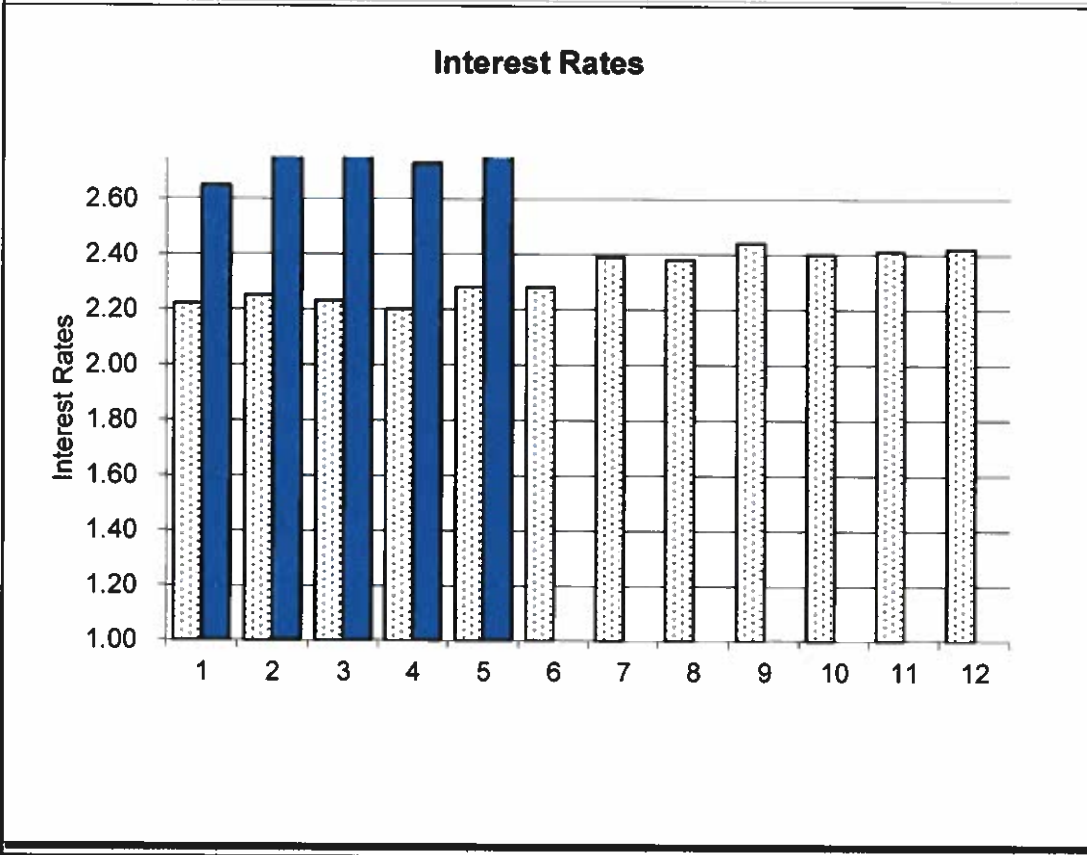
	Investment Total	Average Rate of Return	Basis Point Change from Last Month
July	\$10,297,369.08	2.65%	23
August	\$15,281,205.77	2.79%	14
September	\$13,513,538.78	2.82%	3
October	\$12,165,813.93	2.73%	(9)
November	\$11,665,813.93	2.78%	5
December			
January			
February			
March			
April			
May			
June			

SOUTH SUBURBAN COLLEGE

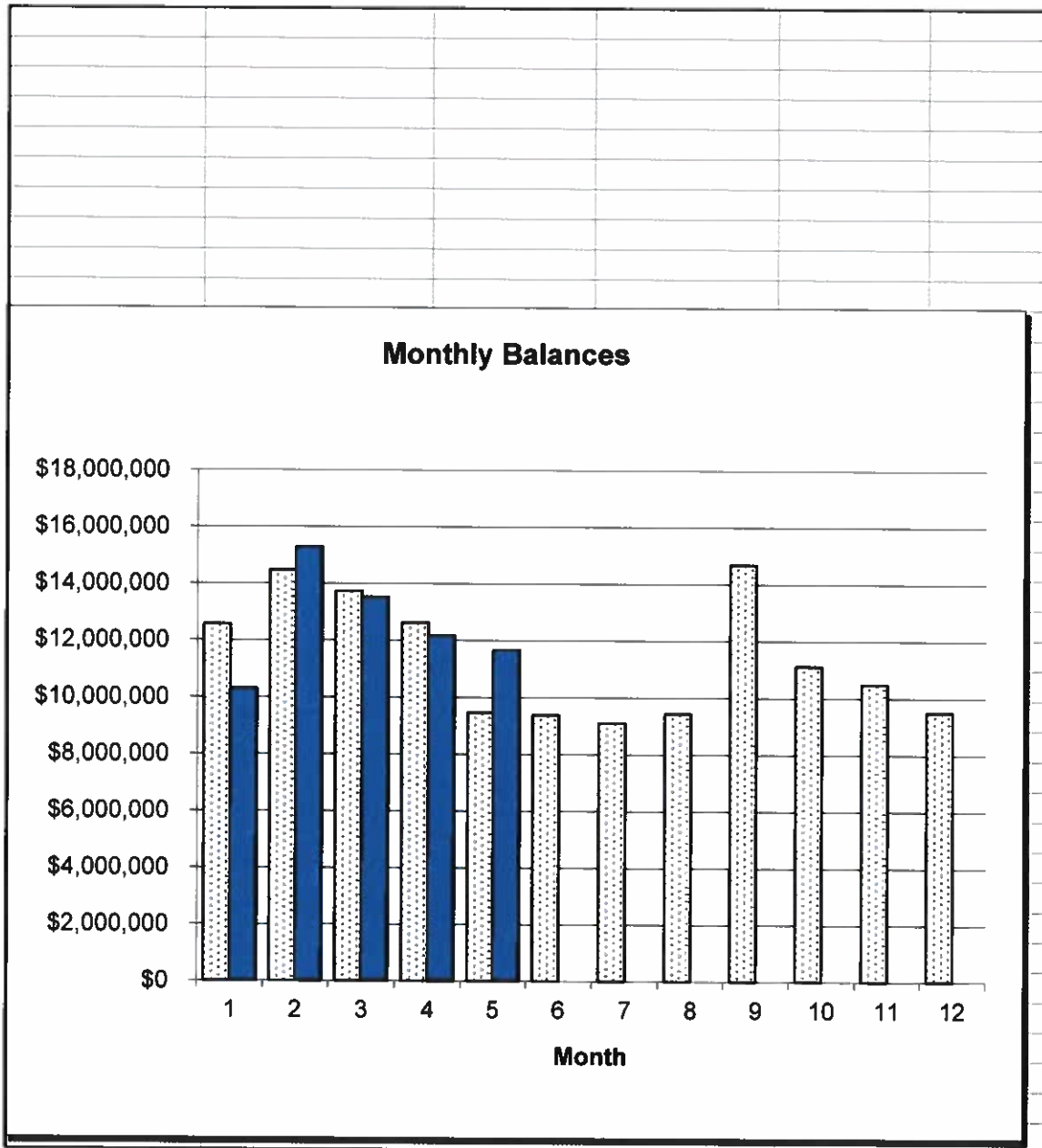
Investment		Page 4	Page 6	Total	Percent to Total
10	U. S. Government Securities	0.00	0.00	0.00	0%
20	Time Deposits	0.00	0.00	0.00	0%
30	Commercial Paper	0.00	0.00	0.00	0%
40	Mutual Funds	0.00	0.00	0.00	0%
50	Illinois Funds	6,682,916.85	0.00	6,682,916.85	57%
60	Repurchase Agreements	0.00	0.00	0.00	0%
90	Other	4,982,897.08	0.00	4,982,897.08	43%
	Total	<u>11,665,813.93</u>	<u>0.00</u>	<u>11,665,813.93</u>	100%
	Average %	<u>2.78</u>			

South Suburban College

Investment Summary				
	F Y 2018 - 2019		F Y 2019 - 2020	
Month	Month End Balance	Percent Return	Month End Balance	Percent Return
July	\$12,559,976	2.22	\$10,297,369	2.65
August	14,471,282	2.25	15,281,206	2.79
September	13,723,095	2.23	13,513,539	2.82
October	12,616,990	2.20	12,165,814	2.73
November	9,460,594	2.28	11,665,814	2.78
December	9,380,459	2.28		
January	9,107,201	2.39		
February	9,439,578	2.38		
March	14,680,437	2.44		
April	11,116,177	2.40		
May	10,483,322	2.41		
June	9,500,530	2.42		



South Suburban College





SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

Agenda Item FY20-VI.B

For Board Information in January, 2020.

For Board Action in January, 2020.

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	\$1,826,144.98
Operation & Maintenance Fund	275,273.88
Operation & Maintenance Restricted Fund	199,077.99
Auxiliary Enterprise Fund	216,303.55
Restricted Funds	294,612.27
Special Levies Fund	87,497.60
Flex Plan Fund	<u>3,714.80</u>
Total	\$2,902,625.07

- * 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

Controller/Treasurer

Vice-President

President



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

Agenda Item FY20-VI.C

For Board Information in January, 2020

For Board Action in January, 2020

BOARD COMMITTEE:

- Policy
- Finance
- Architectural
- Other

FUNDING:

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

PROPOSAL SUMMARY

The proposal is to ask for Board approval of the second reading and the implementation of new Board Policy No. 312: Fraud Prevention and Whistleblower Protection..

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION

Per the ICCB, state and federal grant agencies, the College is required to have a fraud policy. This action fosters the Strategic Plan Vision to provide a transparent and financially secure institution.

MOTION

Request the Board approve the second reading and implementation of new Board Policy No. 312: Fraud Prevention and Whistleblower Protection.

- * Are funds available in the budget? N/A
- * Is this related to any previous Board action? No
- * Specify above if matching funds are required.

* Is this part of a large project requiring additional funds? (Explain) _____

* Attach supplemental information as necessary

APPROVALS

Vice President

President

South Suburban College
South Holland, Illinois

Board of Trustees Policy and Procedures Manual

No. 312.0 Fraud Prevention and Whistleblower Protection

South Suburban College is committed to the highest level of integrity and makes every effort to operate in compliance with applicable State and Federal laws, rules and regulations. To ensure this standard is met, the College investigates all suspected fraud, fraudulent acts or unlawful activity to prevent the misuse of College, Federal and State property and assets.

Examples of fraudulent activity include, but are not limited to the following:

- Embezzlement or other financial irregularities;
- Forgery, alteration, or falsification of documents (including checks, time sheets, travel expense reports, contractor agreements, purchase orders, other financial documents, student academic or financial records, electronic files);
- Misappropriation, misuse, theft, removal, or destruction of College resources (including funds, securities, supplies, inventory, furniture, fixtures, equipment, intellectual property or any other asset);
- Improprieties in the handling or reporting of money or financial transactions;
- Misuse of College facilities (including telephones, computers and e-mail system);
- False claims by employees, including student workers, and vendors associated with the College;
- Receiving or offering bribes, rebates, or kickbacks;
- Endangering the health or safety of any individual;
- Personal use of College property in commercial business activities;
- Accepting or seeking anything of material value from contractors, vendors or persons providing or seeking to provide services/materials to the College (except as permitted by the Illinois Gift Ban, 5 ILCS 430/10);
- Conflict of interest;
- Misrepresentation of facts;
- Any similar or related irregularity

Whistleblower Protection

The College will not tolerate harassment, physical threats or retaliation of any employee, including a student worker, who reports suspected fraudulent activities or unethical behavior. Appropriate action will be taken to protect whistleblowers and their anonymity as long as maintaining confidentiality does not interfere with conducting an investigation of the specific allegations. Violations of whistleblower protections will be subject to disciplinary action, up to and including termination of employment from South Suburban College. Violations of whistleblower protections may be reported to the appropriate law enforcement agencies.

Ethics Officer

Employees who know or suspect that other employees, including student workers, are engaged in fraudulent behavior have a responsibility to report these acts to their immediate supervisor, appropriate administrator or the College Ethics Officer. All reports made to employees other than the Ethics Officer shall be immediately forwarded to the Ethics Officer, or his designee. The Ethics Officer shall have the responsibility to investigate all allegations of potential fraud cases. In the event that a complaint of fraud is filed against the Ethics Officer, the President of the College shall appoint another senior level administrator or a third party to investigate the complaint and file all reports.

Investigative Findings Report

All investigative findings reports will be filed with the President of the College. Any finding of fraud or illegal conduct will be subject to disciplinary action, up to and including termination of employment, expulsion, and/or legal action. Any type of fraudulent or illegal misconduct involving Federal or State grants shall also be reported to the appropriate regulatory agency governing the relevant grants. The College shall cooperate in all investigations deemed necessary by law enforcement and/or regulatory agencies.



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY20-VI.D

Board Meeting Date: January 9, 2020

BOARD COMMITTEE

 Policy
 X Finance
 Architectural
 Other

FUNDING

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

PROPOSAL SUMMARY

To accept the bids of the lowest responsible vendor for the purchase of Schiller portable EKG Tablets, utilizing WEI grant funds.

ESTIMATED COST OR BENEFIT

\$53,008.80

JUSTIFICATION OF ACTION

To provide our new Patient Care Technician Program with state of the art equipment. (Strategic Direction, 2 SSC 2.20) This purchase is necessary to develop access and improve technology support systems that advance student learning.

MOTION

To accept the bid of RDB enterprises, Kansas City, Missouri in the amount of \$53,008.80 for the purchase of Schiller portable EKG Tablets, utilizing WEI grant funds.

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)

[Signature] 12/16/19
 Originator Date

[Signature] 1/6/2020
 Vice President Date

[Signature] 1/6/20
 President 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: December 18, 2019
Subject: Schiller Portable EKG Tablets

On November 14, 2019 we mailed requests for bids for Schiller portable EKG tablets to eleven (11) 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 December 10, 2019 at 10:00 AM with the results being read aloud. A breakdown of the bids is attached.

The College has checked the references of the successful vendor and found all to be satisfactory. We therefore, recommend acceptance of the bid from RDB Enterprises, Kansas City, Missouri in the amount of \$53,008.80 for the purchase of Schiller portable EKG tablets, utilizing WEI grant funds.

Schiller FT-1 Portable Tablet Style EKG Tablets
Bid Opening December 10, 2019

Vendor	EKG Tablet	Extended Warranty	Total Price Per Unit	Total Cost
4MD Medical Solutions Lakewood, NU	\$ 1,999.00	\$ 1,530.00	\$ 3,529.00	\$ 84,696.00
Hnery Schein Medical Melville, NY	\$ 3,446.50	included	\$ 3,446.50	\$ 82,716.00
Medworks Advantage Chino, CA	\$ 2,356.00	\$ 1,526.00	\$ 3,882.00	\$ 93,168.00
RDB Enterprises Kansas City, MO	\$ 2,208.70	included	\$ 2,208.70	\$ 53,008.80 L

L= lowest vendor meeting specifications



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY20-VI.E

Board Meeting Date: January 9, 2020

BOARD COMMITTEE

- Policy
- Finance
- Architectural
- Other

FUNDING

- 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 December 13, 2018; February 14, 2019; March 14, 2019; April 11, 2019 and September 18, 2019 are authorized to be released. The audio recordings of April 13, 2017; May 11, 2017; December 14, 2017; April 12, 2018 and July 28, 2018 are eligible to be destroyed

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION

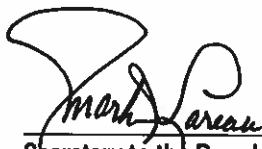
The Illinois Open Meetings Act requires closed session minutes be reviewed every six months and released to public review, if advised by legal counsel. The Act also authorizes the destruction of audio tapes of Closed Session Minutes 18 months prior. This action fosters transparency per the SSC Vision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


MOTION

Closed session minutes and audio tapes were reviewed, per the Illinois Open Meetings Act. The written minutes of December 13, 2018; February 14, 2019; March 14, 2019; April 11, 2019 and September 18, 2019 are authorized to be released. The audio recordings of April 13, 2017; May 11, 2017; December 14, 2017; April 12, 2018 and July 28, 2018 are eligible to be destroyed

- * 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

Approvals:


 Secretary to the Board 1/6/2020
Date


 President 1/6/2020
Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

For Board Information in

For Board Action in December 18, 2019

BOARD COMMITTEE:

- Policy
- Finance
- Architectural
- Other

FUNDING:

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

PROPOSAL SUMMARY

Request that the Board of Trustees accept the resignation of Kaitlin Ferguson, Producer, Communication Services, effective January 17, 2020 and grant permission to advertise the vacant position.

ESTIMATED COST OR BENEFIT

Not applicable.

JUSTIFICATION OF ACTION

Please see the attached letter from Mrs. Ferguson.

MOTION

Move that the Board of Trustees accept the resignation of Kaitlin Ferguson, Producer, Communication Services, effective January 17, 2020 and grant permission to advertise the vacant position.

- * 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) _____

APPROVALS

D. Miller
Originator

[Signature]
Director of Human Resources

Mark Carson
Appropriate Vice President

Synette Sabers
President

* Attach supplemental information as necessary