



**South Suburban College
Regular Meeting of the Board of Trustees**

July 8, 2021



BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE
15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS
BOARD ROOM, SUITE 2248
LINK FOR PUBLIC VIEWING: <https://bit.ly/3AdHACc>
FINANCE COMMITTEE MEETING AGENDA
DeFILIPPO, CHAIR; TRUSTEES DALY, ROGERS AND STUDENT TRUSTEE RUBEN
THURSDAY, JULY 8, 2021
7:50 PM

- I. Recommendation to approve the tentative operating and non-operating budgets for fiscal year 2022
- II. Recommendation to accept the bids of Bill Fritz, \$289.00; Lansing Sports Shop, \$26,271.26; Santos Sport, \$11,206.66; BSN Sports, \$33,923.49; Pro Player Supply, \$4,183.19; and Riddell, \$2,004.96 for the purchase of athletic uniforms and supplies
- III. Recommendation to adopt the resolution setting forth the prevailing wage rates compiled by the Illinois Department of Labor



BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE
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REGULAR BOARD MEETING AGENDA
THURSDAY, JULY 8, 2021
8:00 PM

- I. CALL TO ORDER/ROLL CALL**
- II. PLEDGE OF ALLEGIANCE**
- III. PUBLIC PARTICIPATION / ACCESS**
Livestream the SSC Board of Trustees Meeting: <https://bit.ly/3AdHACc>
- IV. PRESENTATIONS/REPORTS**
There are none.
- V. APPROVAL OF MINUTES OF PREVIOUS MEETINGS**
 - A. Finance Committee Meeting held June 10, 2021
 - B. Regular Board Meeting held June 10, 2021
 - C. Closed Session Meeting held June 10, 2021
- VI. NEW BUSINESS**
 - A. Monthly Financial Report (T. Pollert)
 - B. Approval of the payment of bills for July, 2021 (T. Pollert)
 - C. Approval of the tentative operating and non-operating budgets for fiscal year 2022 (A. DeFilippo)
 - D. Approval to accept the bids of Bill Fritz, \$289.00; Lansing Sports Shop, \$26,271.26; Santos Sport, \$11,206.66; BSN Sports, \$33,923.49; Pro Player Supply, \$4,183.19; and Riddell, \$2,004.96 for the purchase of athletic uniforms and supplies (A. DeFilippo)
 - E. Approval of the resolution setting forth the prevailing wage rates compiled by the Illinois Department of Labor (A. DeFilippo)
 - F. 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 May 13, 2021 and November 12, 2020 are authorized to be released. The written minutes of June 10, 2021 and January 14, 2021 shall remain closed. The audio recordings of September 18, 2019 shall be retained (M. Lareau)
- VII. PERSONNEL RECOMMENDATIONS**
 - A. Retirements/Resignations/Terminations
 - B. Appointments
 - C. Approval of the fiscal year 2022 compensation package for Administrators
 - D. Approval of the fiscal year 2022 compensation package for Technical Professional Exempt (TPE) employees

- E. Approval of the fiscal year 2022 compensation package for Grant-funded employees
- F. Approval to Create and Advertise
- G. Approval of the previously tabled Non-Credit Reorganization Plan
- H. Approval to renew the College President's Contract

VIII. CLOSED SESSION

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

IX. MISCELLANEOUS

X. ADJOURNMENT

Minutes

BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE

15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS

KINDIG PERFORMING ARTS CENTER

MINUTES OF THE FINANCE COMMITTEE

THURSDAY, JUNE 10, 2021

Trustee Anthony DeFilippo called the meeting of the Finance Committee to order at 8:25 p.m.

Committee members present: Trustees Anthony DeFilippo, John Daly, Janet Rogers and Student Trustee Dion Ruben.

Committee members absent: None.

Other Board members in attendance: Trustees Vivian Payne, Terry Wells, Joseph Whittington and Chairman Frank M. Zuccarelli.

Other Board members absent: None.

Also present: College President Lynette D. Stokes; 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 approve the previously tabled contract between South Suburban College District 510 and Follett Higher Education Group for the purpose of outsourcing the Bookstore operations.

Trustee DeFilippo recommended the Board approve the previously tabled contract between South Suburban College District 510 and Follett Higher Education Group for the purpose of outsourcing the Bookstore Operations at the regular Board of Trustees meeting.

II. Recommendation to approve the Resource Allocation Management Plan (R.A.M.P.), as presented.

Trustee DeFilippo recommended the Board approve the Resource Allocation Management Plan (R.A.M.P.), as presented, at the regular Board of Trustees meeting.

The meeting adjourned at 8:35 p.m.

BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE

15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS

KINDIG PERFORMING ARTS CENTER

REGULAR BOARD MEETING MINUTES

THURSDAY, JUNE 10, 2021

I. CALL TO ORDER & ROLL CALL:

At 8:35 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 Kindig Performing Arts Center.

Present: Chairman Frank M. Zuccarelli, Vice Chairman John Daly, Trustees Anthony DeFilippo, Vivian Payne, Janet Rogers, Terry Wells, Joseph Whittington and Student Trustee Dion Ruben.

Absent: None.

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

II. PLEDGE OF ALLEGIANCE

Chairman Frank M. Zuccarelli led the Pledge of Allegiance.

III. PUBLIC PARTICIPATION:

Dr. Jeffery Waddy requested permission to address the Board of Trustees in Closed Session regarding Agenda Item FY21-VII.A.2.

IV. REPORTS/PRESENTATIONS

There were none.

V. PREVIOUS MEETING MINUTES

A. Finance Committee held May 13, 2021

Trustee Wells moved and Trustee Payne seconded to approve the minutes of the Finance Committee meeting held May 13, 2021. On roll call John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Terry Wells, Chairman Frank M. Zuccarelli and Student Trustee Dion Ruben voted aye. Trustee Joseph Whittington passed. Nays: None. Motion carried.

B. Regular and Reconvened Board of Trustees Meeting held May 13, 2021

Trustee Rogers moved and Trustee DeFilippo seconded to approve the minutes of the Regular and Reconvened Board of Trustees meeting held May 13, 2021, as amended. On roll call John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Terry Wells, Chairman Frank M. Zuccarelli and Student Trustee Dion Ruben voted aye. Trustee Joseph Whittington passed. Nays: None. Motion carried.

C. Closed Session Meeting held May 13, 2021

Trustee DeFilippo moved and Trustee Rogers seconded to approve the minutes of the Closed Session meeting held on May 13, 2021. On roll call John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Terry Wells, Chairman Frank M. Zuccarelli and Student Trustee Dion Ruben voted aye. Trustee Joseph Whittington passed. Nays: None. Motion carried.

VI. NEW BUSINESS

A. Monthly Financial Report

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

B. Bills Payable for June 2021

Trustee Whittington moved and Trustee Wells seconded to authorize the Treasurer to pay the list of bills payable for June, 2021 in the amount of \$2,394,718.85. On roll call John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Terry Wells, Joseph Whittington, Chairman Frank M. Zuccarelli and Student Trustee Dion Ruben voted aye. Nays: None. Motion carried.

C. Approval of the previously tabled contract between South Suburban Community College District #510 and Follett Higher Education Troup for the purpose of outsourcing the Bookstore operations for 5 years.

Trustee DeFilippo moved and Trustee Daly seconded to approve the previously tabled contract between South Suburban College and Follett High Education Group. On roll call John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Terry Wells, Joseph Whittington, Chairman Frank M. Zuccarelli and Student Trustee Dion Ruben voted aye. Nays: None. Motion carried.

D. Approval of the Resource Allocation Management Plan (R.A.M.P.), as presented

Trustee DeFilippo moved and Trustee Payne seconded to approve the Resource Allocation Management Plan (R.A.M.P.), as presented. On roll call John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Terry Wells, Joseph Whittington, Chairman Frank M. Zuccarelli and Student Trustee Dion Ruben voted aye. Nays: None. Motion carried.

E. Approval to hold the July 8, 2021 Board of Trustees Meeting at the Main Campus of South Suburban College

Trustee Rogers moved and Trustee Whittington seconded to hold the July 8, 2021 Board of Trustees Meeting at the Main Campus of South Suburban College. On roll call John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Terry Wells, Joseph Whittington, Chairman Frank M. Zuccarelli and Student Trustee Dion Ruben voted aye. Nays: None. Motion carried.

VII. PERSONNEL RECOMMENDATIONS

VIII. Closed Session

At 9:01 p.m., the Board entered into Closed Session for the discussion of the hiring, discipline, performance, and compensation of certain personnel, dismissal of specific volunteers, matters of collective bargaining, acquisition of real property, and matters of pending, probable, or imminent litigation on a motion made by Trustee Daly and seconded by Trustee Whittington. On roll call John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Terry Wells, Joseph Whittington, Chairman Frank M. Zuccarelli and Student Trustee Dion Ruben voted aye. Nays: None. Motion carried.

The Board resumed open session at 10:41 p.m. on a motion made by Trustee Daly and seconded by Trustee Rogers. On roll call John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Terry Wells, Joseph Whittington, Chairman Frank M. Zuccarelli and Student Trustee Dion Ruben voted aye. Nays: None. Motion carried.

VII. PERSONNEL RECOMMENDATIONS CONTINUED

A. Retirements/Resignations/Terminations

1. Trustee DeFilippo moved and Trustee Whittington seconded to approve the resignation of Jennifer Malmquist, full-time Campus Store Clerk II in the SSC Bookstore, effective May 10, 2021. On roll call John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Terry Wells, Joseph Whittington, Chairman Frank M. Zuccarelli and Student Trustee Dion Ruben voted aye. Nays: None. Motion carried.

2. Trustee DeFilippo moved and Trustee Payne seconded to approve the termination of Jeffery Waddy, Dean of Allied Health and Career Programs, effective June 11, 2021, and grant permission to advertise to fill the vacated position. On roll call John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Terry Wells, Joseph Whittington, Chairman Frank M. Zuccarelli and Student Trustee Dion Ruben voted aye. Nays: None. Motion carried.

B. Appointments

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

1. Appointment of Joanna Tassin as a full-time Administrative Assistant II in the Liberal Arts and Sciences Department, effective July 1, 2021.
2. Appointment of Janice Allen as a full-time Administrative Assistant II in the Liberal Arts and Sciences Department, effective July 1, 2021.
3. Appointment of Hella Bowker as a full-time Administrative Assistant II in the Liberal Arts and Sciences Department, effective July 1, 2021.
4. Appointment of Darlene Bancroft as a full-time Administrative Assistant II in the Information Technology Department, effective July 1, 2021, and grant permission to advertise to fill the vacated position.
5. Appointment of Veretta Brooks as a full-time Administrative Assistant II in the Allied Health Department, effective July 1, 2021.
6. Appointment of Debbie Lamoureux as a full-time Administrative Assistant II in the Publications Department, effective July 1, 2021.
7. Appointment of Joann Mabry as a full-time Administrative Assistant II in the Nursing Department, effective July 1, 2021.
8. Appointment of Candace Stanley as a full-time Administrative Assistant II in the Physical Plant Department, effective July 1, 2021.
9. Appointment of Ramona Orellana as a full-time Executive Assistant to the Vice President of Administration, effective June 14, 2021.
10. Appointment of Kyra Cochran as a full-time, grant-funded Dislocated Worker Career Coach in the Job Training Department, effective June 14, 2021, pending successful completion of a criminal background investigation.
11. Appointment of Lorena Del Valle as a full-time, grant-funded Youth Career Coach in the Job Training Department, effective June 14, 2021, pending successful completion of a criminal background investigation.
12. Appointment of Jane Kawanna as full-time Purchasing Coordinator in the Administrative Services Department, effective June 14, 2021, and grant permission to advertise to fill the vacated position.
13. Appointment of Miguel Pagan as a full-time Custodian I in the Physical Plant Department, effective July 6, 2021, pending successful completion of a criminal background investigation.

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

C. Approval of the Non-Credit Reorganization Plan

Trustee DeFilippo moved and Trustee Payne seconded to table the recommendation to approve the Non-Credit Reorganization Plan. On roll call John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Joseph Whittington, Chairman Frank M. Zuccarelli and Student Trustee Dion Ruben voted aye. Nays: Trustee Terry Wells. Motion carried.

D. Approval to abolish position

Trustee Daly moved and Trustee Rogers seconded to abolish the position of Bookstore Clerk II in the Campus Bookstore, effective July 12, 2021. On roll call John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Terry Wells, Joseph Whittington, Chairman Frank M. Zuccarelli and Student Trustee Dion Ruben voted aye. Nays: None. Motion carried.

ADJOURNMENT

At 11:00 p.m., Trustee Daly moved and Trustee Rogers seconded to adjourn the Board of Trustees meeting. On roll call John Daly, Anthony DeFilippo, Vivian Payne, Janet Rogers, Terry Wells, Frank M. Zuccarelli and Student Trustee Dion Ruben voted aye. Nays: None. Motion carried.

New Business



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: **FY22-VI.A**

Board Meeting Date: July 8, 2021

BOARD COMMITTEE

FUNDING

- Policy
- Finance
- Architectural
- Other

- Operating
- College Capital
- Protection, Health and Safety

- Grant Funded
- Student Life
- Special Levies

PROPOSAL SUMMARY

Move to accept the Financial Report, as presented.

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, 2021. This action aligns with Strategic Direction 3.0; South Suburban College will ensure the financial, physical and technological resources necessary to support educational programs and promote continuous innovation and sustainability.


MOTION

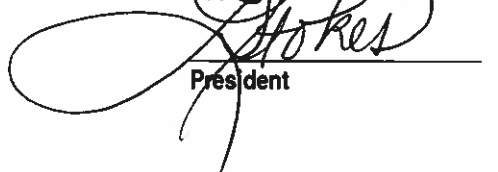
Move to accept the Financial Report, as presented.

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


 Controller/Treasurer 7/1/21
 Date


 Appropriate Vice President 7/1/21
 Date


 President 07/01/2021
 Date

SOUTH SUBURBAN COLLEGE
 South Holland, Illinois

To: Board of Trustees
 From: Tim Pollert
 Date: June 29, 2021
 Subject: Financial Report For The Period Ending May 31, 2021

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>
\$2,683,704.00	\$25,527,048.54
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$2,566,438.38	\$25,903,254.90

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>
\$3,785,128.80	\$40,791,521.41
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$3,631,100.34	\$41,289,205.87
<u>Net Monthly Position</u>	<u>Year to Date Net Position</u>
\$154,028.46	(\$497,684.46)

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>
\$11,522,384.28	2.43%	-12

SOUTH SUBURBAN COLLEGE
South Holland, Illinois

	Revenue Educational	Revenue O&M	Monthly Total
July	\$2,985,044.00	\$321,851.58	\$3,306,895.58
August	\$1,702,212.98	\$201,234.42	\$1,903,447.40
September	\$1,848,251.85	\$200,798.15	\$2,049,050.00
October	\$1,978,528.15	\$219,528.15	\$2,198,056.30
November	\$2,085,185.80	\$210,852.15	\$2,296,037.95
December	\$990,851.15	\$147,852.15	\$1,138,703.30
January	\$2,105,851.58	\$218,852.48	\$2,324,704.06
February	\$1,985,482.58	\$243,851.58	\$2,229,334.16
March	\$2,997,582.15	\$207,528.58	\$3,205,110.73
April	\$1,985,153.48	\$206,851.58	\$2,192,005.06
May	\$2,398,518.85	\$285,185.15	\$2,683,704.00
June			
YTD	\$23,062,662.57	\$2,464,385.97	\$25,527,048.54

	Expenditures Educational	Expenditures O&M	Monthly Total
July	\$3,226,519.42	\$361,596.35	\$3,588,115.77
August	\$2,060,934.60	\$422,312.34	\$2,483,246.94
September	\$1,604,261.52	\$208,172.57	\$1,812,434.09
October	\$2,029,649.56	\$301,688.81	\$2,331,338.37
November	\$1,798,270.30	\$373,928.40	\$2,172,198.70
December	\$1,971,707.84	\$274,890.04	\$2,246,597.88
January	\$2,185,668.14	\$381,407.69	\$2,567,075.83
February	\$1,924,835.87	\$310,281.43	\$2,235,117.30
March	\$1,716,225.40	\$293,132.72	\$2,009,358.12
April	\$1,662,418.37	\$228,915.15	\$1,891,333.52
May	\$1,873,301.80	\$693,136.58	\$2,566,438.38
June			
YTD	\$22,053,792.82	\$3,849,462.08	\$25,903,254.90

SOUTH SUBURBAN COLLEGE
South Holland, Illinois

	Revenues All Funds	Expenditures All Funds	Monthly Total
July	\$4,315,851.15	\$4,915,591.60	(\$599,740.45)
August	\$3,601,927.12	\$3,958,335.88	(\$356,408.76)
September	\$3,317,578.35	\$3,261,125.97	\$56,452.38
October	\$3,146,715.10	\$3,046,661.91	\$100,053.19
November	\$3,309,815.85	\$3,303,577.40	\$6,238.45
December	\$2,985,158.35	\$3,888,456.26	(\$903,297.91)
January	\$3,869,485.15	\$4,168,067.68	(\$298,582.53)
February	\$3,751,851.85	\$3,829,356.23	(\$77,504.38)
March	\$4,309,851.11	\$3,267,425.74	\$1,042,425.37
April	\$4,398,158.58	\$4,019,506.86	\$378,651.72
May	\$3,785,128.80	\$3,631,100.34	\$154,028.46
June			
YTD	\$40,791,521.41	\$41,289,205.87	(\$497,684.46)

	Investment Total	Average Rate of Return	Basis Point Change from Last Month
July	\$10,420,100.73	2.19%	(8)
August	\$10,659,249.00	2.06%	(13)
September	\$11,306,235.94	2.13%	7
October	\$11,722,381.96	2.47%	34
November	\$11,250,177.98	2.33%	(14)
December	\$7,430,838.18	2.71%	38
January	\$5,954,861.06	3.15%	44
February	\$5,462,704.05	3.33%	18
March	\$9,907,148.29	3.23%	(10)
April	\$12,336,280.70	2.55%	(68)
May	\$11,522,384.28	2.43%	(12)
June			

SOUTH SUBURBAN COLLEGE

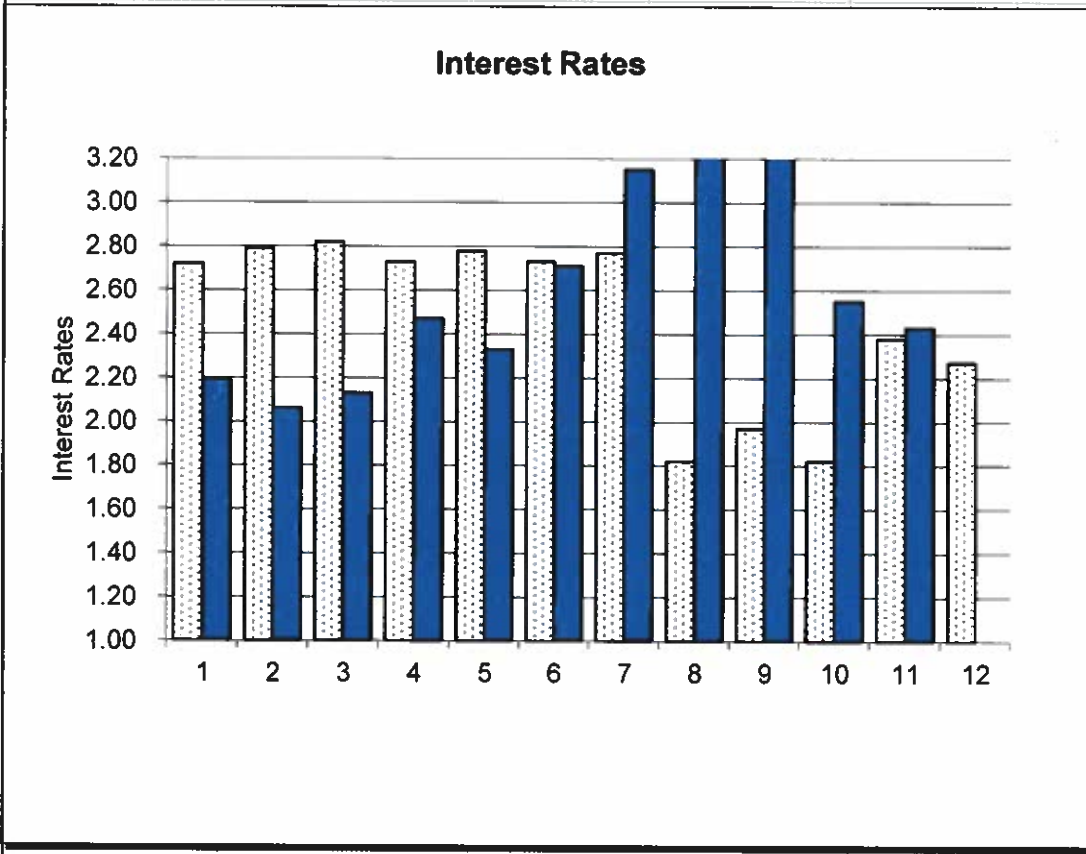
Description	Date	Fund 1 Educational	Fund 2 Opr. & Maint.	Fund 3 O&M Rst(300)	Fund 3 PH&S(379)
53 Money Market Bond		0.00	0.00	0.00	0.00
53 Investment account		4,695,720.64	0.00	0.00	0.00
PMA/I S D L A F + = ISDMAX		32.79	0.00	0.00	0.00
Illinois Funds		2,883,037.23	0.00	0.00	0.00
53 Contributory Trust		148,148.78	0.00	0.00	0.00
IIIT Money Market/UMB		28,586.52	0.00	0.00	0.00
53 Financial Money Market		4,573,597.73	0.00	0.00	0.00
Totals	5/1	12,329,123.69	0.00	0.00	0.00
Transactions:					
Illinois Fund MM deposit from Comptroller	5/6	215,118.42			
Illinois Fund MM deposit from Comptroller	5/6	125,000.00			
Illinois Fund MM deposit from Comptroller	5/19	109,982.03			
Illinois Fund MM deposit from Comptroller	5/19	23,574.41			
Illinois Fund MM deposit from Comptroller	5/26	910.00			
Illinois Fund MM deposit from Comptroller	5/26	51,810.22			
Illinois Fund MM deposit from Comptroller	5/26	9,708.50			
Fifth Third MM transfer to Cash	5/27	(1,350,000.00)			
		11,515,227.27	0.00	0.00	0.00
Ending Balance:					
53 Money Market Bond		0.00	0.00	0.00	0.00
53 Investment account		4,695,720.64	0.00	0.00	0.00
PMA/I S D L A F + = ISDMAX		32.79	0.00	0.00	0.00
Illinois Funds		3,419,140.81	0.00	0.00	0.00
53 Contributory Trust		148,148.78	0.00	0.00	0.00
IIIT Money Market/UMB		28,586.52	0.00	0.00	0.00
53 Financial Money Market		3,223,597.73	0.00	0.00	0.00
Totals	5/31	11,515,227.27	0.00	0.00	0.00

SOUTH SUBURBAN COLLEGE

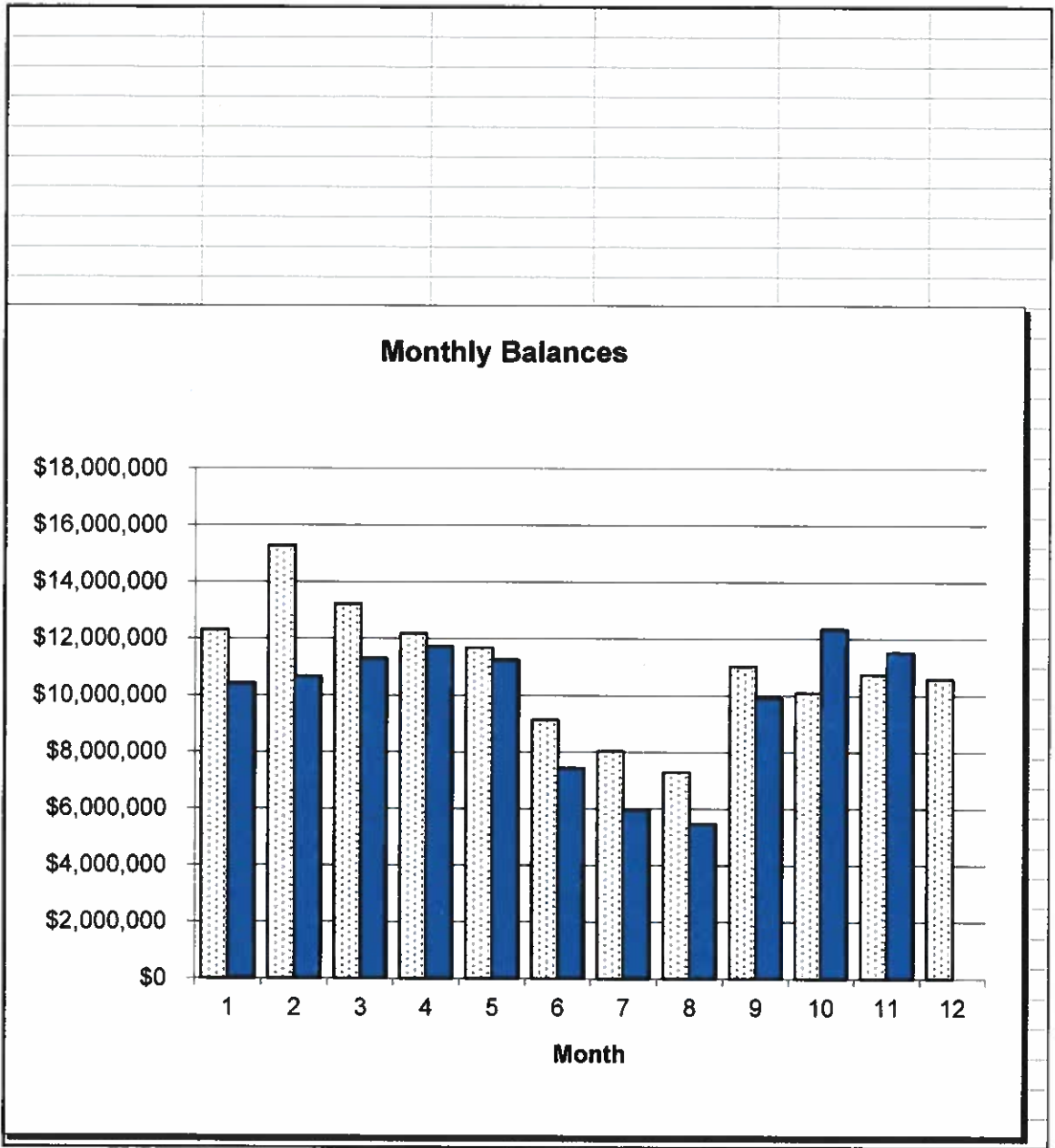
Investment		Page 4	Page 6	Total	Percent to Total
10	U. S. Government Securities	0.00	0.00	0.00	0%
20	Time Deposits	0.00	0.00	0.00	0%
30	Commercial Paper	0.00	0.00	0.00	0%
40	Mutual Funds	0.00	0.00	0.00	0%
50	Illinois Funds	3,447,727.33	0.00	3,447,727.33	30%
60	Repurchase Agreements	0.00	0.00	0.00	0%
90	Other	8,074,656.95	0.00	8,074,656.95	70%
	Total	11,522,384.28	0.00	11,522,384.28	100%
	Average %	2.43			

South Suburban College

Investment Summary					
		F Y 2019 - 2020		F Y 2020 - 2021	
Month	Month End Balance	Percent Return	Month End Balance	Percent Return	
July	\$12,297,369	2.72	\$10,420,101	2.19	
August	15,281,206	2.79	10,659,249	2.06	
September	13,216,127	2.82	11,306,236	2.13	
October	12,171,590	2.73	11,722,382	2.47	
November	11,674,854	2.78	11,250,178	2.33	
December	9,132,270	2.73	7,430,838	2.71	
January	8,035,221	2.77	5,954,861	3.15	
February	7,295,271	1.82	5,462,704	3.33	
March	11,031,711	1.97	9,907,148	3.23	
April	10,092,240	1.82	12,336,281	2.55	
May	10,744,365	2.38	11,522,384	2.43	
June	10,587,248	2.27			



South Suburban College





SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: **FY22-VI.B**

Board Meeting Date: **July 8, 2021**

BOARD COMMITTEE

FUNDING

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

PROPOSAL SUMMARY

[Empty box for proposal summary]

ESTIMATED COST OR BENEFIT

[Empty box for estimated cost or benefit]

JUSTIFICATION OF ACTION

This action aligns with Strategic Direction 3.0; South Suburban College will ensure the financial, physical and technological resources necessary to support educational programs and promote continuous innovation and sustainability.

MOTION

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

Education Fund	\$2,178,251.47
Operations & Maintenance Fund	\$386,632.38
Operation and Maintenance Fund Restricted	\$24,192.10
Auxiliary Enterprise Fund	\$67,703.78
Restricted Funds	\$1,114,505.57
Special Levies Fund	\$39,381.46
Audit Fund	\$15,000.00
Flex Plan Fund	\$387.70
Total	\$3,826,051.46

Approvals:

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

[Signature]
 Controller/Treasurer 7/1/21
 Date

[Signature]
 Appropriate Vice President 7/1/21
 Date

[Signature]
 President 07/01/2021
 Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST Agenda Item FY22-VI.C

For Board Information in July, 2021

Board Action in July, 2021

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 2020-2021 tentative budgets. As a result of this review, we recommend the Board take action to approve the tentative budgets for Fiscal Year 2021-2022.

ESTIMATED COST OR BENEFIT

The tentative operating budget is \$31,999,784
The tentative non-operating budget is \$18,576,614

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

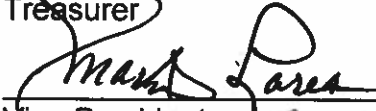
Motion to approve the tentative operating and non-operating budgets for Fiscal Year 2021-22; publish notification of the tentative budget, and to have the tentative budget available for public inspection for thirty days.

- * 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

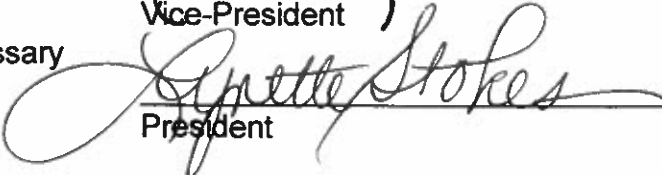
APPROVALS



Treasurer



Vice-President



President

Office of the Treasurer



To: Board of Trustees
From: Tim Pollert
Date: July 1, 2021
Subject: Tentative Budget Packet – Fiscal Year 2021-2022

Included with the Board Action Request form are summary documents for both the tentative operating and non-operating fund budgets for fiscal year 2021-2022.

Tentative operating expenditures are currently budgeted at \$31,999,784 with projected revenue of \$31,478,551. Non-operating expenditures are projected to be \$18,576,614 with revenue projected at \$18,486,864. In aggregate, tentative fiscal year expenditures are \$50,576,398 with projected revenue for the year of \$49,965,415.

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

**Operating Budget
2022**

	Account Number	2022	2021	2022 v 2021	% Change
Vice President of Academic Affairs					
Vice Pres. Academic Affairs Office	01 1090 10001	\$ 343,025	\$ 347,139	\$ (4,114)	-1.19%
Adult Ed	01 4080 40001	162,964	162,078	886	0.55%
Continuing Ed	01 4020 40002	146,223	219,658	(73,435)	-33.43%
Dean of Nursing	01 1090 10022	366,065	250,625	115,440	46.06%
Nursing Department	01 1040 10025	556,556	420,657	135,899	32.31%
BNATP	01 1040 10038	121,948	174,079	(52,131)	-29.95%
Physical Science	01 1010 10005	473,006	496,253	(23,247)	-4.68%
Math	01 1010 10006	1,316,944	1,278,810	38,134	2.98%
Life Science	01 1010 10007	890,571	928,561	(37,990)	-4.09%
English	01 1010 10012	1,230,732	1,215,398	15,334	1.26%
Reading	01 1050 10013	205,093	288,045	(82,952)	-28.80%
Business	01 1010 10028	174,622	296,916	(122,294)	-41.19%
CIS	01 1030 10029	148,202	160,319	(12,117)	-7.56%
OAT	01 1020 10031	4,250	12,400	(8,150)	-65.73%
Building Construction	01 1030 10032	177,445	161,985	15,460	9.54%
Dean of LAS	01 1090 10035	415,305	170,641	244,664	143.38%
Engineering	01 1010 10037	88,105	98,808	(10,703)	-10.83%
Dean of Academic Services	01 1090 10027		92,345	(92,345)	-100.00%
Art	01 1010 10008	377,379	492,971	(115,592)	-23.45%
Communication & Humanities	01 1010 10011	474,447	423,897	50,550	11.93%
Music	01 1010 10009	222,825	261,862	(39,037)	-14.91%
Social & Behavioral Sciences	01 1010 10015	614,183	550,448	63,735	11.58%
Performing Arts Center	01 1090 10018	99,388	96,788	2,600	2.69%
Theatre Productions	01 1010 10014	7,500	7,950	(450)	-5.66%
Legal Studies	01 1010 10030	475,462	543,181	(67,719)	-12.47%
Human Services	01 1010 10026	26,950	43,950	(17,000)	-38.68%
Service Learning	01 1010 10039	1,450	1,750	(300)	-17.14%
Child Development	01 1010 10040	157,972	137,192	20,780	15.15%
Barbering	01 1020 10041	172,714	131,040	41,674	31.80%
Allied Health	01 1040 10024	1,259,060	1,224,170	34,890	2.85%
Total		\$ 10,710,386	\$ 10,689,916	\$ 20,470	0.19%

Operating Budget
2022

2022 v 2021

	Account Number	2022	2021	Difference	% Change
Vice President of Administration					
Mailroom	01 8060 80010	\$ 111,250	\$ 111,250	\$ -	0.00%
Physical Plant Engineering	02 7010 70004	150,021	151,198	(1,177)	-0.78%
Physical Plant Grounds	02 7030 70005	55,000	60,000	(5,000)	-8.33%
Physical Plant Maintenance	02 7010 70006	642,552	654,098	(11,546)	-1.77%
Physical Plant Utilities	02 7060 70007	1,140,000	1,149,000	(9,000)	-0.78%
Physical Plant Custodial	02 7020 70008	1,149,636	1,185,282	(35,646)	-3.01%
Treasurer's Office	01 8020 80002	191,729	152,697	39,032	25.56%
Business & Accounting	01 8020 80012	604,049	632,318	(28,269)	-4.47%
Human Resources	01 8040 80005	443,809	434,639	9,170	2.11%
Affirmative Action	01 8010 80020	3,600	3,500	100	2.86%
Staff Development	01 8090 80006	14,500	14,500	-	0.00%
VP Administration	01 8010 80001	297,260	327,647	(30,387)	-9.27%
Campus Police	02 7040 70001	1,276,019	1,260,353	15,666	1.24%
TV Studio	01 1090 10033	618,922	627,770	(8,848)	-1.41%
Distance Learning	01 1090 10034	316,268	183,206	133,062	72.63%
Network Systems	01 1090 10003	1,434,851	1,160,780	274,071	23.61%
Information Technology	01 8080 80007	1,623,910	1,455,830	168,080	11.55%
Switchboard	02 8060 80008	359,889	287,598	72,291	25.14%
Total		\$ 10,433,265	\$ 9,851,666	\$ 581,599	5.90%

**Operating Budget
2022**

	Account Number	2022	2021	2022 v 2021 Difference	% Change
President					
Foundation	01 8070 80022	\$ 2,000	\$ 2,000	\$ -	0.00%
Publications	01 8030 80023	235,044	232,191	2,853	1.23%
Public Relations	01 8010 80024	564,264	565,364	(1,100)	-0.19%
President's Office	01 8010 80019	444,913	445,606	(693)	-0.16%
Board of Trustees	01 8050 80025	42,472	39,600	2,872	7.25%
Phi Theta Kappa	01 1090 10017	7,549	7,891	(342)	-4.33%
Total		\$ 1,296,242	\$ 1,292,652	\$ 3,590	0.28%

**Operating Budget
2022**

	Account Number	2022	2021	2022 v 2021 Difference	% Change
Vice President Student Development					
VP Student Development	01 3020 30001	\$ 225,176	\$ 225,240	\$ (64)	-0.03%
Records	01 3010 30028	335,444	336,626	(1,182)	-0.35%
Admiss/Latino Center/Welcome Center	01 3010 30020	339,747	340,830	(1,083)	-0.32%
Registration	01 3010 30022	332,159	215,148	117,011	54.39%
Veterans Center	01 3040 30033	12,200	12,200	-	0.00%
Financial Aid	01 3040 30007	463,420	472,110	(8,690)	-1.84%
Counseling	01 3020 30030	824,328	1,282,468	(458,140)	-35.72%
Library	01 2010 20001	435,652	435,326	326	0.07%
Dean of Student Development	01 3010 30021	167,443	167,335	108	0.06%
Office of Disable Student Services	01 3010 30024	240,331	219,432	20,899	9.52%
Office of College Recruitment	01 3010 30029	302,316	372,232	(69,916)	-18.78%
Academic Assistance Services	01 3020 30004	211,076	209,401	1,675	0.80%
Dean of Student Services	01 3020 30006	160,024	159,861	163	0.10%
Testing & Orientation	01 3020 30031	219,791	194,931	24,860	12.75%
Career Development	01 3050 30032	47,450	51,000	(3,550)	-6.96%
Total		\$ 4,316,557	\$ 4,694,140	\$ (377,583)	-8.04%

**Operating Budget
2022**

	Account Number	2022	2021	2022 v 2021 Difference	% Change
AVP Accreditation and Institutional Research					
AVP Accreditation and IR	01 1090 10099	\$ 220,595	\$ 292,787	\$ (72,192)	-24.66%
Institutional Research	01 8070 80021	192,762	158,882	33,880	21.32%
Oak Forest Center	01 4020 40004	239,257	327,136	(87,879)	-26.86%
Total		\$ 652,614	\$ 778,805	\$ (126,191)	-16.20%

**Operating Budget
2022**

	Account Number	2022	2021	2022 v 2021 Difference	% Change
Institutional Support					
Institutional Expense	01 8060 80013	\$ 2,120,720.00	\$ 1,909,872.00	\$ 210,848	11.04%
Waivers/Scholarships	01 9010 90001	2,470,000	3,350,000	(880,000)	-26.27%
Total		\$ 4,590,720	\$ 5,259,872	\$ (669,152)	-12.72%

Total 2022 Operating Budget

Total 2022 Operating Budget		\$ 31,999,784	\$ 32,567,051	\$ (567,267)	-1.74%
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Educational Fund Revenues

Fiscal Year 2021 - 2022

Category	FY 21-22 Budget	FY 20-21 Budget	Increase/ Decrease	Percent Change
Local Government Sources:				
Taxes Current Year	\$ 11,458,404	\$ 11,178,931	\$ 279,473	2.50%
Total Local Sources	\$ 11,458,404	\$ 11,178,931	\$ 279,473	2.50%
State Government Sources:				
Credit Hour Grants	\$ 1,101,323	\$ 1,160,638	\$ (59,315)	-5.11%
Equalization Grant	723,340	485,830	237,510	48.89%
Career and Technical Ed Grant	234,448	216,490	\$ 17,958	8.30%
Corporate Replacement Tax	325,000	300,683	24,317	8.09%
Total State Sources	\$ 2,384,111	\$ 2,163,641	\$ 220,470	10.19%
Federal Government Sources	\$ 12,450	\$ 11,590	\$ 860.00	7.42%
Tuition and Fees:				
Tuition	\$ 10,500,000	\$ 11,480,343	\$ (980,343)	-8.54%
Course Fees	710,000	779,670	(69,670)	-8.94%
Lab Fees	335,000	368,192	(33,192)	-9.01%
Other Fees	210,000	216,162	(6,162)	-2.85%
Total Tuition and Fees	\$ 11,755,000	\$ 12,844,367	\$ (1,089,367)	-8.48%
Other Sources of Revenue:				
Interest on Investments	\$ 150,000	\$ 288,947	\$ (138,947)	-48.09%
Indirect Cost Revenue	750,000	-		
Facilities Rental	762,000	764,567	(2,567)	-0.34%
Total Other Sources	\$ 1,662,000	\$ 1,053,514	\$ (141,514)	57.76%
Total Revenue	\$ 27,271,965	\$ 27,252,043	\$ 19,922	0.07%
	=====	=====	=====	=====

Operating Funds Revenues

Fiscal Year 2021 - 2022

Category	FY 21-22 Budget	FY 20-21 Budget	Increase/ Decrease	Percent Change
Local Government Sources:				
Taxes Current Year	\$ 14,246,667	\$ 13,899,187	\$ 347,480	2.50%
Total Local Sources	\$ 14,246,667	\$ 13,899,187	\$ 347,480	2.50%
State Government Sources:				
Credit Hour Grants	\$ 2,202,646	\$ 2,262,083	\$ (59,437)	-2.63%
Equalization Grant	723,340	485,830	237,510	48.89%
Career and Technical Ed Grant	234,448	216,490	17,958	8.30%
Corporate Replacement Tax	640,000	601,366	38,634	6.42%
Total State Sources	\$ 3,800,434	\$ 3,565,769	\$ 234,665	6.58%
Federal Government Sources	\$ 12,450	\$ 11,590	\$ 860.00	7.42%
Tuition and Fees:				
Tuition	10,500,000	11,480,343	\$ (980,343)	-8.54%
Course Fees	710,000	779,670	(69,670)	-8.94%
Lab Fees	335,000	368,192	(33,192)	-9.01%
Other Fees	210,000	216,162	(6,162)	-2.85%
Total Tuition and Fees	\$ 11,755,000	\$ 12,844,367	\$ (1,089,367)	-8.48%
Other Sources of Revenue:				
Interest on Investments	\$ 150,000	\$ 288,947	\$ (138,947)	-48.09%
Indirect Cost Revenue	750,000	-	-	100%
Parking/Traffic	2,000	1,477	523	35.41%
Facilities Rental	762,000	766,044	(4,044)	-0.53%
Total Other Sources	\$ 1,664,000	\$ 1,056,468	\$ (142,468)	57.51%
Total Revenue	\$ 31,478,551	\$ 31,377,381	\$ 101,170	0.32%
	=====	=====	=====	=====

Operations & Maintenance Fund Revenues

Fiscal Year 2021 - 2022

Category	FY 21-22 Budget	FY 20-21 Budget	Increase/ Decrease	Percent Change
Local Government Sources:				
Taxes Current Year	\$ 2,788,262	\$ 2,720,256	\$ 68,006	2.50%
Total Local Sources	\$ 2,788,262	\$ 2,720,256	\$ 68,006	2.50%
State Government Sources:				
Credit Hour Grants	\$ 1,101,323	\$ 1,101,445	\$ (122)	-0.01%
Corporate Replacement Tax	315,000	300,683	14,317	4.76%
Total State Sources	\$ 1,416,323	\$ 1,402,128	\$ 14,195	1.01%
Other Sources of Revenue:				
Parking/Traffic	\$ 2,000	\$ 1,477	\$ 523	35.41%
Total Other Sources	\$ 2,000	\$ 1,477	\$ 523	35.41%
Total Revenue	\$ 4,206,585	\$ 4,123,861	\$ 82,724	2.01%
	=====	=====	=====	=====

SOUTH SUBURBAN COLLEGE
REVENUES AND EXPENDITURES
FISCAL YEAR 2022
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
REVENUES:							
Bookstore		80,000					80,000
Bus. & Career Institute							-
Satellite Copier		65,000					65,000
Duplication Center		50,000					50,000
State Gov. Sources			1,450,855				1,450,855
Federal Gov. Sources			12,578,158				12,578,158
Student Dev. Fund				825,000			825,000
Tax Revenue	2,110,000				170,000	1,100,851	3,210,851
T & A Receipts					57,000		170,000
Flex Plan							57,000
TOTAL REVENUES	2,110,000	195,000	14,029,013	825,000	227,000	1,100,851	18,486,864
EXPENDITURES:							
Bookstore		20,000					20,000
Bus. & Career Institute		100,000	20,000				120,000
Satellite Copier		65,000					65,000
Duplication Center		99,750					99,750
V.P. Academic Services			1,216,103				1,216,103
Controller/Treasurer			11,919,181				11,919,181
V.P. Student Development			167,056				167,056
Adult Ed			706,673				706,673
Career Development & Job Training							-
Student Dev. Fund				825,000			825,000
Debt Principal	2,110,000						2,110,000
Protection Health and Safety							-
Debt Interest							-
T & A Disbursements					170,000		170,000
Liab. Prot. Sett. Fund						1,100,851	1,100,851
Other					57,000		57,000
TOTAL EXPENDITURES	2,110,000	284,750	14,029,013	825,000	227,000	1,100,851	18,576,614



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY22-VI.D

Board Meeting Date: July 8, 2021

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 vendors for the purchase of athletic uniforms and supplies.

ESTIMATED COST OR BENEFIT

\$77,878.56

JUSTIFICATION OF ACTION

The uniforms and supplies are needed for the 2021-2022 athletic season. (Strategic Direction, 2 SSC2.6: Engage students in all aspects of their college experience.)

MOTION

To accept the bids of Bill Fritz, Apex, North Carolina, \$289.00; Lansing Sports, Lansing, Illinois, \$26,271.26; Santos Sport, Chicago Ridge, Illinois \$11,206.66; BSN Sports, Dallas, Texas \$33,923.49; Pro Player Supply, Mill Creek, WA \$4,183.19 and Riddell, North Ridgeville, OH \$2,004.96 for the purchase of athletic uniforms and supplies.

- * 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:

[Signature]
Originator 6/28/2021
Date

[Signature]
Appropriate Dean/Vice President 6/28/21
Date

[Signature]
President 07/01/2021
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 17, 2021
Subject: Athletic Uniforms and Supplies

On May 14, 2021 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 six (6) responses and a public opening was held on June 2, 2021 at 1:00 PM 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 \$77,878.56 for the purchase of athletic uniforms and supplies.

Athletic Uniform and Supply Bid
 Bid Opening June 2, 2021

QTY	ITEM	Bill Fritz	Lansing	BSN	Pro Player Supply	Santo	Riddell
BASEBALL							
1	36 Dz Baseballs		\$ 2,732.04			\$ 2,570.40 L	
2	1 Aluminum Bat		\$ 269.89			\$ 252.60 L	
3	36 Baseball Hats		\$ 644.04 L	\$ 684.00	\$ 682.92	\$ 699.84	\$ 594.00 S
4	36 Baseball hats		\$ 644.04 L	\$ 684.00	\$ 682.92	\$ 699.84	\$ 594.00 S
5	36 Knit Hats		\$ 522.00 L				\$ 531.00 S
6	1 Catchers Equipment		\$ 279.95 L				\$ 234.56 S
7	2 Catchers masks		\$ 219.00 L				\$ 147.44 S
8	1 Bat Bag		\$ 119.50 L				
9	36 Belts		\$ 172.44	\$ 65.88 L	\$ 122.04		\$ 178.56
10	3 Dz Rag Balls		\$ 134.25 L	\$ 149.94	\$ 158.04	\$ 143.07	
11	1 Equipment Bag		\$ 99.89 L				
12	24 Travel Bags		\$ 1,362.96 L		\$ 1,918.80		
13	6 Coaches Golf Shirts		\$ 268.74	\$ 162.00 L			
14	6 Jackets		\$ 323.34	\$ 234.00 L			
15	48 Fleece long sleeve		\$ 1,914.72 L		\$ 2,706.72		
16	48 BP Fleece-Navy		\$ 2,149.92 L				
17	48 PB Fleece-Gray		\$ 2,149.92 L				
18	32 Under Armour Pants G/B		\$ 2,332.48	\$ 612.00 L			

Athletic Uniform and Supply Bid
 Bid Opening June 2, 2021

	QTY	ITEM	Bill Fritz	Lansing	BSN	Pro Player Supply	Santo	Riddell
36	24	Ear Warmers		\$ 381.36 L		\$ 570.24		
37	1	Bat		\$ 349.99			\$ 328.44 L	
38	1	Bat		\$ 349.99			\$ 334.79 L	
39	1	Bat		\$ 349.99			\$ 323.89 L	
40	12	Visors		\$ 155.88 L		\$ 237.12		\$192.00 S
41	10	Jackets		\$ 698.90	\$ 550.00	\$ 697.60		\$511.60 L
42	18	Shorts		\$ 464.22		\$ 642.22	\$ 442.80 L	
43	14	Mock Cold GearTops		\$ 501.06	\$ 490.00 L			
44	14	Hoodies		\$ 446.46		\$ 531.44	\$ 363.16 L	
45	1	Hitting net		\$ 149.89	\$ 146.98 L	\$ 246.39	\$ 154.40	
46	72	Socks		\$ 284.40			\$ 205.20 L	
47	7dz	Softballs		\$ 570.43	\$ 559.86	\$ 538.65	\$ 451.01 L	
48	12	Uniform Tops		\$ 1,050.00 CS		\$ 892.32 L		
49	12	Uniform Pants		\$ 1,050.00 CS		\$ 892.32 L		
50	12	Warm-up Tops		\$ 690.00 L		\$ 760.32		
51	12	Warm-up pants		\$ 690.00 L		\$ 760.32		
52	30	Belts		\$ 116.70		\$ 190.80	\$ 85.50 L	\$148.80
53	9	Coaches Polo		\$ 404.01		\$ 538.74	\$ 376.56 L	
54	3	Backpacks		\$ 164.37			\$ 179.67	\$145.92 L

Athletic Uniform and Supply Bid
 Bid Opening June 2, 2021

71	15	Practice Jerseys			\$ 299.85 L	\$ 300.00	\$	162.90 S			\$101.25 S
	QTY	ITEM	Bill Fritz	Lansing	BSN		Pro Player Supply	Santo		Riddell	
72	15	Practice Shorts		\$ 224.85	\$ 135.00	\$	132.15 L			\$91.25 S	
73	15	Nike Jersey		\$ 548.85	\$ 450.00 L						
74	15	Nike Shorts		\$ 430.35	\$ 360.00 L						
75	15	Hooded Shooting Shirts		\$ 277.35	\$ 270.00	\$	350.40	\$ 230.85 L		\$137.10 S	
76	15	Russell Sweatsuits		\$ 591.75	\$ 600.00 L	\$	809.55				
77	4	Russell Sweatsuits		\$ 177.96 L	\$ 180.00	\$	215.88				
78	15	Short Sleeve Shirts		\$ 191.85 L	\$ 240.00	\$	237.45	\$ 194.40		\$218.25	
79	20	Warm-up Jackets/Pants		\$ 1,769.80	\$ 1,440.00 L	\$	2,473.20				
80	20	Backpacks		\$ 777.80	\$ 620.00 L	\$	1,346.60	\$ 1,068.80			
81	4	Winter Jackets		\$ 377.96 L	\$ 580.00						
82	20	Nike shoes			\$ 1,300.00 L						
83	4	Coaching Shirts		\$ 113.96	\$ 104.00 L					\$105.44	
84	4	Coaching Shirts		\$ 113.96	\$ 116.00			\$ 109.44 L		\$109.68	
85	4	Coaching Shirts		\$ 179.56 L	\$ 180.00						
86	20	Russell SS Shirts		\$ 255.80	\$ 240.00	\$	259.20	\$ 169.80 L		\$182.80 S	
87	20	Augusta LS Shirts		\$ 235.80	\$ 370.00	\$	319.20 S	\$ 209.60		\$125.00 L	

Athletic Uniform and Supply Bid
 Bid Opening June 2, 2021

105	2	Dry Erase Boards		\$ 25.98	\$ 12.58 L					
106	2	Whistles		\$ 13.98	\$ 6.66 L		\$ 11.50		\$ 17.92	
	QTY	ITEM	Bill Fritz	Lansing	BSN	Pro Player Supply	Santo		Riddell	
107	10	Combination Locks			\$ 59.80 L	\$ 189.60				
108	20	Extra large Back Packs		\$ 855.80	\$ 760.00 L	\$ 1,447.20				
109	20	Shooting Shirts		\$ 691.80	\$ 300.00	\$ 273.20			\$ 189.00 L	
110	27	Winter hats		\$ 345.33 L	\$ 486.00	\$ 468.72				
111	3	Floor Mats		\$ 148.50 L						
112	1	Stat Program								
113	1	Extra large Travel Bag		\$ 99.79	\$ 59.98 L					
114	1	Shooting Machine			\$ 8,999.98 L					
		MEN'S SOCCER								
115	26	T-Shirts		\$ 155.74	\$ 143.00	\$ 303.16	\$ 166.40		\$ 121.16 L	
116	26	Sweatshirts		\$ 569.14	\$ 468.00	\$ 617.76	\$ 454.48 L		\$ 390.00 S	
117	26	Compression Mock		\$ 1,008.54	\$ 520.00 L					
118	48 pr	Socks		\$ 455.52	\$ 360.00 L					
119	26	Warm-up Tops		\$ 907.14	\$ 871.00 L					
120	8	SS Tops		\$ 278.32	\$ 200.00 L					



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY22-VI.E

Board Meeting Date: July 8, 2021

BOARD COMMITTEE

FUNDING

- Policy
- Finance
- Architectural
- Other

- Operating
- College Capital
- Protection, Health and Safety

- Grant Funded
- Student Life
- Special Levies

PROPOSAL SUMMARY

Each year, the Board of Trustees adopts a resolution setting forth the prevailing wage rates compiled by the Illinois Department of Labor.

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION

The Illinois Prevailing Wage Act no longer requires the adoption of an annual prevailing wage resolution. This action is to formally pledge the commitment of the South Suburban College Board of Trustees to honor the prevailing wage rates for laborers, workers and mechanics employed on public works of Community College District No. 510. This action aligns with Strategic Direction 3.0; South Suburban College will ensure the financial, physical and technological resources necessary to support educational programs and promote continuous innovation and sustainability.

MOTION

Move that the Board of Trustees adopt the attached resolution setting forth the prevailing wage rates compiled by the Illinois Department of Labor.

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

Appropriate Vice President

7/1/21
Date

President

07/01/2021
Date

RESOLUTION

A RESOLUTION ADOPTING THE PREVAILING WAGE RATES FOR LABORERS, WORKMEN AND MECHANICS EMPLOYED ON PUBLIC WORKS OF COMMUNITY COLLEGE DISTRICT NO. 510, SOUTH SUBURBAN COLLEGE, COUNTY OF COOK, STATE OF ILLINOIS

WHEREAS the State of Illinois has enacted "An Act regulating wages of laborers, mechanics and other workers employed in any public works by the State, County, City or any public body or any political subdivision or by anyone under contract for public works," approved June 26, 1941, as amended, being 820 ILCS 130/1 et seq. (1993); formerly Ill. Rev. Stat., Ch. 48, par. 39s-1 et seq.; and

WHEREAS, Section 4 of the Act provides that the Board shall rely upon determinations made by the Illinois Department of Labor as to such prevailing wage rates.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF
COMMUNITY COLLEGE DISTRICT NO. 510, COUNTY OF COOK, STATE OF ILLINOIS, AS
FOLLOWS:**

Section 1: To the extent and as required by "An Act regulating wages of laborers, mechanics and other workers employed in any public works by the State, County, City or any public body or any political subdivision or by anyone under contract for public works," approved June 26, 1941, as amended, the general current prevailing rate of wages in this locality for laborers, mechanics and other workers engaged in the construction of public works coming under jurisdiction of this District shall be the same as the prevailing rate of wages for construction work in Cook County area or as may be otherwise determined by the Department of Labor of the State of Illinois as of May 2021, copies of

such determinations being attached hereto and incorporated herein by reference. As required by said Act, any and all revisions of the prevailing rate of wages by the Department of Labor of the State of Illinois shall supersede the Department's May 2021 determination and apply to any and all public works construction undertaken by Community College District No. 510. The definition of any terms appearing in this Resolution which are also used in the aforesaid Act shall be the same as in said Act.

Section 2: Nothing herein contained shall be construed to apply said general prevailing rate of wages as herein ascertained to any work or employment except public works of this District to the extent required by the aforesaid Act.

Section 3: The Secretary of the Board of Trustees shall publicly post or keep available, for inspection by any interested party in the main office of this District, this determination or any revisions of such prevailing rate of wage. A copy of this determination or of the current revised determination of prevailing rate of wages then in effect shall be attached to all contract specifications.

Section 4: The Secretary of the Board of Trustees shall mail a copy of this determination to any employer, and to any association of employers and to any person or association of employees who have filed, or file their names and addresses, requesting copies of any determination, state the particular rates and the particular class of workmen whose wages will be affected by such rates.

Section 5: The Secretary of the Board of Trustees shall promptly file a certified copy of this Resolution with both the Secretary of State, Index Division and the Department of Labor of the State of Illinois.

Section 6: Within thirty (30) days after the filing of a certified copy of this Resolution with the Secretary of State, the Secretary of the Board of Trustees shall cause to be published in a newspaper of general circulation within the area, a copy of this Resolution and such publication shall constitute notice that the determination is effective and that this is the determination of this public body.

Section 7: This Resolution shall be in full force and effect upon its passage and approval as required by law.

Passed by the Board of Trustees of South Suburban College, this 8th day of July, 2021 on the motion made by Trustee _____, and seconded by Trustee _____.

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED BY ME THIS 8th DAY OF JULY, 2021.

Frank M. Zuccarelli
Chairman of the Board

ATTEST:

Janet Rogers
Secretary of the Board

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

CERTIFICATE

I, Janet Rogers, do hereby certify that I am the Secretary of the Board of Trustees, Community College District No. 510 (South Suburban College), County of Cook, State of Illinois; that the foregoing is a true and correct copy of a Resolution duly passed by the Board of Trustees of Community College District No. 510 entitled: "**A RESOLUTION ADOPTING THE PREVAILING WAGE RATES FOR LABORERS, WORKMEN AND MECHANICS EMPLOYED ON PUBLIC WORKS OF COMMUNITY COLLEGE DISTRICT NO. 510, SOUTH SUBURBAN COLLEGE, COUNTY OF COOK, STATE OF ILLINOIS,**" at a regular meeting held on the 8th day of July, 2021, the Resolution being a part of the official records of said Community College District No. 510.

DATE: This 8th day of July, 2021.

Janet Rogers
Secretary of the Board of Trustees
Community College District No. 510,
South Suburban College, County of Cook,
State of Illinois

Cook County Prevailing Wage Rates posted on 5/24/2021

Trade Title	Rg	Type	C	Base	Foreman	Overtime					Pension	Vac	Trng	Other Ins
						M-F	Sa	Su	Hol	H/W				
ASBESTOS ABT-GEN	All	ALL		44.40	45.40	1.5	1.5	2.0	2.0	16.10	14.21	0.00	0.90	
ASBESTOS ABT-MEC	All	BLD		38.44	41.51	1.5	1.5	2.0	2.0	14.07	12.51	0.00	0.77	
BOILERMAKER	All	BLD		52.61	57.34	2.0	2.0	2.0	2.0	6.97	22.34	0.00	1.40	
BRICK MASON	All	BLD		47.56	52.32	1.5	1.5	2.0	2.0	11.20	20.51	0.00	0.97	
CARPENTER	All	ALL		49.76	51.76	1.5	1.5	2.0	2.0	11.79	23.34	0.00	0.73	
CEMENT MASON	All	ALL		47.00	49.00	2.0	1.5	2.0	2.0	15.75	19.73	0.00	1.00	
CERAMIC TILE FINISHER	All	BLD		41.80	41.80	1.5	1.5	2.0	2.0	11.25	13.41	0.00	0.88	
COMMUNICATION ELECTRICIAN	All	BLD		45.41	48.21	1.5	1.5	2.0	2.0	10.99	13.65	1.25	1.40	0.47
ELECTRIC PWR EQMT OP	All	ALL		54.90	59.90	1.5	1.5	2.0	2.0	12.72	18.42	0.00	3.40	
ELECTRIC PWR GRNDMAN	All	ALL		42.82	59.90	1.5	1.5	2.0	2.0	9.93	14.37	0.00	2.66	
ELECTRIC PWR LINEMAN	All	ALL		54.90	59.90	1.5	1.5	2.0	2.0	12.72	18.42	0.00	3.40	
ELECTRICIAN	All	ALL		50.00	53.00	1.5	1.5	2.0	2.0	15.95	17.49	1.25	1.76	1.30
ELEVATOR CONSTRUCTOR	All	BLD		58.47	65.78	2.0	2.0	2.0	2.0	15.73	18.41	4.68	0.63	
FENCE ERECTOR	All	ALL		44.42	46.42	1.5	1.5	2.0	2.0	13.68	15.40	0.00	0.65	
GLAZIER	All	BLD		46.35	47.85	1.5	2.0	2.0	2.0	14.79	22.67	0.00	1.26	
HEAT/FROST INSULATOR	All	BLD		51.25	54.33	1.5	1.5	2.0	2.0	14.07	14.26	0.00	0.77	
IRON WORKER	All	ALL		52.51	54.51	2.0	2.0	2.0	2.0	15.15	24.34	0.00	0.44	
LABORER	All	ALL		44.40	45.15	1.5	1.5	2.0	2.0	16.10	14.21	0.00	0.90	
LATHER	All	ALL		49.76	51.76	1.5	1.5	2.0	2.0	11.79	23.34	0.00	0.73	
MACHINIST	All	BLD		49.68	52.18	1.5	1.5	2.0	2.0	7.93	8.95	1.85	1.47	
MARBLE FINISHER	All	ALL		35.73	49.05	1.5	1.5	2.0	2.0	11.20	18.71	0.00	0.87	
MARBLE MASON	All	BLD		46.71	51.38	1.5	1.5	2.0	2.0	11.20	19.98	0.00	0.95	
MATERIAL TESTER I	All	ALL		34.40		1.5	1.5	2.0	2.0	16.10	14.21	0.00	0.90	
MATERIALS TESTER II	All	ALL		39.40		1.5	1.5	2.0	2.0	16.10	14.21	0.00	0.90	
MILLWRIGHT	All	ALL		49.76	51.76	1.5	1.5	2.0	2.0	11.79	23.34	0.00	0.73	
OPERATING ENGINEER	All	BLD	1	52.10	56.10	2.0	2.0	2.0	2.0	20.90	17.85	2.00	2.15	
OPERATING ENGINEER	All	BLD	2	50.80	56.10	2.0	2.0	2.0	2.0	20.90	17.85	2.00	2.15	
OPERATING ENGINEER	All	BLD	3	48.25	56.10	2.0	2.0	2.0	2.0	20.90	17.85	2.00	2.15	
OPERATING ENGINEER	All	BLD	4	46.50	56.10	2.0	2.0	2.0	2.0	20.90	17.85	2.00	2.15	
OPERATING ENGINEER	All	BLD	5	55.85	56.10	2.0	2.0	2.0	2.0	20.90	17.85	2.00	2.15	
OPERATING ENGINEER	All	BLD	6	53.10	56.10	2.0	2.0	2.0	2.0	20.90	17.85	2.00	2.15	

OPERATING ENGINEER	All	BLD	7	55.10	56.10	2.0	2.0	2.0	2.0	20.90	17.85	2.00	2.15
OPERATING ENGINEER	All	FLT	1	59.35	59.35	1.5	1.5	2.0	2.0	20.90	17.85	2.00	2.15
OPERATING ENGINEER	All	FLT	2	57.85	59.35	1.5	1.5	2.0	2.0	20.90	17.85	2.00	2.15
OPERATING ENGINEER	All	FLT	3	51.50	59.35	1.5	1.5	2.0	2.0	20.90	17.85	2.00	2.15
OPERATING ENGINEER	All	FLT	4	42.80	59.35	1.5	1.5	2.0	2.0	20.90	17.85	2.00	2.15
OPERATING ENGINEER	All	FLT	5	60.85	59.35	1.5	1.5	2.0	2.0	20.90	17.85	2.00	2.15
OPERATING ENGINEER	All	FLT	6	41.00	59.35	1.5	1.5	2.0	2.0	20.90	17.85	2.00	2.15
OPERATING ENGINEER	All	HWY	1	50.30	54.30	1.5	1.5	2.0	2.0	20.90	17.85	2.00	2.15
OPERATING ENGINEER	All	HWY	2	49.75	54.30	1.5	1.5	2.0	2.0	20.90	17.85	2.00	2.15
OPERATING ENGINEER	All	HWY	3	47.70	54.30	1.5	1.5	2.0	2.0	20.90	17.85	2.00	2.15
OPERATING ENGINEER	All	HWY	4	46.30	54.30	1.5	1.5	2.0	2.0	20.90	17.85	2.00	2.15
OPERATING ENGINEER	All	HWY	5	45.10	54.30	1.5	1.5	2.0	2.0	20.90	17.85	2.00	2.15
OPERATING ENGINEER	All	HWY	6	53.30	54.30	1.5	1.5	2.0	2.0	20.90	17.85	2.00	2.15
OPERATING ENGINEER	All	HWY	7	51.30	54.30	1.5	1.5	2.0	2.0	20.90	17.85	2.00	2.15
ORNAMENTAL IRON WORKER	All	ALL		51.63	54.13	2.0	2.0	2.0	2.0	14.23	22.25	0.00	1.25
PAINTER	All	ALL		48.30	54.34	1.5	1.5	1.5	2.0	12.51	14.24	0.00	1.87
PAINTER - SIGNS	All	BLD		40.74	45.75	1.5	1.5	2.0	2.0	3.04	3.90	0.00	0.00
PILEDRIVER	All	ALL		49.76	51.76	1.5	1.5	2.0	2.0	11.79	23.34	0.00	0.73
PIPEFITTER	All	BLD		50.75	53.75	1.5	1.5	2.0	2.0	10.85	20.85	0.00	2.92
PLASTERER	All	BLD		45.00	47.70	1.5	1.5	2.0	2.0	15.75	18.14	0.00	1.25
PLUMBER	All	BLD		52.00	55.10	1.5	1.5	2.0	2.0	16.22	15.60	0.00	1.40
ROOFER	All	BLD		45.75	49.75	1.5	1.5	2.0	2.0	11.23	13.61	0.00	0.91
SHEETMETAL WORKER	All	BLD		46.50	50.22	1.5	1.5	2.0	2.0	12.35	26.53	0.00	0.90
SIGN HANGER	All	BLD		33.42	36.09	1.5	1.5	2.0	2.0	6.05	4.10	0.00	0.00
SPRINKLER FITTER	All	BLD		51.75	54.50	1.5	1.5	2.0	2.0	13.90	17.00	0.00	0.75
STEEL ERECTOR	All	ALL		52.51	54.51	2.0	2.0	2.0	2.0	15.15	24.34	0.00	0.44
STONE MASON	All	BLD		47.56	52.32	1.5	1.5	2.0	2.0	11.20	20.51	0.00	0.97
TERRAZZO FINISHER	All	BLD		43.54	43.54	1.5	1.5	2.0	2.0	11.25	15.61	0.00	0.90
TERRAZZO MASON	All	BLD		47.38	50.88	1.5	1.5	2.0	2.0	11.25	17.07	0.00	0.94
TILE MASON	All	BLD		48.75	52.75	1.5	1.5	2.0	2.0	11.25	16.90	0.00	0.95
TRAFFIC SAFETY WORKER	All	HWY		38.50	40.10	1.5	1.5	2.0	2.0	8.90	8.90	0.00	0.90
TRUCK DRIVER	E	ALL	1	38.35	39.00	1.5	1.5	2.0	2.0	11.28	13.70	0.00	0.15
TRUCK DRIVER	E	ALL	2	38.60	39.00	1.5	1.5	2.0	2.0	11.28	13.70	0.00	0.15
TRUCK DRIVER	E	ALL	3	38.80	39.00	1.5	1.5	2.0	2.0	11.28	13.70	0.00	0.15
TRUCK DRIVER	E	ALL	4	39.00	39.00	1.5	1.5	2.0	2.0	11.28	13.70	0.00	0.15
TRUCK DRIVER	W	ALL	1	39.08	39.63	1.5	1.5	2.0	2.0	9.75	13.08	0.00	0.15

TRUCK DRIVER	W	ALL	2	39.23	39.63	1.5	1.5	2.0	2.0	9.75	13.08	0.00	0.15
TRUCK DRIVER	W	ALL	3	39.43	39.63	1.5	1.5	2.0	2.0	9.75	13.08	0.00	0.15
TRUCK DRIVER	W	ALL	4	39.63	39.63	1.5	1.5	2.0	2.0	9.75	13.08	0.00	0.15
TUCKPOINTER	All	BLD		47.25	48.25	1.5	1.5	2.0	2.0	8.59	19.48	0.00	0.94

Legend

Rg Region

Type Trade Type - All,Highway,Building,Floating,Oil & Chip,Rivers

C Class

Base Base Wage Rate

OT M-F Unless otherwise noted, OT pay is required for any hour greater than 8 worked each day, Mon through Fri. The number listed is the multiple of the base wage.

OT Sa Overtime pay required for every hour worked on Saturdays

OT Su Overtime pay required for every hour worked on Sundays

OT Hol Overtime pay required for every hour worked on Holidays

H/W Health/Welfare benefit

Vac Vacation

Trng Training

Other Ins Employer hourly cost for any other type(s) of insurance provided for benefit of worker.

Explanations COOK COUNTY

The following list is considered as those days for which holiday rates of wages for work performed apply: New Years Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Day and Veterans Day in some classifications/counties. Generally, any of these holidays which fall on a Sunday is celebrated on the following Monday. This then makes work performed on that Monday payable at the appropriate overtime rate for holiday pay. Common practice in a given local may alter certain days of celebration. If in doubt, please check with IDOL.

TRUCK DRIVERS (WEST) - That part of the county West of Barrington Road.

EXPLANATION OF CLASSES

ASBESTOS - GENERAL - removal of asbestos material/mold and hazardous materials from any place in a building, including mechanical systems where those mechanical systems are to be removed. This includes the removal of asbestos materials/mold and hazardous materials from ductwork or pipes in a building when the building is to be demolished at the time or at some close future date. **ASBESTOS - MECHANICAL** - removal of asbestos material from mechanical systems, such as pipes, ducts, and boilers, where the mechanical systems are to remain.

CERAMIC TILE FINISHER

The grouting, cleaning, and polishing of all classes of tile, whether for interior or exterior purposes, all burned, glazed or unglazed products; all composition materials, granite tiles, warning detectable tiles, cement tiles, epoxy composite materials, pavers, glass, mosaics, fiberglass, and all substitute materials, for tile made in tile-like units; all mixtures in tile like form of cement, metals, and other materials that are for and intended for use as a finished floor surface, stair treads, promenade roofs, walks, walls, ceilings, swimming pools, and all other places where tile is to form a finished interior or exterior. The mixing of all setting mortars including but not limited to thin-set mortars, epoxies, wall mud, and any other sand and cement mixtures or adhesives when used in the preparation, installation, repair, or maintenance of tile and/or similar materials. The handling and unloading of all

sand, cement, lime, tile, fixtures, equipment, adhesives, or any other materials to be used in the preparation, installation, repair, or maintenance of tile and/or similar materials. Ceramic Tile Finishers shall fill all joints and voids regardless of method on all tile work, particularly and especially after installation of said tile work. Application of any and all protective coverings to all types of tile installations including, but not be limited to, all soap compounds, paper products, tapes, and all polyethylene coverings, plywood, masonite, cardboard, and any new type of products that may be used to protect tile installations, Blastrac equipment, and all floor scarifying equipment used in preparing floors to receive tile. The clean up and removal of all waste and materials. All demolition of existing tile floors and walls to be re-tiled.

COMMUNICATIONS ELECTRICIAN

Installation, operation, inspection, maintenance, repair and service of radio, television, recording, voice sound vision production and reproduction, telephone and telephone interconnect, facsimile, data apparatus, coaxial, fibre optic and wireless equipment, appliances and systems used for the transmission and reception of signals of any nature, business, domestic, commercial, education, entertainment, and residential purposes, including but not limited to, communication and telephone, electronic and sound equipment, fibre optic and data communication systems, and the performance of any task directly related to such installation or service whether at new or existing sites, such tasks to include the placing of wire and cable and electrical power conduit or other raceway work within the equipment room and pulling wire and/or cable through conduit and the installation of any incidental conduit, such that the employees covered hereby can complete any job in full.

MARBLE FINISHER

Loading and unloading trucks, distribution of all materials (all stone, sand, etc.), stocking of floors with material, performing all rigging for heavy work, the handling of all material that may be needed for the installation of such materials, building of scaffolding, polishing if needed, patching, waxing of material if damaged, pointing up, caulking, grouting and cleaning of marble, holding water on diamond or Carborundum blade or saw for setters cutting, use of tub saw or any other saw needed for preparation of material, drilling of holes for wires that anchor material set by setters, mixing up of molding plaster for installation of material, mixing up thin set for the installation of material, mixing up of sand to cement for the installation of material and such other work as may be required in helping a Marble Setter in the handling of all material in the erection or installation of interior marble, slate, travertine, art marble, serpentine, alberene stone, blue stone, granite and other stones (meaning as to stone any foreign or domestic materials as are specified and used in building interiors and exteriors and customarily known as stone in the trade), carrara, sanionyx, vitrolite and similar opaque glass and the laying of all marble tile, terrazzo tile, slate tile and precast tile, steps, risers treads, base, or any other materials that may be used as substitutes for any of the aforementioned materials and which are used on interior and exterior which are installed in a similar manner.

MATERIAL TESTER I: Hand coring and drilling for testing of materials; field inspection of uncured concrete and asphalt.

MATERIAL TESTER II: Field inspection of welds, structural steel, fireproofing, masonry, soil, facade, reinforcing steel, formwork, cured concrete, and concrete and asphalt batch plants; adjusting proportions of bituminous mixtures.

OPERATING ENGINEER - BUILDING

Class 1. Asphalt Plant; Asphalt Spreader; Autograde; Backhoes with Caisson Attachment; Batch Plant; Benoto (requires Two Engineers); Boiler and Throttle Valve; Caisson Rigs; Central Redi-Mix Plant; Combination Back Hoe Front End-loader Machine; Compressor and Throttle Valve; Concrete Breaker (Truck Mounted); Concrete Conveyor; Concrete Conveyor (Truck Mounted); Concrete Paver Over 27E cu. ft; Concrete Paver 27E cu. ft. and Under; Concrete Placer; Concrete Placing Boom; Concrete Pump (Truck Mounted); Concrete Tower; Cranes, All; Cranes, Hammerhead; Cranes, (GCI and similar Type); Creter Crane; Spider Crane; Crusher, Stone, etc.; Derricks, All; Derricks, Traveling; Formless Curb and Gutter Machine; Grader, Elevating; Grouting Machines; Heavy Duty Self-Propelled Transporter or Prime Mover; Highlift Shovels or Front Endloader 2-1/4 yd. and over; Hoists, Elevators, outside type rack and pinion and similar machines; Hoists, One, Two and Three Drum; Hoists, Two Tugger One Floor; Hydraulic Backhoes; Hydraulic Boom Trucks; Hydro Vac (and similar equipment); Locomotives, All; Motor Patrol; Lubrication Technician;

Manipulators; Pile Drivers and Skid Rig; Post Hole Digger; Pre-Stress Machine; Pump Cretes Dual Ram; Pump Cretes: Squeeze Cretes-Screw Type Pumps; Gypsum Bulker and Pump; Raised and Blind Hole Drill; Roto Mill Grinder; Scoops - Tractor Drawn; Slip-Form Paver; Straddle Buggies; Operation of Tie Back Machine; Tournapull; Tractor with Boom and Side Boom; Trenching Machines.

Class 2. Boilers; Broom, All Power Propelled; Bulldozers; Concrete Mixer (Two Bag and Over); Conveyor, Portable; Forklift Trucks; Highlift Shovels or Front Endloaders under 2-1/4 yd.; Hoists, Automatic; Hoists, Inside Elevators; Hoists, Sewer Dragging Machine; Hoists, Tugger Single Drum; Laser Screed; Rock Drill (Self-Propelled); Rock Drill (Truck Mounted); Rollers, All; Steam Generators; Tractors, All; Tractor Drawn Vibratory Roller; Winch Trucks with "A" Frame.

Class 3. Air Compressor; Combination Small Equipment Operator; Generators; Heaters, Mechanical; Hoists, Inside Elevators (remodeling or renovation work); Hydraulic Power Units (Pile Driving, Extracting, and Drilling); Pumps, over 3" (1 to 3 not to exceed a total of 300 ft.); Low Boys; Pumps, Well Points; Welding Machines (2 through 5); Winches, 4 Small Electric Drill Winches.

Class 4. Bobcats and/or other Skid Steer Loaders; Oilers; and Brick Forklift.

Class 5. Assistant Craft Foreman.

Class 6. Gradall.

Class 7. Mechanics; Welders.

OPERATING ENGINEERS - HIGHWAY CONSTRUCTION

Class 1. Asphalt Plant; Asphalt Heater and Planer Combination; Asphalt Heater Scarfire; Asphalt Spreader; Autograder/GOMACO or other similar type machines; ABG Paver; Backhoes with Caisson Attachment; Ballast Regulator; Belt Loader; Caisson Rigs; Car Dumper; Central Redi-Mix Plant; Combination Backhoe Front Endloader Machine, (1 cu. yd. Backhoe Bucket or over or with attachments); Concrete Breaker (Truck Mounted); Concrete Conveyor; Concrete Paver over 27E cu. ft.; Concrete Placer; Concrete Tube Float; Cranes, all attachments; Cranes, Tower Cranes of all types: Creter Crane; Spider Crane; Crusher, Stone, etc.; Derricks, All; Derrick Boats; Derricks, Traveling; Dredges; Elevators, Outside type Rack & Pinion and Similar Machines; Formless Curb and Gutter Machine; Grader, Elevating; Grader, Motor Grader, Motor Patrol, Auto Patrol, Form Grader, Pull Grader, Subgrader; Guard Rail Post Driver Truck Mounted; Hoists, One, Two and Three Drum; Heavy Duty Self-Propelled Transporter or Prime Mover; Hydraulic Backhoes; Backhoes with shear attachments up to 40' of boom reach; Lubrication Technician; Manipulators; Mucking Machine; Pile Drivers and Skid Rig; Pre-Stress Machine; Pump Cretes Dual Ram; Rock Drill - Crawler or Skid Rig; Rock Drill - Truck Mounted; Rock/Track Tamper; Roto Mill Grinder; Slip-Form Paver; Snow Melters; Soil Test Drill Rig (Truck Mounted); Straddle Buggies; Hydraulic Telescoping Form (Tunnel); Operation of Tieback Machine; Tractor Drawn Belt Loader; Tractor Drawn Belt Loader (with attached pusher - two engineers); Tractor with Boom; Tractaire with Attachments; Traffic Barrier Transfer Machine; Trenching; Truck Mounted Concrete Pump with Boom; Raised or Blind Hole Drills (Tunnel Shaft); Underground Boring and/or Mining Machines 5 ft. in diameter and over tunnel, etc; Underground Boring and/or Mining Machines under 5 ft. in diameter; Wheel Excavator; Widener (APSCO).

Class 2. Batch Plant; Bituminous Mixer; Boiler and Throttle Valve; Bulldozers; Car Loader Trailing Conveyors; Combination Backhoe Front Endloader Machine (Less than 1 cu. yd. Backhoe Bucket or over or with attachments); Compressor and Throttle Valve; Compressor, Common Receiver (3); Concrete Breaker or Hydro Hammer; Concrete Grinding Machine; Concrete Mixer or Paver 7S Series to and including 27 cu. ft.; Concrete Spreader; Concrete Curing Machine, Burlap Machine, Belting Machine and Sealing Machine; Concrete Wheel Saw; Conveyor Muck Cars (Haglund or Similar Type); Drills, All; Finishing Machine - Concrete; Highlift Shovels or Front Endloader; Hoist - Sewer Dragging Machine; Hydraulic Boom Trucks (All Attachments); Hydro-Blaster; Hydro Excavating (excluding hose work); Laser Screed; All Locomotives, Dinky; Off-Road Hauling Units (including articulating) Non Self-Loading Ejection Dump; Pump Cretes: Squeeze Cretes - Screw Type Pumps, Gypsum Bulker and Pump; Roller, Asphalt; Rotary Snow Plows; Rototiller, Seaman, etc., self-propelled; Self-Propelled Compactor; Spreader - Chip - Stone, etc.; Scraper - Single/Twin

Engine/Push and Pull; Scraper - Prime Mover in Tandem (Regardless of Size); Tractors pulling attachments, Sheeps Foot, Disc, Compactor, etc.; Tug Boats.

Class 3. Boilers; Brooms, All Power Propelled; Cement Supply Tender; Compressor, Common Receiver (2); Concrete Mixer (Two Bag and Over); Conveyor, Portable; Farm-Type Tractors Used for Mowing, Seeding, etc.; Forklift Trucks; Grouting Machine; Hoists, Automatic; Hoists, All Elevators; Hoists, Tugger Single Drum; Jeep Diggers; Low Boys; Pipe Jacking Machines; Post-Hole Digger; Power Saw, Concrete Power Driven; Pug Mills; Rollers, other than Asphalt; Seed and Straw Blower; Steam Generators; Stump Machine; Winch Trucks with "A" Frame; Work Boats; Tamper-Form-Motor Driven.

Class 4. Air Compressor; Combination - Small Equipment Operator; Directional Boring Machine; Generators; Heaters, Mechanical; Hydraulic Power Unit (Pile Driving, Extracting, or Drilling); Light Plants, All (1 through 5); Pumps, over 3" (1 to 3 not to exceed a total of 300 ft.); Pumps, Well Points; Vacuum Trucks (excluding hose work); Welding Machines (2 through 5); Winches, 4 Small Electric Drill Winches.

Class 5. SkidSteer Loader (all); Brick Forklifts; Oilers.

Class 6. Field Mechanics and Field Welders

Class 7. Dowell Machine with Air Compressor; Gradall and machines of like nature.

OPERATING ENGINEER - FLOATING

Class 1. Craft Foreman; Master Mechanic; Diver/Wet Tender; Engineer; Engineer (Hydraulic Dredge).

Class 2. Crane/Backhoe Operator; Boat Operator with towing endorsement; Mechanic/Welder; Assistant Engineer (Hydraulic Dredge); Leverman (Hydraulic Dredge); Diver Tender.

Class 3. Deck Equipment Operator, Machineryman, Maintenance of Crane (over 50 ton capacity) or Backhoe (115,000 lbs. or more); Tug/Launch Operator; Loader/Dozer and like equipment on Barge, Breakwater Wall, Slip/Dock, or Scow, Deck Machinery, etc.

Class 4. Deck Equipment Operator, Machineryman/Fireman (4 Equipment Units or More); Off Road Trucks; Deck Hand, Tug Engineer, Crane Maintenance (50 Ton Capacity and Under) or Backhoe Weighing (115,000 pounds or less); Assistant Tug Operator.

Class 5. Friction or Lattice Boom Cranes.

Class 6. ROV Pilot, ROV Tender

TERRAZZO FINISHER

The handling of sand, cement, marble chips, and all other materials that may be used by the Mosaic Terrazzo Mechanic, and the mixing, grinding, grouting, cleaning and sealing of all Marble, Mosaic, and Terrazzo work, floors, base, stairs, and wainscoting by hand or machine, and in addition, assisting and aiding Marble, Masonic, and Terrazzo Mechanics.

TRAFFIC SAFETY

Effective November 30, 2018, the description of the traffic safety worker trade in this County is as follows: Work associated with barricades, horses and drums used to reduce lane usage on highway work, the installation and removal of temporary, non-temporary or permanent lane, pavement or roadway markings, and the installation and removal of temporary road signs.

TRUCK DRIVER - BUILDING, HEAVY AND HIGHWAY CONSTRUCTION - EAST & WEST

Class 1. Two or three Axle Trucks. A-frame Truck when used for transportation purposes; Air Compressors and Welding Machines, including those pulled by cars, pick-up trucks and tractors; Ambulances; Batch Gate Lockers; Batch Hopperman; Car and Truck Washers; Carry-alls; Fork Lifts and Hoisters; Helpers; Mechanics Helpers and Greasers; Oil Distributors 2-man operation; Pavement Breakers; Pole Trailer, up to 40 feet; Power Mower Tractors; Self-propelled Chip Spreader; Skipman; Slurry Trucks, 2-man operation; Slurry Truck Conveyor Operation, 2 or 3 man; Teamsters; Unskilled Dumpman; and Truck Drivers hauling warning lights, barricades, and portable toilets on the job site.

Class 2. Four axle trucks; Dump Crets and Adgetors under 7 yards; Dumpsters, Track Trucks, Euclids, Hug Bottom Dump Turnapulls or Turntrailers when pulling other than self-loading equipment or similar equipment under 16 cubic yards; Mixer Trucks under 7 yards; Ready-mix Plant Hopper Operator, and Winch Trucks, 2 Axles.

Class 3. Five axle trucks; Dump Crets and Adgetors 7 yards and over; Dumpsters, Track Trucks, Euclids, Hug Bottom Dump Turntrailers or turnapulls when pulling other than self-loading equipment or similar equipment over 16 cubic yards; Explosives and/or Fission Material Trucks; Mixer Trucks 7 yards or over; Mobile Cranes while in transit; Oil Distributors, 1-man operation; Pole Trailer, over 40 feet; Pole and Expandable Trailers hauling material over 50 feet long; Slurry trucks, 1-man operation; Winch trucks, 3 axles or more; Mechanic--Truck Welder and Truck Painter.

Class 4. Six axle trucks; Dual-purpose vehicles, such as mounted crane trucks with hoist and accessories; Foreman; Master Mechanic; Self-loading equipment like P.B. and trucks with scoops on the front.

Other Classifications of Work:

For definitions of classifications not otherwise set out, the Department generally has on file such definitions which are available. If a task to be performed is not subject to one of the classifications of pay set out, the Department will upon being contacted state which neighboring county has such a classification and provide such rate, such rate being deemed to exist by reference in this document. If no neighboring county rate applies to the task, the Department shall undertake a special determination, such special determination being then deemed to have existed under this determination. If a project requires these, or any classification not listed, please contact IDOL at 217-782-1710 for wage rates or clarifications.

LANDSCAPING

Landscaping work falls under the existing classifications for laborer, operating engineer and truck driver. The work performed by landscape plantsman and landscape laborer is covered by the existing classification of laborer. The work performed by landscape operators (regardless of equipment used or its size) is covered by the classifications of operating engineer. The work performed by landscape truck drivers (regardless of size of truck driven) is covered by the classifications of truck driver.

MATERIAL TESTER & MATERIAL TESTER/INSPECTOR I AND II

Notwithstanding the difference in the classification title, the classification entitled "Material Tester I" involves the same job duties as the classification entitled "Material Tester/Inspector I". Likewise, the classification entitled "Material Tester II" involves the same job duties as the classification entitled "Material Tester/Inspector II".



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY22-VI.F

Board Meeting Date: July 8, 2021

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 May 13, 2021 and November 12, 2020 are authorized to be released. The written minutes of June 10, 2021 and January 14, 2021 shall remain closed. The audio recording of September 18, 2019 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. Transcripts of the Closed Session minutes reviewed will be provided confidentially to the Board of Trustees. This action aligns with Strategic Direction 5.4; Improve operational efficiencies of all internal structures and processes.

MOTION

Closed session minutes and audio tapes were reviewed per the Illinois Open Meetings Act. The written minutes of May 13, 2021 and November 12, 2020 are authorized to be released. The written minutes of June 10, 2021 and January 14, 2021 shall remain closed. The audio recording of September 18, 2019 shall be retained.

- * 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:

Signatures and dates for Approvals: Appropriate Vice President (7/1/21), President (07/01/2021)

Personnel



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY22-VII.A.1

Board Meeting Date: July 8, 2021

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 approve the resignation of Jakob E. Breving-Johnson as a full-time Systems Analyst in the Information Technology Department, effective July 12, 2021, and grant permission to advertise to fill the vacated position,

ESTIMATED COST OR BENEFIT

N/A.

JUSTIFICATION OF ACTION

Please see the attached resignation letter from Mr. Breving-Johnson. Replacement of this position aligns with Strategic Direction 3.0; South Suburban College will ensure the financial, physical and technological resources necessary to support educational programs and promote continuous innovation and sustainability.

MOTION

Move that the Board of Trustees approve the resignation of Jakob E. Breving-Johnson as a full-time Systems Analyst in the Information Technology Department, effective July 12, 2021, and grant permission to advertise to fill the vacated position,

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)

	6/22/21
Originator	Date
	6/29/21
Director of Human Resources	Date
	7/1/21
Appropriate Vice President	Date
	6/29/2021
President	Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY22-VII.A.2

Board Meeting Date: July 8, 2021

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 approve the resignation of Joel Marcano, full-time Police Officer in the Campus Police Department effective July 1, 2021, 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. Joel Marcano. Replacement of this position aligns with Strategic Direction 3.0; South Suburban College will ensure the financial, physical and technological resources necessary to support educational programs and promote continuous innovation and sustainability.

MOTION

Move that the Board of Trustees approve the resignation of Joel Marcano, full-time Police Officer in the Campus Police Department effective July 1, 2021, and grant permission to advertise to fill the vacated position, as needed.

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) N/A

Ramond Williams 6/29/21
 Originator Date
[Signature] 6/29/21
 Director of Human Resources Date
[Signature] 7/1/21
 Appropriate Vice President Date
[Signature] 6/29/2021
 President Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY22-VII.A.3

Board Meeting Date: July 8, 2021

BOARD COMMITTEE

- Policy
- Finance
- Architectural
- Other

- Operating
- College Capital
- Protection, Health and Safety

FUNDING

- Grant Funded
- Student Life
- Special Levies

PROPOSAL SUMMARY

Request the Board of Trustees approve the resignation of Bobby Mattison, full-time Instructor in the Barbering Department, effective July 29, 2021, and grant permission to advertise and fill the vacated position.

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION

Please see the attached letter from Bobby Mattison. Replacement of this position will assist in continuing to provide Barbering courses, certificates, and degrees for an academically prepared student body. (Strategic Direction #1 – Nurture and empower each student to succeed, Goal SSC 1.5).

MOTION

Move that the Board of Trustees approve the resignation of Bobby Mattison, full-time Instructor in the Barbering Department, effective July 29, 2021, and grant permission to advertise and fill the vacated position.

Approvals:

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

Originator 6-21-2021
Date

 Director of Human Resources 6/29/21
Date

Appropriate Vice President 6-17-2021
Date

 President 6/29/2021
Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY22-VII.A.4

Board Meeting Date: July 8, 2021

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 approve the resignation of Alex Smith, grant-funded Program Manager for the Highway Construction Careers Training Program, effective July 13, 2021, and grant permission to advertise to fill the vacated, grant-funded position.

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION


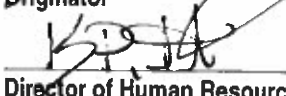


Please see the attached resignation letter from Mr. Alex Smith. Replacement of this position aligns with Strategic Direction 1.2; Foster initiatives to improve the college and career readiness of SSC students.

MOTION

Move that the Board of Trustees approve the resignation of Alex Smith, grant-funded Program Manager for the Highway Construction Careers Training Program, effective July 13, 2021, and grant permission to advertise to fill the vacated, grant-funded position.

- * 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:


 Originator 6-29-2021
Date

 Director of Human Resources 6/29/21
Date

 Appropriate Vice President 6-29-2021
Date

 President 6/29/2021
Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY22-VII.A.5

Board Meeting Date: July 8, 2021

BOARD COMMITTEE

- Policy
- Finance
- Architectural
- Other

FUNDING

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

PROPOSAL SUMMARY

Request the Board of Trustees approve the resignation of Stephanie Wiedeman, Governmental Liaison Career Pathways Case Manager, effective June 24, 2021 and grant permission to abolish the vacated position.

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION

Please see the attached letter from Stephanie Wiedeman. Replacement of this position aligns with Strategic Direction 1 (Strategic Direction #1 - Nurture and empower each student to succeed, Goal SSC 1.5).

MOTION

Move that the Board of Trustees approve the resignation of Stephanie Wiedeman, Governmental Liaison Career Pathways Case Manager, effective June 24, 2021 and grant permission to abolish the vacated position.

Approvals:

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

	6-30-2021
Originator	Date
<i>Kim Repetto</i>	6-30-21
Director of Human Resources	Date
<i>[Signature]</i>	6-30-2021
Appropriate Vice President	Date
<i>[Signature]</i>	07/01/2021
President	Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY22-VII.B.1

Board Meeting Date: July 8, 2021

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 approve the hiring of Jamie Ackley, Manager of Instructional Design, effective August 9, 2021.

ESTIMATED COST OR BENEFIT

This is a TPE position at 40 hours per week 52 weeks a year with a salary of \$65,000 plus benefits.

JUSTIFICATION OF ACTION

This action supports Strategic Direction 1, SSC 1.6 and will provide support of enhanced teaching and learning.

MOTION

Move that the Board of Trustees approve the hiring of Jamie Ackley, Manager of Instructional Design, effective August 9, 2021.

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)

Lisa Miller

06/14/2021

Originator

Date

[Signature]
Director of Human Resources

Date

[Signature]
Appropriate Vice President

Date

[Signature]
President

Date

6/21/21

6/15/21

6/21/2021



South Suburban College
Office of the Vice President Of Administration

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

To: Lynette D. Stokes, Ed.D.
President

CC: Board of Trustees

From: Martin Lareau
Vice President of Administration

Date: July 1, 2021

RE: **Appointment of Jamie Ackley, Manager of Instructional Design**

Dear Dr. Stokes:

The beginning annual salary for the Manager of Instructional Design was approved by the Board of Trustees for \$55,000. Due to the lack of any candidates possessing the required credentials, Administration feels it is necessary to increase the starting salary to \$65,000 per year. Due to the Covid-19 pandemic, this position is among the most in-demand positions throughout the country; filling this position will help the college to provide an enriched online learning environment.



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY22-VII.B 2

Board Meeting Date: July 8, 2021

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 Ms. Christina Gutierrez, to the full-time TPE position of Manager of Onboarding and Outreach effective July 12, 2021 pending successful completion of a criminal background check..

ESTIMATED COST OR BENEFIT

This is a regular full-time TPE position for 40 hours a week, 52 weeks, with an annual salary of \$43,000 plus benefits.

JUSTIFICATION OF ACTION

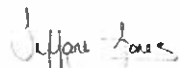

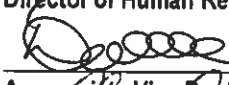
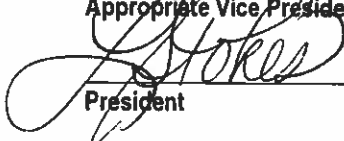
This appointment supports Strategic Direction 1.0; South Suburban College nurtures and empowers each student to succeed.

MOTION

Move that the Board of Trustees appoint Ms. Christina Gutierrez, to the full-time Manager of Onboarding and Outreach effective July 12, 2021 pending successful completion of a criminal background check.

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

	06/21/21
Originator	Date
	6/29/21
Director of Human Resources	Date
	6/22/21
Appropriate Vice President	Date
	6/29/2021
President	Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY22-VII.B. 3

Board Meeting Date: July 8, 2021

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 Ms. Linda Harris, Administrative Assistant II-Extension Services and Workforce Development Department, effective July 12, 2021 and grant permission to advertise to fill the vacated position.

ESTIMATED COST OR BENEFIT

This is a Grade IX position on the support staff salary schedule. The position is 37.5 hours per week for 52 weeks. Annual salary of \$ 56,926 plus benefits.

JUSTIFICATION OF ACTION


This action supports Strategic Direction 2, SSC 2.1 and will assist in the effort to provide credit courses and associate degree programs for an academically prepared student body. In addition, this action supports our mission, vision and core values.

MOTION

Move that the Board of Trustees approve the hiring of Ms. Linda Harris, Administrative Assistant II-Extension Services and Workforce Development Department, effective July 12, 2021 and grant permission to advertise to fill the vacated position.

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

Approvals:


 Originator 06/29/2021
 Date


 Director of Human Resources 6/29/21
 Date


 Appropriate Vice President 6-29-2021
 Date


 President 6/29/2021
 Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY22-VII.B.4

Board Meeting Date: July 8, 2021

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 Devan Martin as a full-time Administrative Assistant II – Athletics and Financial Aid effective July 12, 2021, and grant permission to advertise to fill the vacated position.

ESTIMATED COST OR BENEFIT

This is a full-time Grade IX position on the support staff salary schedule. This position is 35 hours per week, 52 weeks per year with an annual salary of \$41,584 plus benefits.

JUSTIFICATION OF ACTION

This appointment supports Strategic Direction 1.0; South Suburban College nurtures and empowers each student to succeed.

MOTION

Move that the Board of Trustees appoint Devan Martin as a full-time Administrative Assistant II – Athletics and Financial Aid, and grant permission to advertise to fill the vacated position.

Approvals:

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

Director of Human Resources

6/29/21
Date

Appropriate President

6/22/21
Date

President

6/29/21
Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY22-VII.B.5

Board Meeting Date: July 8, 2021

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 Ms. Margaret O'Connell, Administrative Assistant II-Liberal Arts & Sciences, effective July 12, 2021 and grant permission to advertise to fill the vacated position.

ESTIMATED COST OR BENEFIT

This is a Grade IX position on the support staff salary schedule. The position is 35 hours per week for 52 weeks. Annual salary of \$41,563 plus benefits.

JUSTIFICATION OF ACTION

This action supports Strategic Direction 2, SSC 2.1 and will assist in the effort to provide credit courses and associate degree programs for an academically prepared student body. In addition, this action supports our mission, vision and core values.

MOTION

Move that the Board of Trustees approve the hiring of Ms. Margaret O'Connell, Grade IX Administrative Assistant II-Liberal Arts & Sciences, effective July 12, 2021 and grant permission to advertise to fill the vacated position.

Approvals:

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

additional funds? (Explain)

Anna M. Helwig

06/29/2021

Originator

Vin Desautels
Director of Human Resources

Date

6/30/21

Date

James L. Wilkinson
Appropriate Vice President

Date

6/29/2021

Date

Stokes
President

Date

07/01/2021

Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY22-VII.B.6

Board Meeting Date: July 8, 2021

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 T-Unna Perkins as a full-time Manager of Registration & Records effective July 12, 2021, and grant permission to advertise to fill the vacated position.

ESTIMATED COST OR BENEFIT

This is a full-time TPE position for 40 hours per week, 52 weeks per year with an annual salary of \$43,000 plus benefits.

JUSTIFICATION OF ACTION

This appointment supports Strategic Direction 1.0; South Suburban College nurtures and empowers each student to succeed.

MOTION

Move that the Board of Trustees appoint T-Unna Perkins as a full-time Manager of Registration & Records effective July 12, 2021, and grant permission to advertise and fill the vacated position.

Approvals:

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



Originator

6/17/21

Date


Director of Human Resources

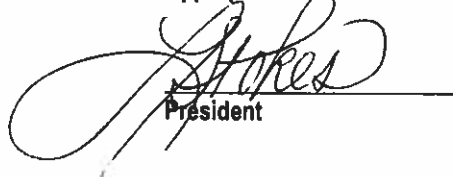
6/29/21

Date


Appropriate President

6/22/21

Date


President

6/29/2021
Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY22-VII.B.7

Board Meeting Date: July 8, 2021

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. Cheryl Plath, to the full-time support staff position of Financial Aid Advisor effective July 12, 2021.

ESTIMATED COST OR BENEFIT

This is a regular full-time position for 35 hours a week, 52 weeks, Grade IX on the Support Staff salary schedule. with an annual salary of \$40,208 plus benefits.

JUSTIFICATION OF ACTION




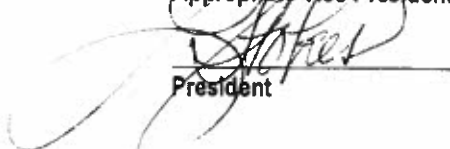
This appointment supports Strategic Direction 1.0; South Suburban College nurtures and empowers each student to succeed.

MOTION

Move that the Board of Trustees appoint Ms. Cheryl Plath, to the full-time support staff position of Financial Aid Advisor effective July 12, 2021.

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


 Originator 06/22/21
 _____ Date

 Director of Human Resources 7/1/21
 _____ Date

 Appropriate Vice President 6/22/21
 _____ Date

 President 6/29/2021
 _____ Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY22-VII.B.8

Board Meeting Date: July 8, 2021

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 appoint Nikolas Swetz as a full-time Microcomputer Lab Coordinator in the Information Technology Department, effective July 12, 2021, pending successful completion of a criminal background investigation.

ESTIMATED COST OR BENEFIT

This is a full-time position, classified Grade X on the Support Staff Salary Schedule; 35 hours per week, 52 weeks per year, with a beginning annual salary of \$42,252, plus benefits.

JUSTIFICATION OF ACTION

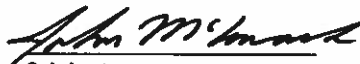

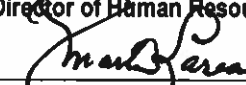
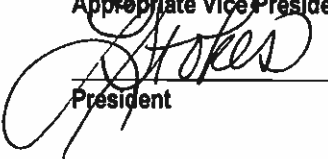
This action aligns with Strategic Direction 3.0; South Suburban College will ensure the financial, physical and technological resources necessary to support educational programs and promote continuous innovation and sustainability.

MOTION

Move that the Board of Trustees appoint Nikolas Swetz as a full-time Microcomputer Lab Coordinator in the Information Technology Department, effective July 12, 2021, pending successful completion of a criminal background investigation.

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

 Originator	<u>6/29/21</u> Date
 Director of Human Resources	<u>6/29/21</u> Date
 Appropriate Vice President	<u>7/1/21</u> Date
 President	<u>6/29/2021</u> Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY22-VII.C.1

Board Meeting Date: July 8, 2021

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 approve the fiscal year 2022 compensation package for Administrative employees.

ESTIMATED COST OR BENEFIT

Administrators will receive a 2% base salary increase and a \$400 increase in flex dollars, with a total cost to the College of \$54,774.

JUSTIFICATION OF ACTION

This action aligns with Strategic Direction 3.0; South Suburban College will ensure the financial, physical and technological resources necessary to support educational programs and promote continuous innovation and sustainability.

MOTION

Move that the Board of Trustees approve the fiscal year 2022 compensation package for Administrative employees.

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

Gynette Stump 7/11/21
 President Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY22-VII.D.1

Board Meeting Date: July 8, 2021

BOARD COMMITTEE

- Policy
- Finance
- Architectural
- Other

FUNDING

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

PROPOSAL SUMMARY

Move that the Board of Trustees approve the fiscal year 2022 compensation package for Technical Professional Exempt (TPE) employees.

ESTIMATED COST OR BENEFIT

Technical Professional Exempt (TPE) staff will receive a 2% base salary increase and a \$342 increase in flex dollars, with a total cost to the College of \$40,788.

JUSTIFICATION OF ACTION

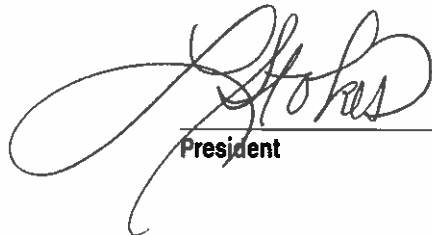
This action aligns with Strategic Direction 3.0; South Suburban College will ensure the financial, physical and technological resources necessary to support educational programs and promote continuous innovation and sustainability.

MOTION

Move that the Board of Trustees approve the fiscal year 2022 compensation package for Technical Professional Exempt (TPE) employees.

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)



President

07/01/2021
Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: **FY22-VII.E.1**

Board Meeting Date: **July 8, 2021**

BOARD COMMITTEE

- Policy
- Finance
- Architectural
- Other

FUNDING

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

PROPOSAL SUMMARY

Move that the Board of Trustees approve the fiscal year 2022 compensation package for Grant-funded employees.

ESTIMATED COST OR BENEFIT

Grant-funded staff will receive a 2% base salary increase and a \$342 increase in flex dollars, with a total cost to grant funds of \$24,482.

JUSTIFICATION OF ACTION

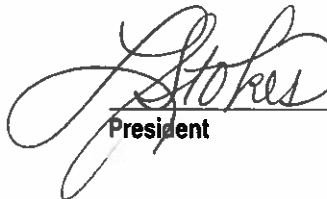
This action aligns with Strategic Direction 3.0; South Suburban College will ensure the financial, physical and technological resources necessary to support educational programs and promote continuous innovation and sustainability.

MOTION

Move that the Board of Trustees approve the fiscal year 2022 compensation package for Grant-funded employees.

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



President

07/01/2021

Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: _____

Board Meeting Date: July 8, 2021

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 grant permission to create and advertise the Technical Professional Exempt, position of Nursing Remediation Education Manager.

ESTIMATED COST OR BENEFIT

This is a full time (TPE) position 40 hours per week 52 weeks per year with a salary of \$62,000 plus benefits. (Technical Professional Exempt).

JUSTIFICATION OF ACTION

This action supports Strategic Direction 3.0 of South Suburban College will ensure the financial physical and technological resources necessary to support educational programs and promote continuous innovation and sustainability.

MOTION

Move that the Board grant permission to create and advertise the position of Nursing Remediation Education Manager

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)

Linda Brown-Aldridge, DNP, RN 6/29/2021
 Originator Date

[Signature] 6/29/21
 Director of Human Resources Date

Jasha S. Williams 6/29/21
 Appropriate Vice President Date

[Signature] 07/01/2021
 President Date



South Suburban College
Office of the Dean of Adult & Continuing Education

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

MEMORANDUM

TO: Dr. Lynette D. Stokes, President

FROM: Dr. Tasha S. Williams, Vice President of Academic Services *TSW*

RE: Justification for Nursing Remediation Education Manager Position

DATE: June 30, 2021

In an ongoing effort to support our students and align with” the strategic direction of South Suburban College #1: Nurture and empower each student to succeed; and the institutional goal 1.1 Increase student retention, progression, persistence and completion.” the academic department is proposing the creation of the position of Nursing Remediation Education Manager. We recognize that to increase enrollment and retention of Associate Degree Nursing (ADN) students, we must provide some additional support for the students who enroll in the ADN program. It has been identified that remediation is one of the methods to address students who demonstrate at risk behaviors and implementing remediation plans to address the areas requiring further development contributes to their overall success.

This position is designed to provide for supplemental instruction, individual programing, and collaboration with faculty, small group activities, review sessions, and workshops; to prepare the students to successfully complete the Nursing program, which is directed at achievement of three SSC institutional goals:

- Provide high quality, accessible and affordable credit courses and associate degree and certificate programs for academically prepared students to assist them in preparing for occupations that require career education beyond the high school level.
- Increase the number and diversity of students who complete training and educational programs by providing academic advising, learning resources and supportive services, such as specialized learning assistance, for students with a wide range of academic needs.
- Provide high quality educational programs by utilizing quality measures as input from advisory committees, assessment of student learning outcomes, and recommendations from our accrediting agencies.

In addition, with accreditation of the nursing program in our future, we must ensure our students have the resources to ensure the achievement of the program’s student learning outcomes. This is necessary for compliance with Accreditation Commission for Education in Nursing (ACEN) Standards 3, 4, 5, and 6. To assist in preparation for this accreditation, we have reviewed and are revising aspects of the Nursing program to support our student population.

The number of students successfully completing the program in the past 2 years has shown a growth of over 200%. To continue this success, we must provide other resources to develop intervention plans, engage our student who are at risk by implementing new strategies and providing supplemental resources. This position is designed to support the increase of successful student completion.



SOUTH SUBURBAN COLLEGE Job Description

Job Title: Nursing Remediation Education Manager
Division: Academic Services
Department: Nursing
FLSA Status: Exempt
Date: June 28, 2021

SUMMARY

Responsible for assisting nursing students, using supplemental instruction, and programming, to develop cognitive and career-readiness skills that prepare students to successfully complete the Nursing Program and pass the NCLEX-RN. This position works with students to identify their strengths, learning styles, and areas requiring further development, and to develop and implement remediation plans as needed.

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

1. Collaborates with nursing instructors to develop intervention plans or strategies for students identified as at-risk for failing in a nursing course or the Nursing Program.
2. Develops, schedules, and provides supplemental instruction or training for nursing students year-round. Facilitates and schedules, in conjunction with appropriate faculty, review sessions, workshops, or study seminars for the NCLEX-RN exam.
3. Develops, schedules, and provides supplemental instruction and needed support materials for identified high-risk courses, in collaboration with nursing faculty. Follows up regularly with students to complete required intervention plans.
4. Monitors and tracks completion of individual remediation plans by students identified as at-risk, including nursing graduates who have not taken the NCLEX-RN exams, and provides regular reports to the Nursing Dean and faculty.
5. Documents instructional activities and strategies employed, including student attendance, completion, and other relevant data, for the purposes of continuous quality improvement and maintaining the Nursing Program's accreditation.
6. Assists the Nursing Department in coordinating and administering standardized assessments. Develops, recommends, and implements student retention strategies, as appropriate.
7. Develops and implements orientation and boot camp activities for all nursing students in collaboration with the Nursing Dean and faculty.
8. Develops activities, in conjunction with the Lab Coordinator and provides instruction that will assist students in

obtaining the psychomotor and technical skills necessary to meet clinical requirements.

9. Assesses and evaluates a nursing student's preparedness for clinical readiness.

10. Performs other duties as assigned

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and possess the physical abilities and knowledge. Ability to work well as a team player. Must be self-directed and innovative, able to assess current operations to improve the future goals. Must be able to meet deadlines in a timely manner. Excellent written and verbal communication skills. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

1. Earned Master's degree in Nursing, preferably nursing education, supplemented by a minimum of 2 years part-time clinical and or teaching experience.

2. Experience in assessment of student learning outcomes and remediation strategies required.

3. Must have a solid knowledge base of internal ATI, NCLEX-RN content. Ability to identify trends in specific weak areas of nursing course content to successfully operationalize a NCLEX-RN review.

4. Demonstrated current, detailed, and accurate knowledge of exit examinations, the NCLEX-RN as well as currency in knowledge in the field to provide academic support.

5. Current IL RN licensure.



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY22-VII.G.1

Board Meeting Date: July 8, 2021

BOARD COMMITTEE

FUNDING

<input type="checkbox"/> Policy	<input checked="" type="checkbox"/>	Operating	<input checked="" 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		Safety		

PROPOSAL SUMMARY

Request that the Board of Trustees approve the previously tabled Non-Credit Reorganization Plan.

ESTIMATED COST OR BENEFIT

The overall cost realignment that will relieve the general operating budget of \$134,641.36 for FY2022. A cost realignment of \$8,114.64 has already been realized for FY2021.

JUSTIFICATION OF ACTION


This action aligns with Strategic Direction 3.0; The College will ensure the financial, physical and technological resources necessary to support educational programs and promote continuous innovation and sustainability.


MOTION


Request that the Board of Trustees approve the previously tabled Non-Credit Reorganization Plan.

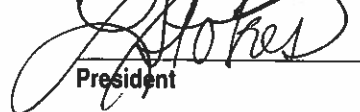
Approvals:

- * 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


 Originator 7-1-2021
Date


 Director of Human Resources 7-1-21
Date


 Appropriate Vice President 2-1-2021
Date


 President 07/01/2021
Date



South Suburban College Office of the President

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

To: Frank M. Zuccarelli
Chairman of the Board

CC: Board of Trustees

From: Lynette D. Stokes, Ed.D.
President

Date: June 30, 2021

RE: **Non-Credit Reorganization Plan**

Dear Chairman Zuccarelli:

Administration has worked to develop a plan for the reorganization of the College’s Non-Credit Division that achieves financial solvency, improves efficiency, and is driven by continuous growth and innovation. I have reviewed the final Non-Credit Reorganization Plan, and I agree that the proposal is in alignment with the ICCB Workforce Initiative and **Strategic Direction 3.0**; *South Suburban College will ensure the financial, physical and technological resources necessary to support educational programs and promote continuous innovation and sustainability.*

The plan will generate an overall cost realignment that will relieve the general operating budget of \$134,641.36, with a cost realignment of \$8,114.64 already having been realized for Fiscal Year 2021. With the approval of the Board of Trustees, the Non-Credit Reorganization Plan will go into effect on July 12, 2021.

Please consider the additional points of interest related to the Non-Credit Restructuring Plan:

1. With the current organizational structure, the college would remain out of alignment with the direction of the State of Illinois Workforce Development Plan.

2. If we don't continue to engage in cost realignment strategies, the college's eligibility is at risk for future multi-year grants as a result of operating expenses exceeding federal government benchmarks based on the size of our institution. For example, SSC was deemed ineligible to apply for the current cycle (FY 2022) of calls for proposals for the PBI (Predominantly Black Institutions) grant as a result of our high operating expense versus our enrollment size.

According to U.S. Department of Education, core expenses are regular operational expenditures of postsecondary institutions (excluding auxiliary enterprises, independent operations, and hospital expenses). These are then divided by the FTE (12-month undergraduate enrollment for the academic year). This measure is then compared to the average value for other similar (type and control) institutions. The Core Expenses per FTE measure must be lower than the average for the institutional group. SSC's is currently above the average.

3. Cost realignment is one of the strategies being executed as noted in our financial plan of correction report to the Higher Learning Commission.
4. There has been no on-site administrative leadership and guidance at the OFC in nearly two years.
5. A model of separation will be fostered whereby the departments of Continuing Education and Corporate and Community education will risk continuing to operate in silos.

Thank you for the opportunity to develop a plan that is rooted in revitalization and transformative change.



Office of the Associate Vice President of Accreditation & Institutional Effectiveness

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

INTEROFFICE MEMORANDUM

To: Dr. Lynette Stokes, President

From: Dr. Ronald Kawanna, Jr., Associate Vice President of Accreditation & Institutional Effectiveness

CC: Dr. Tasha S. Williams, Vice President of Academic Services
Kimberly Pigatti, Director of Human Resources

Date: June 30, 2021

Subject: **Non-Credit Reorganization Plan**

In an ongoing effort to maximize efficiency and to align with “**Strategic Direction #3: Ensure institutional resources and sustainability, Goal 3.0: South Suburban College will ensure the financial, physical and technological resources necessary to support educational programs and promote continuous innovation and sustainability**”, as outlined in South Suburban College’s 2020-2025 Strategic Plan, the colleges proposes a restructuring on all non-credit programs, including Adult Education, Continuing Education, Business and Career Institute (BCI), and Job Training.

BCI and the Continuing Education Department have been losing substantial amounts of money each year over the past several years and this trend is not sustainable. In addition, the existing business model that both areas have utilized is no longer viable and there is also a duplication of services that needs to be addressed. Three- year profit/loss information is provided below:

	FY18	FY19	FY20	3Year Profit/Loss
Department				
Continuing Education	- \$121,018.44	-\$120,122.83	-\$117,414.81	-\$358,556.08
Business & Career Institute	- \$484,318.00	-\$177,298.00	-\$428,814.00	-\$1,090,430.00
Total:				-\$1,448,986.00

The Illinois Department of Commerce & Economic Opportunity through its Office of Employment and Training as well as the ICCB, supports innovative workforce programs, career training, and employment services that connect employers to a highly skilled workforce. The college is recommending the reengineering of its Adult Education, Continuing Education and Corporate Training Programs to better align with the State's Unified Workforce Plan 2020-2024.

The proposed plan could achieve multiple purposes:

1. Reverse the substantial cost and losses attributed to the BCI and Continuing Education Department at the college. This plan will include increased utilization of grants to fund personnel costs and better alignment of duties and responsibilities for positions across the Division to address and meet the needs of the college.
2. Eliminate duplication of services and consolidation of areas to better serve our students, community, and workforce partners.
3. Reinvestment in the college offering a variety of educational experiences and activities that respond to business, lifelong learning, and personal needs of the community.
4. Rename position titles and enhance the duties that align with the current needs of students, community, and business partners.
5. Establish new programs that expand opportunities for our residents including Apprenticeship Programs.
6. Ensure that the college is more proactive in the acquisition of grants related to workforce development.
7. Transform the services offered at the Oak Forest Center so that it becomes a more viable workforce development center for our college district.
8. Define critical occupations for economic and workforce development for national, state, and regional areas. This includes defining clusters of occupations relevant to policy, program, or research initiatives, such as high-skill, high-demand occupations; science, technology, engineering, and mathematics occupations; career pathways; green jobs; etc.
9. Develop skill transferability and worker assessment tools for use in placing adults in jobs, rapid response to layoffs, and supporting economic development.
10. Identify appropriate education and training options for displaced and transitioning workers.
11. Collaborate with Academic Services to develop high quality programs aligned with regional needs.
12. Improved understanding of the Regional Labor Market Population.
13. Define needed skills and credentials in collaboration with Employers.
14. Assist employers in human resource management activities, including employee recruitment, retention, and development

With the proposed reorganization plan for the non-credit arm of the college the following outcomes are expected:

- **Non-credit enrollment growth will be increased by:**
 - 25% for Adult Education
 - 15% for Continuing Education
 - 15% for Community Education
 - 10% for Corporate Education

- **Revenue projections will increase by;**
 - 25% in Continuing Education
 - 25% in Corporate Training

- **Job Placement will be at a minimum of 90%+ each grant year for Adults, Dislocated Workers and Youth**

- **New grants generated will be increased by 5% each academic year at a minimum award amount of \$100,000 (This goal might be achieved within multiple grant awards.)**

Extension Services & BCI

1. Motion to create a new division within the college: **Extension Services & Workforce Development**. The Adult Education, Continuing Education, BCI, and Job Training departments will be included in the new division. The Associate Vice President of Accreditation and Institutional Effectiveness will provide administrative oversight of the new division.

2. Motion to eliminate the job title of full-time Director of Extension Services and create full-time **Executive Director of Extension Services & Workforce Development**-see attached job description.

3. Motion to appoint **Dr. Matthew Beasland** to the position of full-time **Executive Director of Extension Services & Workforce Development** with a salary of \$97,000. All areas in this Division will report directly to Executive Director of Extension Services & Workforce Development and include oversight of the Oak Forest Center. The position will report directly to the Associate Vice President of Accreditation and Institutional Effectiveness. **Internal promotion***

4. Motion to eliminate the position of full-time **Workforce Development Program Coordinator** in BCI.

5. Motion to eliminate the position of full-time **Client Solutions Employer Liaison Coordinator** in BCI.
6. Motion to eliminate the position of full-time **Client Solutions Specialist** in BCI.
7. Motion to eliminate the position of full-time **Client Solution Support Specialist** in BCI

Adult Education

1. Motion to eliminate the position of full-time Dean of Adult & Continuing Education and create the full-time **Director of Adult Education**-see attached job description.
2. Motion to appoint **Chris McElroy** to the position of full-time **Director of Adult Education** with a salary of \$67,000 (**100% grant funded**). This position will report directly to the Executive Director of Extension Services & Workforce Development. **Internal promotion***
3. Motion to appoint **Raylynn Stokes** to the position of full-time Manager of Adult Education with a salary of \$62,000 (**100% grant funded**). This position will report directly to the Director of Adult Education. **Internal promotion***
4. Motion to eliminate the position of full-time Adult Volunteer Literacy Coach.
5. Motion to create the position of full-time **Adult Literacy Grants Manager**-see attached job description.
6. Motion to appoint **Dianne Needles** to the position of full-time **Adult Literacy Grants Manager** with a salary of \$56,888.00 (**100% grant funded**). This position will report to the Director of Adult Education. **Internal promotion***
7. Motion to approve the reduction-in-force of **Blythe Wesley**, full-time Adult Education Secretary position due to redundancy of job responsibilities.

Continuing Education

1. Motion to rename the Continuing Education Department to **Continuing, Corporate, and Community Education (C3)**.

2. Motion to eliminate the position of full-time Director of Continuing Education and create the full-time position of **Director of Continuing, Corporate, and Community Education (C3)**-see attached job description.
3. Motion to appoint **Shirley Drewenski** to the position of full-time **Director of Continuing, Corporate, and Community Education (C3)** with a salary of \$95,123. This position will report directly to the Executive Director of Extension Services & Workforce Development. **Internal promotion***
4. Motion to create the position of full-time **Manager of Continuing, Corporate, and Community Education (C3)** - see attached job description.
5. Motion to appoint Gervaise Edwards to the position of full-time **Manager of Continuing, Corporate, and Community Education (C3)** with a salary of \$53,500. This position will report directly to the Director of Continuing, Corporate, and Community Education (C3). **Internal promotion***
6. Motion to create the position of **C3 Database and Program Compliance Coordinator**-see attached job description.
7. Motion to appoint **Donna Bradford** to the position of full-time **C3 Database and Program Compliance Coordinator** with a salary of \$40,000. This position will report directly to the Director of Continuing, Corporate, and Community Education (C3). **Internal promotion***

The Administrative Assistant II for Adult & Continuing Education will be shared by the Director of Adult Education and the Director of Continuing, Corporate, and Community Education (C3) (No additional cost incurred)

Continuing, Corporate, and Community Education (C3) will absorb the Highway Construction Careers and Training Program grant. The Highway Construction Program will remain at the Oak Forest Campus.

Job Training

1. Motion to rename the Job Training Department to the **Workforce Development** Department.
2. Motion to create and advertise the position of full-time **Director of Workforce Development** with a starting salary of \$67,000. - see attached job description. This position will report directly to the Executive Director of Extension Services and Workforce Development.

3. Motion to change job title of full time Manager of Job Training to full-time **Manager of Workforce Development**.
4. Motion to appoint **Brianna Wells** to the position of full-time **Manager of Workforce Development** with an effective date of October 1, 2021 with a starting salary of \$53,500.00 (**100% grant funded**). This position will report directly to the Director of Workforce Development. **Internal promotion***

As a result of the reorganizational plan for non-credit programs, the overall cost realignment to the general operating budget will be \$134,641.36 for the FY2022 budget year. A cost realignment of \$8,114.64 has already been realized for FY2021.

***No other compensation increases will be provided in FY22 for staff who receive internal promotions as a part of this plan.**

SOUTH SUBURBAN COLLEGE
South Holland, Illinois

JOB DESCRIPTION

JOB TITLE:	Executive Director of Extension Services & Workforce Development
FSLA STATUS:	Exempt
DEPARTMENT:	Extension Services & Workforce Development
SUPERVISOR:	Associate Vice President of Accreditation & Institutional Effectiveness
DATE:	March 15, 2021

JOB SUMMARY:

Under the general direction of the Associate Vice President of Accreditation & Institutional Effectiveness, the Executive Director of Extension Services and Workforce Development will be responsible for coordinating the college's efforts to offer vital vocational programs for our community; overseeing selected departmental areas, in particular those doing workforce education. Collaboratively working with the Vice President of Academic Services and the Academic Deans to develop and implement programs to address industry and community needs. Creating strategies to address initiatives related to workforce development and monitoring programs for effectiveness. Under the direction of the Associate Vice President of Accreditations and Institutional Effectiveness, the Executive Director of Extension Services and Workforce Development is responsible for providing effective Administrative leadership to the Directors and Managers in the areas associated with non-credit programs such as Continuing, Corporate, and Community Education; Adult Education; Workforce Development, Job Training and Apprenticeship Programs. The Executive Director will also be responsible for the oversight of the day-to-day facility operations of the Oak Forest Center. The Director of Extension Services and Workforce Development will provide highly responsible academic and administrative staff support to the Associate Vice President of Accreditation and Institutional Effectiveness and coordinate assigned activities with other College areas and departments.

RESPONSIBILITIES AND DUTIES:

- Provide administrative oversight for all areas associated with Workforce Development and job training, Continuing, Corporate, and Community Education, non-credit programs, and Adult Education.
- Oversee all fiscal and contractual elements of workforce and continuing education programs, including operations, budgetary strategic initiatives, and planning and management.
- Build and nurture external relationships with workforce, chamber, community organizations and economic development agencies in the region. Serve as the institutional liaison to a variety of career and workforce training agencies.
- Lead process of researching and securing additional clients, partners, contracts, and other revenue sources to ensure long term program sustainability. Identify, prepare, and manage grants in support of workforce development programs.
- Build collaborative relationships with deans and faculty to ensure the alignment of workforce development programs with academic, industry and public/private sector employment needs and expectations.
- Plan and manage market research and environmental scanning on an ongoing basis to make strategic recommendations to improve existing programs and expansion into new programming and new geographic markets.
- Conduct analysis of workforce and continuing education needs based on information from business and industry partners (non-credit certificate programs, industry specific licensure, certifications other credentials) and lead the development of new programs and offerings.

- Work with community leaders to develop innovative leisure and community program that supports lifelong learning.
- Employ evidence-based enrollment management strategies to facilitate program growth, including key decisions about programmatic structure and course delivery (e.g., online, hybrid)
- Develop, implement, and assess strategies to improve the quality and effectiveness of programs and courses.
- Collaborate with other academic deans to build pathways for students from non-credit to credit programs.
- Ensures obtainment of accreditation and/or approval for specific programs as applicable.
- Facilitate, and enhance articulation of training programs with corporate and community leaders.
- Develops, implements, and maintains short- and long-term area strategic planning in order to meet programming, fiscal, and workforce goals.
- Uses data analytics to inform and update stakeholders on progress towards student headcount, gross and net revenue generation, and program quality.
- Provide and seek ongoing professional development among staff.
- Provide effective planning and evaluation of departmental initiatives by developing and achieving annual goals and objectives consistent with those adopted by the Board of Trustees and the executive team.
- Work in collaboration with all Vice Presidents, Deans, department chairpersons and other personnel in developing and implementing programs and credit and non-credit classes at OFC.
- Ensure effective and efficient utilization of OFC for internal and external users.
- Prepare and manage budgets for areas of responsibility; engage in sound fiscal management practices
- Available to work a flexible schedule that may include evenings and weekends to attend monthly Board meetings and other college events and public relations activities.
- Other duties as assigned.

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 the employee's normal line of work.

MINIMUM QUALIFICATIONS:

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

- Master's Degree from a regionally accredited institution.
- 3-5 years of direct experience in professional management in a corporate, government, or academic setting.
- Knowledge of workforce, education and training policies and programs, and economic, employment /occupational needs.
- Demonstrated leadership, planning, project management, and supervisory skills.
- Proven ability to work with stakeholders including students, funders, state agencies, faculty, staff, business, and industry.
- Financial management skills including budget reporting and data analysis experience.
- Strong organizational and interpersonal skills and the ability to develop staff members.
- Must successfully pass a criminal background check.

Preferred Qualifications:

- Doctoral Degree from a regionally accredited institution.
- Two years of experience in higher education, community college experienced preferred.

SOUTH SUBURBAN COLLEGE
South Holland, Illinois

JOB DESCRIPTION

JOB TITLE: Director of Adult Education
DEPARTMENT: Adult Education
SUPERVISOR: Executive Director of Extension Services & Workforce Development
DATE: March 15, 2021

JOB SUMMARY:

Under the direct supervision of the Executive Director of Extension Services & Workforce Development, the Director of Adult Education is responsible for providing leadership for supervision, planning, coordination, scheduling, assessment, instruction and ICCB & SOS reporting in all Adult Basic Education/Adult Secondary Education, English –as-a –Second Language and Volunteer Literacy locations, as well as any additional parameters for other grants awarded to the Adult Education Department. This includes all mandatory meetings, grant writing and budget projections. The Director coordinates services with other areas of the college to increase retention, graduation and transfer of adult education students into post-secondary education and/or work.

RESPONSIBILITIES AND DUTIES:

1. Responsible for developing, implementing, and evaluating an effective means for assessment, orientation, and coaching adult education students.
2. Directs supervisors in the continuous improvement of services, activities, programs, and State & Federal compliance reporting.
3. Works with instructors to develop curriculum that is aligned with ICCB's College and Career Readiness Standards for Adult Education.
4. Develops and maintains appropriate budgeting within the Department in compliance with mandates from ICCB, SOS and other grant agencies.
5. Develops training plans for staff improvement, professional development, and conducts training classes as needed.
6. Conducts performance evaluations with instructors and support staff on an annual basis.
7. Develops remediation plans for instructors or staff who demonstrate performance deficiencies.
8. Serves as Chairperson of Adult Education Area Planning Council #510.
9. Develops and maintains positive relationships with members of the community, members of the Area Planning Council #510, local libraries and community groups.
10. Represents the College at local, state and national meetings when necessary, especially those mandated for grant compliance.
11. Analyzes program data and prepares reports for executive staff.
12. Plans and coordinates annual Adult Education Graduation Ceremony.
13. Performs related management, supervisory and administrative duties as needed.

MINIMUM QUALIFICATIONS:

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

EDUCATION and/or EXPERIENCE:

- Bachelor's Degree required, Master's Degree in Education or related field preferred.
- Five years of Adult Education experience demonstrating growth and increased responsibilities required.
- Working knowledge of ICCB DAIS-I Database, Colleague, ICAPS Programing, Secretary of State's Grants, and Illinois Community College Board Adult Education and Family Literacy Grants.
- Strong analytical, interpersonal and communications skills both orally and in writing.
- Demonstrated ability to work effectively with a diverse faculty, staff and student population
- Subject to background check.

MPB

SOUTH SUBURBAN COLLEGE
South Holland, Illinois

JOB DESCRIPTION

JOB TITLE: Adult Literacy Grants Manager

FSLA STATUS: GRANT FUNDED

DEPARTMENT: Adult Education

SUPERVISOR: Director of Adult Education

DATE: March 2021

JOB SUMMARY:

The Adult Literacy Grants Manager is responsible for developing and fostering relationships with social service, community agencies, and businesses that serve the adult population of District #510. The Adult Literacy Grants Manager will work with various community organizations such as local municipalities, businesses, libraries, places of worship, school districts, and social service agencies throughout the District to educate and inform about Adult Literacy Grant services offered through the college and maintain community partnerships. The Adult Literacy Grants Manager reports to the Director, establishing the accomplishment of the goals set forth by the -Illinois Secretary of State's Literacy and Workplace Skills Enhancement Grants, the Illinois Community College Board Adult Education Grants, as well as those of the Adult Education Department of South Suburban College.

RESPONSIBILITIES AND DUTIES:

1. Educate and inform local community organizations such as local municipalities, businesses, libraries, places of worship, school districts, and social service agencies about Adult Education and Literacy services provided by South Suburban College.
2. Recruit volunteer tutors for the Adult Volunteer Literacy Program of South Suburban College, coordinating marketing and recruitment efforts with outside agencies.
3. Possess knowledge of adult learning theory, learning styles and strategies, creating a minimum of twelve hours of new training modules per year to train volunteer tutors.
4. Works with community organizations such as local municipalities, businesses libraries, places of worship, school districts, and social service agencies to develop and maintain a good working relationship and works to establish new adult education & literacy partnerships in the community.
5. Implements goals and procedural directives of the Adult Education Department, specifically implementing the directives of the yearly Secretary of State's Literacy Grant proposals.
6. Recruits potential participants who test below a 9.0 reading level on the Test of Adult Basic Education (TABE).
7. Schedules ABE/ASE/ESL classes at local businesses in compliance with Secretary of State's Grants.
8. Monitors student attendance and identifies patterns of non-attendance and assists in the development of retention strategies.
9. Submits required Secretary of State Literacy/Workplace Skills Enhancement Grant reports.
10. Works with volunteer tutors to evaluate students' abilities and pre and post-test assessments.
11. Meets with students to discuss progress, as necessary.
12. Attends staff developmental workshops and conferences as relates to training and knowledge of position.
13. Writes for Secretary of State's Literacy & Workforce Skills Enhancement grants.
14. Informs Adult Education students, faculty, and staff about services provided by local social service agencies that can assist with the persistence, retention, and completion of Adult Education students.
15. Other duties as assigned by the Director of Adult Education.

MINIMUM QUALIFICATIONS:

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

EDUCATION and/or EXPERIENCE:

- Bachelor's Degree required, Master's Degree preferred.
- Must have experience in grant writing.
- Possess excellent interpersonal and communication skills, with a strong background in English.
- Must be highly organized with a history of record keeping.
- Supervisory experience required.

MPB

SOUTH SUBURBAN COLLEGE
South Holland, Illinois

JOB DESCRIPTION

JOB TITLE: Director of Continuing, Corporate, and Community Education (C3)
DEPARTMENT: Continuing, Corporate, and Community Education (C3)
SUPERVISOR: Executive Director of Extension Services and Workforce Development
DATE: March 15, 2021

JOB SUMMARY:

Under the direct supervision of the Executive Director of Extension Services & Workforce Development, the Director of C3 is responsible for providing leadership for supervision, planning, coordination, scheduling, assessment, instruction, and internal reporting for all Continuing, Corporate, and Community educational programs, as well as any additional parameters for other grants awarded to the C3 Department. This includes all mandatory meetings, grant writing and budget projections. The Director coordinates services with other areas of the college to increase completion of non-credit credentials and to support student transitions into an industry career.

RESPONSIBILITIES AND DUTIES:

1. Prepares and manages budget for the C3 department
2. Responsible for developing, implementing, and evaluating short-term career certificate programs, corporate training workshops, and special interest classes.
3. Directs supervisors in the continuous improvement of services, activities, programs, and State & Federal compliance reporting.
4. Works with Academic Dean to develop short-term career certificates that are aligned with the State of Illinois WIOA Unified State Plan.
5. Assists credit and non-credit college administrators in identifying, applying/writing for, planning, and executing workforce/career program grants.
6. Works with businesses and industry to develop customized corporate training programs.
7. Hires and evaluates instructors and staff for the C3 department.
8. Conducts performance evaluations with instructors and support staff on an annual basis.
9. Develops remediation plans for instructors or staff who demonstrate performance deficiencies.
10. Develops non-credit schedule and works with the college public relations department for targeted and district wide marketing plan that highlights short-term career certificates, WIOA approved programs, and special interest classes.
11. Represents the College at local, state and national meetings when necessary, especially those mandated for grant or program compliance.
12. Analyzes program data and prepares reports for executive staff.
13. Performs related management, supervisory and administrative duties as needed.

MINIMUM QUALIFICATIONS:

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

EDUCATION and/or EXPERIENCE:

- Bachelor's Degree required, Master's Degree in Education or related field preferred.
- Five years of higher education experience demonstrating growth and increased responsibilities required.
- Working knowledge of Ellucian Colleague.
- Strong analytical, interpersonal and communications skills both orally and in writing.
- Demonstrated ability to work effectively with a diverse faculty, staff and student population
- Subject to background check.

MPB

SOUTH SUBURBAN COLLEGE
South Holland, Illinois

JOB DESCRIPTION

JOB TITLE: Manager of Continuing, Corporate, and Community Education (C3)

FSLA STATUS:

DEPARTMENT: Continuing, Corporate, and Community Education (C3)

SUPERVISOR: Director of Continuing, Corporate, and Community Education (C3)

DATE: March 2021

JOB SUMMARY:

Under the direct supervision of the Director of C3, the Manager of C3 is responsible for providing effective leadership and coordination with activities associated for non-credit course offerings in the area of Continuing, Corporate, and Community educational programs, as well as any additional parameters for other grants awarded to the C3 Department. This may include assisting the Director of C3 with mandatory meetings, grant writing and budget projections. Assist the Director of C3 with coordinating services with other areas of the college to increase completion of non-credit credentials and to support student transitions into an industry career.

RESPONSIBILITIES AND DUTIES:

1. Assist in the preparation and management of budgets for the C3 department
2. Assist in the development, implementation, and evaluation of short-term career certificate programs, corporate training workshops, and special interest classes.
3. Assist in the continuous improvement of services, activities, programs, and State & Federal compliance reporting..
4. Assist in identifying, applying/writing for, planning, and executing workforce/career program grants.
5. Assist in ensuring the cost effectiveness of programs and course offerings
6. Works with businesses and industry to develop customized corporate training programs.
7. Hires and evaluates instructors and staff for the C3 department.
8. Conducts performance evaluations with instructors and support staff on an annual basis.
9. Develops remediation plans for instructors or staff who demonstrate performance deficiencies.
10. Assist in the development of a non-credit schedules.
11. May represents the College at local, state and national meetings when necessary, especially those mandated for grant or program compliance.
12. Assist in analyzing program data and prepares reports for executive staff.
13. Liaison with companies to obtain job orders
14. Connect job orders and clients seeking employment with key South Suburban College Departments
15. Analyze data to evaluate and ensure effectiveness and quality of program and make improvements as needed
16. Generate sales leads, sell contract training, deliver contract training and supervise on-going training programs
17. Work with support staff to see that all contractual documents are generated and delivered to clients and instructors
18. Work closely with support staff to assure timely and accurate registration of all contract-training participants
19. Collaborate with Student Services with all Career Fair events hosted by the College
20. Aid with screening and interviewing candidates for training grants
21. Assist with business contracts related to the Adult Literacy Grants

22. Assist with testing needs related to grants and training contracts
23. Performs related management, supervisory and administrative duties as needed

MINIMUM QUALIFICATIONS:

- Experience in job placement, preferable in a manufacturing environment
- Any combination of education and experience that demonstrates possession of the essential job responsibilities
- Strong organizational and project management skills, with the ability to coordinate multi-dimensional activities
- simultaneously; self-motivated and able to establish priorities amongst competing task demands
- Strong oral, written and interpersonal skills
- Strong knowledge of MS Office: Word, Excel, PowerPoint to produce high quality reports, presentations or other documents

PREFERRED QUALIFICATIONS:

- Associate Degree

SOUTH SUBURBAN COLLEGE
South Holland, Illinois

JOB DESCRIPTION

JOB TITLE: C3 DATABASE AND PROGRAM COMPLIANCE COORDINATOR
DEPARTMENT: Continuing, Corporate, and Community Education (C3)
SUPERVISOR: Director of Continuing, Corporate, and Community Education (C3)
DATE: March 15, 2021

JOB SUMMARY:

The C3 Database and Program Compliance Coordinator is responsible for collecting data and ensuring program compliance in the C3 department. The C3 Database and Program Compliance Coordinator provides the C3 department with monthly reports monitoring enrollment and cost analysis. These reports will guide the department in selecting class offerings. The C3 Database and Program Compliance Coordinator reports to the Director of C3, establishing the accomplishment of the goals set forth by the Illinois Community College Board, as well as those of the C3 department of South Suburban College.

RESPONSIBILITIES AND DUTIES:

1. Develops enrollment and fiscal reports indicating cost effectiveness for SSC administration.
2. Monitors and assists C3 instructors with timely grade submission.
3. Works with academic deans for timely submission of grades on cross-listed classes.
4. Collect and analyze course evaluations from students and businesses.
5. Compiles C3 department orders for Administrative Assistant to create purchase orders or check requests.
6. Works with C3 department and the college's recruitment and public relations teams to advertise C3 programs and initiatives.
7. Maintains positive relationships with the college's internal and external stakeholders.
8. Attends staff developmental workshops and conferences as relates to training and knowledge of position.
9. Assists in grant writing departmental grants.
10. Other duties as assigned by the Director of C3.

MINIMUM QUALIFICATIONS:

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

EDUCATION and/or EXPERIENCE:

- Associate's Degree, Bachelor's Degree hours preferred.
- Must have experience in event planning/coordination.
- Process excellent interpersonal and communication skills, with a strong background in English.
- Must be highly organized with a history of record keeping.

SOUTH SUBURBAN COLLEGE
South Holland, Illinois

JOB DESCRIPTION

JOB TITLE:	Director of Workforce Development
FSLA STATUS:	Exempt
DEPARTMENT:	Workforce Development
SUPERVISOR:	Executive Director of Extension Services and Workforce Development
DATE:	March 15, 2021

JOB SUMMARY:

Under the direction of the Executive Director of Extension Service and Workforce Development, the Director of Workforce Development is responsible for the research, communications and continuous improvement activities that support the area of workforce development. The Director of Workforce Development must maintain strong partnerships with internal and external partners. The Director of Workforce Development will demonstrate creativity and resourcefulness to identify and secure the necessary internal and external resources to ensure efficient and effective execution of all Workforce Development initiatives. The Director of Workforce Development is involved in full scope of managerial duties including long and short-term program planning, budgeting, procurement, grants, establishing procedures and standards that govern the administration of the workforce development program. This also includes, but is not limited to, seeking funding through various federal, state, and partner programs, grants, and other organizations.

The Director of Workforce Development will work closely with partners internal and external to South Suburban College to launch new workforce-related projects, manage and/or coordinate short-term strategic workforce related-opportunities and help scale existing workforce programs.

The Director of Workforce Development provides strategic and operational leadership and coordination in the development and delivery of workforce education, training, and services designed to position South Suburban College as a primary resource in advancing and responding to the economic development needs of the region. Oversight responsibility and guidance over all workforce development operations and initiatives within the college for job training including Workforce Innovation and Opportunity Act (WIOA) programs and Apprenticeship programs.

RESPONSIBILITIES AND DUTIES:

1. Conduct analysis of workforce education needs based on information from college and community stakeholders, relevant market data, and other forms of input (e.g., survey responses)
2. Lead the development, implementation, supervision, and expansion of workforce programs that lead to a meaningful certificate of completion or related credential
3. Forge and maintain essential partnerships with community, business, and legislative constituents.
4. Work with employer, industry and community partners to identify training needs.
5. Assist academic deans in the planning and hosting of CTE advisory council meetings.
6. Engage employers, industry, and community partners for internship, apprenticeship, and job placement opportunities.
7. Provide workforce data and research to academic deans for CTE grants and programs.
8. Employ evidence-based enrollment management strategies to facilitate program growth, including key decisions about programmatic structure and course delivery (e.g., online, hybrid)
9. Oversight responsibility to manage all fiscal and contractual elements of workforce education programs, including operations, budgetary strategic initiatives, contract negotiation/approval, and space planning and management.
10. Market and promote programs in workforce development education.

11. Identify promising grant opportunities to facilitate possible additional funding sources for the college. Develop and write grant proposals to obtain support for division efforts.
12. Oversight responsibilities to work with managers to ensure compliance with all grants under his/her supervision.
13. Develop, implement, and assess strategies to improve the quality and effectiveness of programs and courses.
14. Lead the development, implementation, supervision, and expansion of workforce programs that lead to a meaningful certificate of completion or related credentials
15. Forge and maintain essential partnerships with community, business, and legislative constituents
16. Employ evidence-based enrollment management strategies to facilitate program growth, including key decisions about programmatic structure and course delivery (e.g., online, hybrid).
17. Develop and oversee research, communication and continuous improvement activities that support divisional and area strategic goals in collaboration with senior leadership and stakeholders.
18. Identify and evaluate innovative strategies and solutions, experimental designs and practices and successful implementations from a variety of settings (e.g., education, business and industry and not-for profit) to support divisional and college goals and help drive continuous improvement across the area and the division.
19. Stay current with emerging trends in workforce development, economic development career services and adult education.
20. Attend and represent SSC at local, statewide, and national Workforce, WIOA, and LWIB meetings.
21. Manage special projects as assigned by the Executive Director of Extension Services and Workforce Development

MINIMUM QUALIFICATIONS:

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

- Bachelor's degree in a relevant field from a regionally-accredited institution.
- At least two years of leadership experience in workforce development and/or continuing education at an institution of higher education.
- Demonstrated experience managing self-supporting College level programs
- Demonstrated commitment to a diverse, non-traditional, first-generation student population.
- Excellent communication skills (oral & written) and ability to speak effectively to a variety of stakeholders from all different backgrounds
- Strong writing skills with the ability to convey complex subject matter clearly and accurately.
- Demonstrated experience working in a busy, diverse environment with multiple stakeholders.
- Poised, professional and energetic with a positive and confident demeanor
- Demonstrated drive for innovation and problem-solving.
- Ability to think creatively to leverage the college's resources in delivery of workforce training needs.
- Computer spreadsheet, database and word processing experience
- Exceptional interpersonal skills.
- Strong organizational skills.
- Ability to work independently with minimal supervision.

Preferred Qualifications

- Master's degree in a relevant field from a regionally-accredited institution
- Demonstrated experience in program planning, development, implementation, and evaluation.
- Demonstrated ability to establish and maintain relationships with community, business, and legislative partners, particularly in the delivery of workforce-related initiatives.
- Demonstrated experience in managing the budget and operations of a complex program, organization, or initiative.
- Demonstrated ability to identify workforce and/or continuing education needs.
- Successful experience as a college-level instructor, particularly at a public, non-profit institution



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY22-VII.H.1

Board Meeting Date: July 8, 2021

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		Safety	

PROPOSAL SUMMARY

Move that the Board of Trustees approve the renewal of the College President's contract.

ESTIMATED COST OR BENEFIT

JUSTIFICATION OF ACTION

This action aligns with Strategic Direction 3.0; South Suburban College will ensure the financial, physical and technological resources necessary to support educational programs and promote continuous innovation and sustainability.

MOTION

Move that the Board of Trustees approve the renewal of the College President's three-year contract, effective October 1, 2021-October 1, 2024.

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


President

7/11/21
Date