

SOUTH SUBURBAN COLLEGE



October 17, 2023

Regular Meeting of the
Board of Trustees



BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE
15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS
BOARD ROOM, SUITE 2134
REGULAR BOARD MEETING AGENDA
TUESDAY, OCTOBER 17, 2023
7:00 PM

- I. **CALL TO ORDER/ROLL CALL**
- II. **PLEDGE OF ALLEGIANCE**
- III. **PUBLIC PARTICIPATION**
- IV. **PRESENTATIONS/REPORTS**
 - A. Higher Learning Commission (HLC) Update (R. Kawanna)
 - B. SSC Food Pantry Video: Project Success for the Basic Needs Assistance Competition (D. Powell)
- V. **APPROVAL OF MINUTES OF PREVIOUS MEETINGS**
 - A. Public Hearing held September 14, 2023
 - B. Finance Committee meeting held September 14, 2023
 - C. Regular Board of Trustees meeting held September 14, 2023
 - D. Decennial Committee meeting held October 3, 2023
- VI. **NEW BUSINESS**
 - A. Monthly Financial Report (T. Hill)
 - B. Approval of the payment of bills for September, 2023 (T. Hill)
 - C. Approval to adopt the resolution outlining the duties of Recording Secretary (L. Stokes)
- VII. **PERSONNEL RECOMMENDATIONS**
 - A. Memorandum of Understanding - SSCFA
 - B. Retirements/Resignations/Terminations
- VIII. **CLOSED SESSION**

The Board to consider meeting in Closed Session for the discussion of the hiring, discipline, performance, and compensation of certain personnel, 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**

BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE

15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS

BOARD ROOM, SUITE 2248

MINUTES OF THE PUBLIC HEARING

THURSDAY, SEPTEMBER 14, 2023

I. CALL TO ORDER & ROLL CALL:

At 6:53 p.m., Vice Chairperson Vivian Payne called the Public Hearing of the Board of Trustees of South Suburban College, Illinois Community College District No. 510 to order. The meeting was held in the Board Room, Suite 2248.

Board members in attendance for the Public Hearing: Vice Chairperson Vivian Payne, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris and Anthony Williams.

Board members absent for the Public Hearing: Chairman Terry Wells, Trustee Janet Rogers and Student Trustee Jamesina Collier.

Also present: College President Lynette D. Stokes; Tasha Williams, Vice President of Academic Services; Devon Powell, Vice President of Student and Enrollment Services; Patrick Rush, Vice President of Administration and Secretary to the Board; and College Attorney Christopher Petrarca.

II. PLEDGE OF ALLEGIANCE

Vice Chairperson Vivian Payne led the Pledge of Allegiance.

III. OPERATING AND NON-OPERATING BUDGETS - FISCAL YEAR 2024

A. Operating and non-operating budgets for fiscal year 2024 for Community College District No. 510

Vice Chairperson Vivian Payne stated the budget for fiscal year 2024 has been reviewed and posted for the mandatory 30 days. Treasurer Tyhani Hill presented the total operating fund expenditures of \$33,300,000, and the total non-operating fund expenditures of \$17,409,877.

B. Public comments and discussion

Vice Chairperson Vivian Payne made a call for public comment concerning the operating and non-operating budgets for fiscal year 2024 for Community College District No. 510.

IV. ADJOURNMENT

There being no response for public input, the Public Hearing adjourned at 7:04 p.m. on a motion made by Trustee DeFilippo and seconded by Trustee Daly. On roll call, Trustees Kevin L. Daly, Antony DeFilippo, Sherelene A. Harris, Vivian Payne and Antony Williams voted aye. Nays: None. Motion carried.

BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE
15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS
BOARD ROOM, SUITE 2248
MINUTES OF THE FINANCE COMMITTEE
THURSDAY, SEPTEMBER 14, 2023

Trustee Anthony DeFilippo called the meeting of the Finance Committee to order at 7:04 p.m.

Committee members present: Trustees Anthony DeFilippo and Kevin L. Daly. Trustee Janet Rogers arrived 7:07 p.m.

Committee members absent: None.

Other Board members in attendance: Vice Chairperson Vivian Payne, Trustees Sherelene A. Harris and Anthony Williams.

Other Board members absent: Chairman Terry Wells and Student Trustee Jamesina Collier.

Also present: College President Lynette D. Stokes; Tasha Williams, Vice President of Academic Services; Devon Powell, Vice President of Student and Enrollment Services; Patrick Rush, Vice President of Administration and Secretary to the Board; and College Attorney Christopher Petrarca.

Agenda:

I. Recommendation to approve the operating and non-operating budgets for fiscal year 2024

Trustee DeFilippo recommended the Board of Trustees approve the operating and non-operating budgets for fiscal year 2024 at the regular Board of Trustees meeting.

II. Recommendation to accept the bid of Gaumard in the amount of \$74,730.00 for the purchase of two Pediatric Simulators and two-year Silver Service Plan for warranty, maintenance and training, utilizing Workforce Equity Initiative (WEI) Grant funds

Trustee DeFilippo recommended the Board of Trustees accept the bid of Gaumard in the amount of \$74,730.00 for the purchase of two Pediatric Simulators and two-year Silver Service Plan for warranty, maintenance and training, utilizing Workforce Equity Initiative (WEI) Grant funds at the regular Board of Trustees meeting.

The meeting adjourned at 7:11 p.m.

BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE

15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS

BOARD ROOM, SUITE 2248

REGULAR BOARD MEETING MINUTES

THURSDAY, SEPTEMBER 14, 2023

I. CALL TO ORDER & ROLL CALL:

At 7:12 p.m., Vice Chairperson Vivian Payne called the Regular Meeting of the Board of Trustees of South Suburban College, Illinois Community College District No. 510 to order. The meeting was held in the Board Room, Suite 2248.

Present: Vice Chairperson Vivian Payne, Secretary Janet Rogers and Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris and Anthony Williams.

Absent: Chairman Terry Wells and Student Trustee Jamesina Collier.

Also present: Lynette D. Stokes, President; Tasha Williams, Vice President of Academic Services; Devon Powell, Vice President of Student and Enrollment Services; Patrick Rush, Vice President of Administration and Secretary to the Board of Trustees and College Attorney Christopher Petrarca.

II. PUBLIC PARTICIPATION:

There was none.

III. REPORTS/PRESENTATIONS

A. Men's Bulldog Baseball Region IV and District Trophies

A presentation was delivered before the Board of Trustees in honor of the Men's Bulldog Baseball Region IV and District Trophies.

B. Women's Bulldog Softball Region IV and District Trophies

A presentation was delivered before the Board of Trustees in honor of the Women's Bulldog Baseball Region IV and District Trophies.

IV. PREVIOUS MEETING MINUTES

A. Special Board of Trustees Meeting held August 7, 2023

Trustee DeFilippo moved and Trustee Rogers seconded to approve the minutes of the Special Board of Trustees meeting held August 7, 2023. On roll call, Trustees Kevin L. Daly, Antony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers and Antony Williams voted aye. Nays: None. Motion carried.

B. Closed Session Meeting held August 7, 2023

Trustee Rogers moved and Trustee DeFilippo seconded to approve the minutes of the Closed Session meeting held August 7, 2023. On roll call, Trustees Kevin L. Daly, Antony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers and Antony Williams voted aye. Nays: None. Motion carried.

C. Regular Board of Trustees Meeting held August 10, 2023

Trustee DeFilippo moved and Trustee Rogers seconded to approve the minutes of the Regular Board of Trustees meeting held August 10, 2023. On roll call, Trustees Kevin L. Daly, Antony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers and Antony Williams voted aye. Nays: None. Motion carried.

V. NEW BUSINESS

A. Monthly Financial Report

Trustee Williams moved and Trustee Daly seconded to accept the Monthly Financial Report as presented by Treasurer Tyhani Hill. On roll call, Trustees Kevin L. Daly, Antony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers and Antony Williams voted aye. Nays: None. Motion carried.

B. Bills Payable for August, 2023

Trustee DeFilippo moved and Trustee Daly seconded to approve the bills payable for August 2023 in the amount of \$3,567,432.82. On roll call, Trustees Kevin L. Daly, Antony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers and Antony Williams voted aye. Nays: None. Motion carried.

C. Approval of the operating and non-operating budgets for fiscal year 2024 for Community College District No. 510

Trustee Harris moved and Trustee Rogers seconded to approve the operating and non-operating budgets for fiscal year 2024 for Community College District No. 510. On roll call, Trustees Kevin L. Daly, Antony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers and Antony Williams voted aye. Nays: None. Motion carried.

D. Approval to accept the bid of Gaumard in the amount of \$74,730.00 for the purchase of two Pediatric Simulators and a two-year Silver Service Plan for warranty, maintenance and training, utilizing Workforce Equity Initiative (WEI) Grant funds

Trustee Daly moved and Trustee Williams seconded to accept the bid of Gaumard in the amount of \$74,730.00 for the purchase of two Pediatric Simulators and a two-year Silver Service Plan for warranty, maintenance and training, utilizing Workforce Equity Initiative (WEI) Grant funds. On roll call, Trustees Kevin L. Daly, Antony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers and Antony Williams voted aye. Nays: None. Motion carried.

VI. PERSONNEL RECOMMENDATIONS

A. Resignations/Retirements/Terminations

Trustee DeFilippo moved and Trustee Harris seconded to approve the separation of employment with Alexandra Glumac as a full-time, grant-funded Project Manager of the Office of Violence Against Women Grant, effective September 30, 2023, due to the ending of the Office of Violence Against Women (OVW) Grant. On roll call, Trustees Kevin L. Daly, Antony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers and Antony Williams voted aye. Nays: None. Motion carried.

B. Memorandum of Understanding – Ms. Corrie Gray

Trustee Harris moved and Trustee Rogers seconded to approve the Memorandum of Understanding between Community College District No. 510 and the South Suburban College Support Staff Association concerning Ms. Corrie Gray's transition from Support Staff to a Technical Professional Exempt (TPE) position. On roll call, Trustees Kevin L. Daly, Antony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers and Antony Williams voted aye. Nays: None. Motion carried.

C. Appointments

1. Trustee DeFilippo moved and Trustee Rogers seconded to approve the appointment of Sakihya Darden as a full-time Nursing Lab Supervisor in the Nursing Department, effective September 18, 2023, pending successful completion of a criminal background investigation. On roll call, Trustees Kevin L. Daly, Antony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers and Antony Williams voted aye. Nays: None. Motion carried.

2. Trustee Daly moved and Trustee Williams seconded to approve the appointment of Dawn Foster-Taylor as a full-time, grant-funded Transitions Advisor in the Adult Education Department, effective September 18,

2023. On roll call, Trustees Kevin L. Daly, Antony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers and Antony Williams voted aye. Nays: None. Motion carried.

3. Trustee DeFilippo moved and Trustee Rogers seconded to approve the appointment of Jeffrey Ivy as a full-time Administrative Assistant II in the Liberal Arts and Sciences Department, effective September 18, 2023, and grant permission to advertise to fill the vacated position, as needed. On roll call, Trustees Kevin L. Daly, Antony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers and Antony Williams voted aye. Nays: None. Motion carried.

4. Trustee DeFilippo moved and Trustee Rogers seconded to approve the appointment of Corrie Gray as a full-time Executive Assistant to the Vice President of Student and Enrollment Services, effective September 18, 2023, and grant permission to advertise to fill the vacated position, as needed. On roll call, Trustees Kevin L. Daly, Antony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers and Antony Williams voted aye. Nays: None. Motion carried.

5. Trustee DeFilippo moved and Trustee Daly seconded to approve the appointment of Stephen Fantin as a full-time Coordinator/Server Administrator in the Information Technology Department, effective September 29, 2023, pending successful completion of a criminal background investigation. On roll call, Trustees Kevin L. Daly, Antony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers and Antony Williams voted aye. Nays: None. Motion carried.

6. Trustee Rogers moved and Trustee DeFilippo seconded to approve the appointment of Kaitlin Ferguson as a full-time Media and Web Developer in the Communication Services Department, effective October 20, 2023, and grant permission to advertise to fill the vacated position. On roll call, Trustees Kevin L. Daly, Antony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers and Antony Williams voted aye. Nays: None. Motion carried.

7. Trustee Rogers moved and Trustee DeFilippo seconded to approve the appointment of Alexandra Glumac as a full-time, grant-funded Program Director of the Multicultural Wellness Center, effective October 1, 2023. On roll call, Trustees Kevin L. Daly, Antony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers and Antony Williams voted aye. Nays: None. Motion carried.

VII. CLOSED SESSION

There was none.

VIII. MISCELLANEOUS

There was none.

IX. ADJOURNMENT

At 7:43 p.m., Trustee DeFilippo moved and Trustee Daly seconded to adjourn the Board of Trustees meeting. On roll call, Trustees Kevin L. Daly, Antony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers and Antony Williams voted aye. Nays: None. Motion carried.

Vice Chairperson of the Board

Secretary of the Board

BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE

15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS

BOARD ROOM, SUITE 2248

VIRTUAL ATTENDANCE VIA ZOOM MEETINGS

MINUTES OF THE DECENNIAL COMMITTEE

TUESDAY, OCTOBER 3, 2023

I. CALL TO ORDER & ROLL CALL:

At 11:08 a.m., Trustee Anthony Williams called the Decennial Committee of Illinois Community College District No. 510 to order. The meeting was held in the Board Room, Suite 2248, with virtual attendance via Zoom meetings.

Members in attendance for the Decennial Committee meeting: Chairman Terry Wells, Secretary Janet Rogers, Trustee Anthony Williams, President Lynette D. Stokes and Vice President of Administration Patrick Rush. Student Trustee Jamesina Collier attended remotely.

Members absent for the Decennial Committee meeting: Vice Chairperson Vivian Payne, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris and Community College District No. 510 Resident Prince Reed.

Also present: College Attorney Christopher Petrarca.

II. PUBLIC PARTICIPATION

There was none.

III. NEW BUSINESS

A. Appoint new members of South Suburban Community College District No. 510 at large to the Decennial Committee

Vice President of Administration Patrick Rush provided a general overview of the mission and responsibilities of the Decennial Committee. On a motion made by Chairman Wells and seconded by Trustee Williams, the Committee appointed Mr. Kenneth Williams and Ms. Patrice Burton to serve as members of the South Suburban Community College District No. 510 at large to the Decennial Committee. Ms. Patrice Burton was appointed as a replacement for Mr. Arthur Burton. On roll call Chairman Terry Wells, Secretary Janet Rogers, Trustee Anthony Williams, Student Trustee Jamesina Collier, President Lynette D. Stokes and Vice President of Administration Patrick Rush voted aye. Nays: None. Motion carried.

B. Establish Board of Trustees Policy & Procedure Manual as project scope

Trustee Anthony Williams and the Decennial Committee established the South Suburban College Board of Trustees Policy and Procedure Manual as a project scope, and will recommend revisions to the Policy Committee for implementation.

C. Preliminary review of Board Policy & Procedure Manual and next steps

The South Suburban College Board of Trustees Policy & Procedure Manual was provided to members of

the Decennial Committee for preliminary review. Members of the Committee engaged in discussion regarding particular areas of concern. The focus areas for Committee Members will be determined prior to next meeting: Section A- Board of Trustees, Section B – Administration, Section C – Fiscal & Business Affairs, Section D – College Personnel, Section E – Education Program. Administration will provide tools for review including but not limited to: spreadsheet of dates of policy updates, Policy Manuals from other institutions, list of most recent legislation changes specific to the Illinois community college system. No vote was taken. Administration will provide a link to the Board Policy & Procedure Manual and historical research on Policy revisions.

D. Establish timeline for activities and meeting schedule

A high-level timeline was discussed as follows: Fall 2023 – Decennial Sub-Committee Meetings to discuss approach and establish assignments, Spring 2024 – Decennial Committee meets at Regular Board Meeting to review progress, Summer 2024 – Decennial Committee delivers final report to BOT and Board Policy Committee for follow up. Subsequent meetings of the Decennial Committee will be scheduled and the Board of Trustees will be kept abreast of the Committee's progress. No vote was taken.

IV. ADJOURNMENT

The Decennial Committee meeting was adjourned at 11:41 a.m. on a motion made by Chairman Wells and seconded by Mr. Kenneth Williams. On roll call Chairman Terry Wells, Secretary Janet Rogers, Trustee Anthony Williams, Student Trustee Jamesina Collier, President Lynette D. Stokes, Vice President of Administration Patrick Rush, Ms. Patrice Burton and Mr. Kenneth Williams voted aye. Nays: None. Motion carried.



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VI.A

Board Meeting Date: October 17, 2023

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 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 booklet for the period ending June 30, 2023. This action aligns with Strategic Direction 3.1; Foster fiscal stability and sustainability.

MOTION

Move that the Board of Trustees approve the Financial Report as presented.

Approvals:

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

	10/2/2023
Controller/Treasurer	Date
	10/3/2023
Appropriate Vice President	Date
	10/11/23
President	Date

SOUTH SUBURBAN COLLEGE
South Holland, Illinois

To: Board of Trustees
 From: Tyhani Hill
 Date: September 27, 2023
 Subject: Financial Report For The Period Ending August 31, 2023

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>
\$3,647,192.75	\$6,371,764.27
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$3,179,457.28	\$5,858,599.43

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>
\$4,594,017.14	\$7,922,199.58
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$4,854,620.06	\$8,264,774.44
<u>Net Monthly Position</u>	<u>Year to Date Net Position</u>
(\$260,602.92)	(\$342,574.86)

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>
\$15,893,721.80	2.95%	4

SOUTH SUBURBAN COLLEGE
South Holland, Illinois

	Revenue Educational	Revenue O&M	Monthly Total
July	\$2,559,566.44	\$165,005.08	\$2,724,571.52
August	\$3,548,708.20	\$98,484.55	\$3,647,192.75
September			\$0.00
October			\$0.00
November			\$0.00
December			\$0.00
January			\$0.00
February			\$0.00
March			\$0.00
April			\$0.00
May			\$0.00
June			\$0.00
YTD	\$6,108,274.64	\$263,489.63	\$6,371,764.27

	Expenditures Educational	Expenditures O&M	Monthly Total
July	\$2,308,152.36	\$370,989.79	\$2,679,142.15
August	\$2,786,332.68	\$393,124.60	\$3,179,457.28
September			\$0.00
October			\$0.00
November			\$0.00
December			\$0.00
January			\$0.00
February			\$0.00
March			\$0.00
April			\$0.00
May			\$0.00
June			\$0.00
YTD	\$5,094,485.04	\$764,114.39	\$5,858,599.43

SOUTH SUBURBAN COLLEGE
South Holland, Illinois

	Revenues All Funds	Expenditures All Funds	Monthly Total
July	\$3,328,182.44	\$3,410,154.38	(\$81,971.94)
August	\$4,594,017.14	\$4,854,620.06	(\$260,602.92)
September			\$0.00
October			\$0.00
November			\$0.00
December			\$0.00
January			\$0.00
February			\$0.00
March			\$0.00
April			\$0.00
May			\$0.00
June			\$0.00
YTD	\$7,922,199.58	\$8,264,774.44	(\$342,574.86)

	Investment Total	Average Rate of Return	Basis Point Change from Last Month
July	\$16,593,642.95	2.91%	3
August	\$15,893,721.80	2.95%	4
September			
October			
November			
December			
January			
February			
March			
April			
May			
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 Investment account		0.00	0.00	0.00	0.00
PMA/ISDLAF += ISDMAX		0.00	0.00	0.00	0.00
Illinois Funds		529,955.09	0.00	0.00	0.00
53 Contributory Trust		0.00	0.00	0.00	0.00
PFM Asset Management		2,309,947.57	0.00	0.00	0.00
IIIT Money Market/UMB		(0.00)	0.00	0.00	0.00
53 Financial Money Market		13,746,583.28	0.00	0.00	0.00
Totals	8/1/2023	16,586,485.94	0.00	0.00	0.00
Transactions:					
Illinois Fund MM deposit from Comptroller	08/04/2023	48,065.33			
Illinois Fund MM deposit from Comptroller	08/09/2023	24,927.00			
Illinois Fund MM deposit from Comptroller	08/11/2023	9,784.00			
Illinois Fund MM deposit from Comptroller	08/18/2023	183,470.49			
Illinois Fund MM deposit from Comptroller	08/21/2023	15,701.04			
Illinois Fund MM deposit from Comptroller	08/23/2023	28,074.92			
Illinois Fund MM deposit from Comptroller	08/25/2023	179,628.12			
Illinois Fund MM deposit from Comptroller	08/28/2023	(1,000,000.00)			
Illinois Fund MM deposit from Comptroller	08/30/2023	258,084.62			
Illinois Fund MM deposit from Comptroller	08/31/2023	5,690.00			
Interest on Illinois Funds MM	08/31/2023	2,888.77			
5/3 transfer from Investments to Cash	08/31/2023	(1,500,000.00)			
5/3 transfer from Cash to Investment	08/31/2023	1,000,000.00			
Interest on 53 MM	08/31/2023	33,177.83			
PFM Interest	08/31/2023	10,586.73			
Ending Balance:		15,886,564.79	0.00	0.00	0.00
53 Investment account		0.00	0.00	0.00	0.00
PMA/ISDLAF += ISDMAX		0.00	0.00	0.00	0.00
Illinois Funds		286,269.38	0.00	0.00	0.00
53 Contributory Trust		0.00	0.00	0.00	0.00
PFM Asset Management		2,320,534.30	0.00	0.00	0.00
IIIT Money Market/UMB		(0.00)	0.00	0.00	0.00
53 Financial Money Market		13,279,761.11	0.00	0.00	0.00
Totals	8/31/2023	15,886,564.79	0.00	0.00	0.00

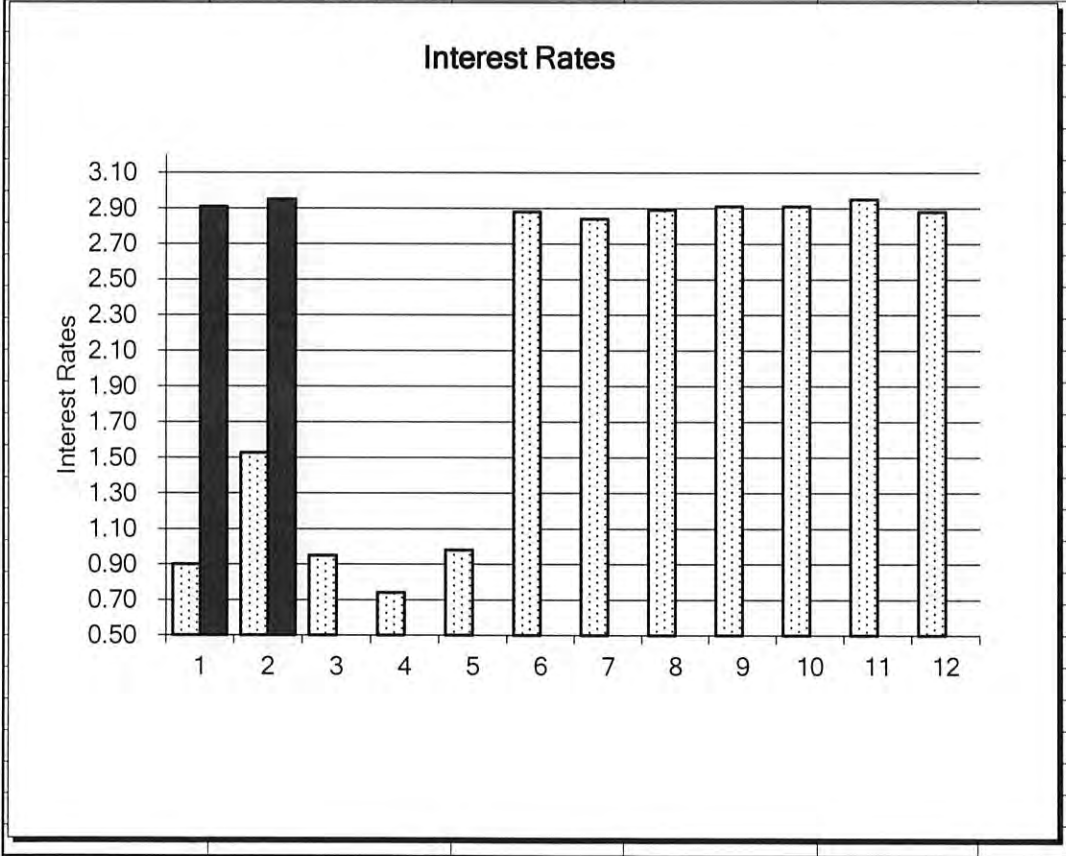
SOUTH SUBURBAN COLLEGE

INVESTMENT WORKSHEET					
Description	Date	Fund 4 Bond & Int.	Fund 5 Auxiliary	Fund 6 Restricted	Fund 7 Working Cash
53 Investment account		0.00	0.00	0.00	0.00
PMA/ISDLAF += ISDMAX		0.00	0.00	0.00	0.00
Illinois Funds		0.00	0.00	0.00	0.00
53 Contributory Trust		0.00	0.00	0.00	0.00
PFM Asset Management		0.00	0.00	0.00	0.00
IIIT Money Market/UMB		0.00	0.00	0.00	0.00
53 Financial Money Market		0.00	0.00	0.00	0.00
Totals	8/1/2023	0.00	0.00	0.00	0.00
Transactions:					
Illinois Fund MM deposit from Comptroller	08/04/2023				
Illinois Fund MM deposit from Comptroller	08/09/2023				
Illinois Fund MM deposit from Comptroller	08/11/2023				
Illinois Fund MM deposit from Comptroller	08/18/2023				
Illinois Fund MM deposit from Comptroller	08/21/2023				
Illinois Fund MM deposit from Comptroller	08/23/2023				
Illinois Fund MM deposit from Comptroller	08/25/2023				
Illinois Fund MM deposit from Comptroller	08/28/2023				
Illinois Fund MM deposit from Comptroller	08/30/2023				
Illinois Fund MM deposit from Comptroller	08/31/2023				
Interest on Illinois Funds MM	08/31/2023				
5/3 transfer from Investments to Cash	08/31/2023				
5/3 transfer from Investments to Cash	08/31/2023				
Interest on Illinois Funds MM	08/31/2023				
PFM transfer from Investment	08/31/2023				
		0.00	0.00	0.00	0.00
53 Investment account		0.00	0.00	0.00	0.00
PMA/ISDLAF += ISDMAX		0.00	0.00	0.00	0.00
Illinois Funds		0.00	0.00	0.00	0.00
53 Contributory Trust		0.00	0.00	0.00	0.00
PFM Asset Management		0.00	0.00	0.00	0.00
IIIT Money Market/UMB		0.00	0.00	0.00	0.00
53 Financial Money Market		0.00	0.00	0.00	0.00
Totals	8/31/2023	0.00	0.00	0.00	0.00

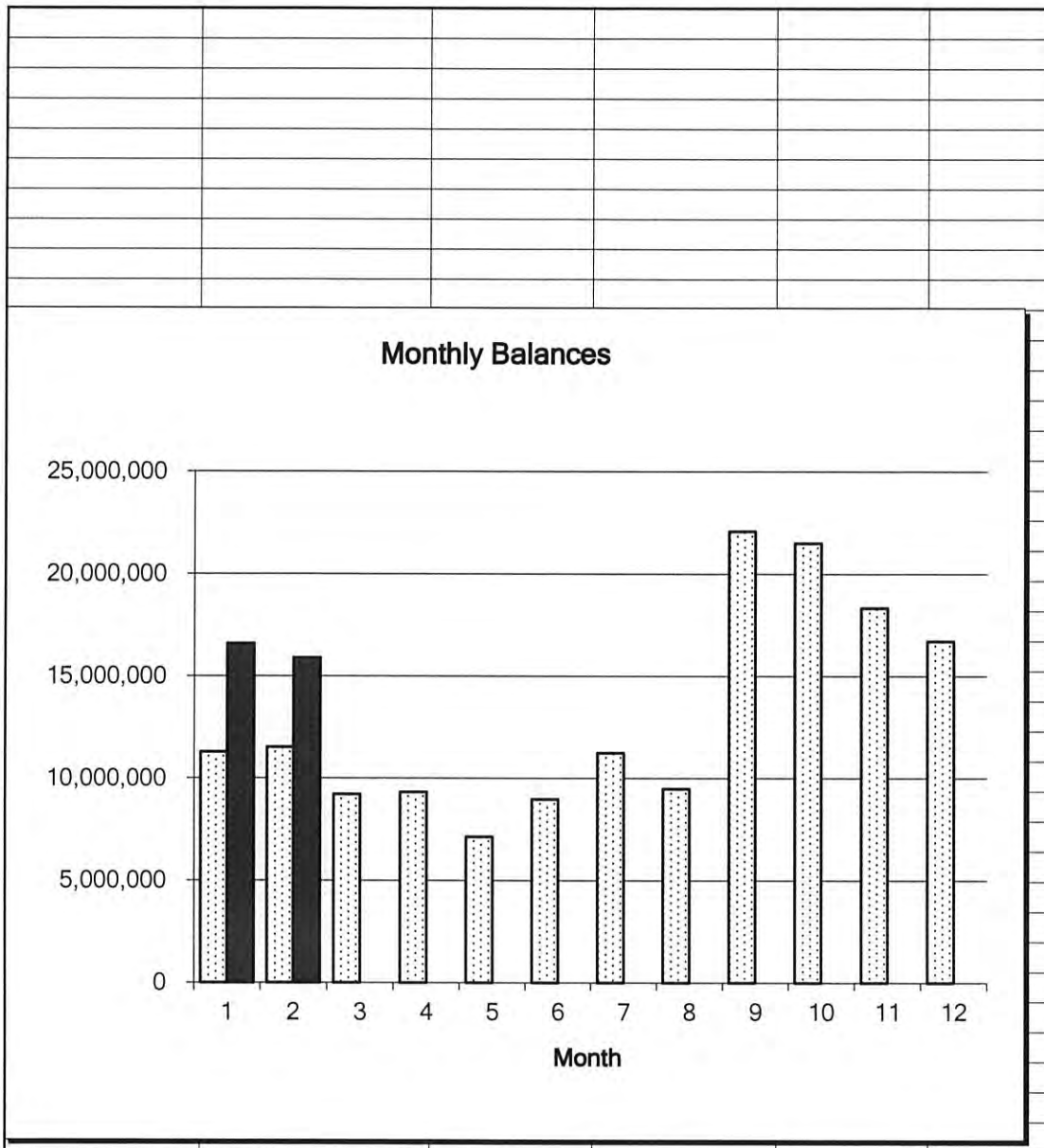
Investment					Percent
		Page 4	Page 6	Total	to Total
10	U. S. Government Securities	0.00	0.00	0.00	0%
20	Time Deposits	0.00	0.00	0.00	0%
30	Commercial Paper	0.00	0.00	0.00	0%
30	Commercial Paper	0.00	0.00	0.00	0%
10	U. S. Government Securities	0.00	0.00	0.00	0%
20	Time Deposits	0.00	0.00	0.00	0%
40	Mutual Funds	0.00	0.00	0.00	0%
50	Illinois Funds	2,606,803.68	0.00	2,606,803.68	16%
60	Repurchase Agreements	0.00	0.00	0.00	0.00
90	Other	13,286,918.12	0.00	13,286,918.12	84%

South Suburban College

Investment Summary				
	F Y 2022 - 2023		F Y 2023 - 2024	
Month	Month End Balance	Percent Return	Month End Balance	Percent Return
July	11,282,728	0.90	16,593,643	2.91
August	11,517,784	1.53	15,893,722	2.95
September	9,217,657	0.95		
October	9,325,203	0.74		
November	7,124,560	0.98		
December	8,965,059	2.88		
January	11,242,814	2.84		
February	9,485,256	2.89		
March	22,075,088	2.91		
April	21,490,927	2.91		
May	18,325,737	2.95		
June	16,707,052	2.88		



South Suburban College





SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VI.B

Board Meeting Date: October 17, 2023

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:

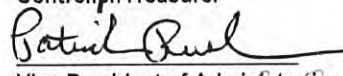
Education Fund	\$1,843,324.73
Operations & Maintenance Fund	\$410,915.85
Auxiliary Enterprise Fund	\$28,167.95
Restricted Funds	\$1,086,497.30
Special Levies Fund	\$222,745.19
Audit Fund	\$43,175.00
Flex Plan Fund	\$6,039.62
Total	\$3,640,865.64

Approvals:

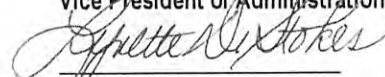
- * Are funds available in the budget? Yes
- * Is this related to any previous Board action? No
- * Is this part of a large project requiring additional funds? (Explain) No


Controller/Treasurer

10/04/23
Date


Vice President of Administration

10/6/2023
Date


President

10/11/23
Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VI.C

Board Meeting Date: October 17, 2023

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 adopt the resolution outlining the duties of Recording Secretary.

ESTIMATED COST OR BENEFIT

JUSTIFICATION OF ACTION

This action alignes with Strategic Direction 5.4; Assess the viability, sustainability and effectiveness of all college operations, programs, and activities.

MOTION

Move that the Board of Trustees adopt the resolution outlining the duties of Recording Secretary.

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

President

10/11/2023

Date

**BOARD OF TRUSTEES OF
COMMUNITY COLLEGE DISTRICT NO. 510,
SOUTH SUBURBAN COLLEGE,
COOK COUNTY, ILLINOIS**

RESOLUTION NO. _____

**RESOLUTION RE: BOARD OF TRUSTEES
RECORDING SECRETARY AND APPOINTMENT**

WHEREAS, the Public Community College Act creates the office of Secretary, which must be held by a duly elected or appointed member of the Board of Trustees (110 ILCS 805/3-8, 3-10); and

WHEREAS, this Board of Trustees, through its adoption and regular review and revision of Policy 102.03, has previously further described the duties and responsibilities of the Secretary of the Board of Trustees; and

WHEREAS, this Board of Trustees deems it advisable, necessary and for the best interests of the District that the additional role of Recording Secretary be created and filled by appointment of an individual employee of the District.

NOW, THEREFORE, Be It Resolved by the Board of Trustees of Community College District No. 510, South Suburban College of Cook County, County of Cook, Illinois, as follows:

SECTION ONE. That the preambles to this Resolution are hereby incorporated by reference into this Section One as if fully set forth and stated herein *verbatim*.

SECTION TWO. That the role of Recording Secretary is hereby created, which shall be distinct from and in addition to the office of Secretary as required by the Public Community College Act.

SECTION THREE. That the Recording Secretary position shall not be occupied by a member of the Board of Trustees, but shall be held by an administrative employee of the District.

SECTION FOUR. That the Recording Secretary shall perform the following duties:

- i. Assist in the execution of Board meetings;
- ii. Assist with the recording and documentation of Board and Committee meeting minutes;
- iii. Perform roll call at Board meetings;
- iv. Administer closed session process and maintain recordings;
- v. Collaborate with College attorney to ensure adherence to the Open Meetings Act and other Illinois statutes; and
- vi. Coordinate biannual Board of Trustee election process with College attorney in accordance with election laws and guidelines.

In addition, the Recording Secretary shall perform such duties as may be assigned by the Chair of the Board, the Secretary of the Board, and the President of the College, and as may be set forth in a future addition to the Board of Trustees Policy and Procedure Manual.

SECTION FIVE. That the employee who is serving in the role of Vice President of Administration shall also serve as the Recording Secretary so long as they are employed by the District, unless and until another employee is appointed by this Board.

SECTION SIX. That this Resolution shall be in full force and effect forthwith upon its adoption.

ADOPTED: This 17th day of October, 2023, by the following roll call vote:

AYES: _____

NAY: _____

ABSTAIN: _____

ABSENT: _____

Chairman, Board of Trustees
Community College District No. 510

Secretary, Board of Trustees
Community College District No. 510

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

CERTIFICATION OF RESOLUTION AND MINUTES

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Trustees of Community College District No. 510, South Suburban College of Cook County, County of Cook, Illinois (the "Board"), and that as such official I am the keeper of the records and files of the Board.

I do further certify that the foregoing constitutes a full, true and complete copy of a resolution entitled:

RESOLUTION NO. _____

**RESOLUTION RE: BOARD OF TRUSTEES
RECORDING SECRETARY AND APPOINTMENT**

as adopted by the Board at its meeting held on the 17th day of October, 2023.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Public Community College Act of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Acts and with all of the procedural rules of the Board in the conduct of said meeting and in the adoption of said resolution.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 17th day of October, 2023.

Secretary, Board of Trustees



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VII.A.1

Board Meeting Date: October 17, 2023

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 Memorandum of Understanding between Community College District No. 510, the South Suburban College Faculty Association and Ms. Maggie Shear concerning the early retirement incentive.

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION

This action aligns with Strategic Direction 3.1; Foster fiscal stability and sustainability.

MOTION

Move that the Board of Trustees approve the Memorandum of Understanding between Community College District No. 510, the South Suburban College Faculty Association and Ms. Maggie Shear concerning the early retirement incentive.

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

<u>Anna M. Helwig</u>	<u>10/11/23</u>
Originator	Date
<u>K. Pigatti</u>	<u>10/3/23</u>
Director of Human Resources	Date
<u>Jasha J. Williams</u>	<u>10/3/23</u>
Appropriate Vice President	Date
<u>Spencer Stokes</u>	<u>10/11/23</u>
President	Date

If to the SSCFA, to: Mr. Jamie Welling
South Suburban Community College
15800 South State Street
South Holland, Illinois 60473

If to SHEAR, to: Ms. Maggie Shear
South Suburban Community College
15800 South State Street
South Holland, Illinois 60473

6. NO PRECEDENT: This MOU shall establish no precedent between the COLLEGE and the SSCFA. All signatories to the MOU understand and agree that the terms stated herein shall apply only to SHEAR. This MOU shall not be construed in any manner to create a binding practice upon the COLLEGE or the SSCFA.
7. EFFECTIVE DATE: This MOU shall be effective immediately upon full execution of all parties and may not be revoked by any party unless mutually agreed in writing by the authorized agents of the parties.
8. ENTIRE AGREEMENT: This MOU contains the entire agreement between the COLLEGE, the SSCFA, and SHEAR with respect to the subject matter hereof, and there are no understandings, representations, or warranties of any kind between the COLLEGE, the SSCFA and SHEAR except those expressly set forth herein.
9. AMENDMENTS: This Agreement may not be modified except by written approval of the COLLEGE, the SSCFA, and SHEAR.

SOUTH SUBURBAN COLLEGE

SOUTH SUBURBAN COLLEGE
FACULTY ASSOCIATION

BY: _____

BY: _____

DATE: _____

DATE: _____

MAGGIE SHEAR

BY: _____

DATE: _____



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VII.B.1

Board Meeting Date: October 17, 2023

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 resignation of Christopher McElroy, Director of Adult Education, effective October 27, 2023, and grant permission to advertise to fill the vacated, grant-funded position, as needed.

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION


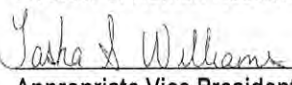

Please see the attached resignation letter of Christopher McElroy. Replacement of this position aligns with Strategic Direction 1.0; South Suburban College nurtures and empowers each student to succeed.

MOTION

Move that the Board of Trustees approve resignation of Christopher McElroy, Director of Adult Education, effective October 27, 2023, and grant permission to advertise to fill the vacated, grant-funded 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) No

 _____ Originator	10/11/2023 Date
 <u>K. Pigatti</u> _____ Director of Human Resources	10/11/23 Date
 _____ Appropriate Vice President	10-11-2023 Date
 _____ President	10/11/23 Date



SOUTH SUBURBAN COLLEGE

15800 S. State St.
South Holland, IL
60473-1200
(708) 596-2000

Board of Trustees

Terry R. Wells,
Chairman

Vivian Payne,
Vice-Chair

Janet M. Rogers,
Secretary

Kevin L. Daly

Anthony P. DeFilippo

Dr. Sherelene A. Harris

Anthony W. Williams

Dr. Lynette D. Stokes,
College President

Our Mission
Is to **S**erve our
Students and
the **C**ommunity
Through Lifelong
Learning.

ssc.edu

October 11, 2023

Board of Trustees
South Suburban College
15800 South State St.
South Holland, IL

Dear Board of Trustees

I am writing this letter to resign from South Suburban College effective 10/27/2023. For lack of a better term I grew up here at SSC. This was my first real job and the place where I obtained my associates and learned so much. I would like to give my sincerest thanks to my current supervisor Matthew Beasland for always being a fantastic boss, and a great mentor.

I am grateful for having the opportunity to fall in love with Adult Education and serve this institution over the last 11 years. I wish you all nothing but success in all of your future endeavors.

Sincerely,

Christopher McElroy
Director of Adult Education



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VII.B.2

Board Meeting Date: October 17, 2023

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 resignation of Ronald Mazurek as a full-time Campus Police Officer in the Campus Police Department, effective October 13, 2023, and grant permission to advertise to fill the vacate position, as needed.

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION

Please see the attached resignation letter from Ronald Mazurek. 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 Ronald Mazurek as a full-time Campus Police Officer in the Campus Police Department, effective October 13, 2023, and grant permission to advertise to fill the vacate 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) No

Originator

10/11/2023
Date

K. Pigatti
Director of Human Resources

10/2/23
Date

Appropriate Vice President

10/3/2023
Date

President

10/11/2023
Date

Chief Williams,

9/15/23

It's with sadness, I have to resign as a full time-police officer with South Suburban College Police Department. I have taken another opportunity. My last day will be **October 13th 2023 @ 1430 hrs.**

It has been a privilege to work under your command and given the opportunity to help with officer training. I appreciate you very much for providing me the opportunity to hone my skill-set and make me a better leader / officer.

I will take all my current comp, vacation, and any other time owed to me in payout.

Again,

Thank you for all you have done for me as an employee of the department.

Robert S. [Signature]

15 Sep 23



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VII.B.3

Board Meeting Date: October 17, 2023

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 resignation of Olivia Evans as a full-time Manager of Financial Aid in the Financial Aid Department, effective September 18, 2023, and grant permission to advertise to fill the vacated position, as needed.

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION

Replacement of this position aligns with Strategic Direction 1.0; South Suburban College nurtures and empowers each student to succeed.

MOTION

Move that the Board of Trustees approve the resignation of Olivia Evans as a full-time Manager of Financial Aid in the Financial Aid Department, effective September 18, 2023, and grant permission to advertise to fill the vacated position, as needed.

- * 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:

Approval signatures and dates:
Originator 10/2/2023
K. Pigatti 10/2/23
Director of Human Resources
Originator 10/2/23
Director of Human Resources 10/11/23



South Suburban College
Office of the Vice President of
Student and Enrollment Services

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

To: Kim Pigatti, Director of Human Resources

From: Devon Powell, Vice President of Student and Enrollment Services

Date: September, 18, 2023

Subject: Oliva Evans Resignation

The office of the Vice President, Student and Enrollment Services was notified of Oliva Evans resignation as the Manager of the Financial Aid Office on September 18, 2023. If additional information is required, please contact my office.

Devon Powell



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VII.B.4

Board Meeting Date: October 17, 2023

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 resignation of Rasheedah McCamury as a full-time, grant-funded ESL Lead Instructor in the Adult Education Department, effective September 15, 2023, and grant permission to advertise to fill the vacated grant-funded position, as needed.

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION

Please see the attached resignation letter from Rasheedah McCamury. Replacement of this position aligns with Strategic Direction 1.0; South Suburban College nurtures and empowers each student to succeed.

MOTION

Move that the Board of Trustees approve the resignation of Rasheedah McCamury as a full-time, grant-funded ESL Lead Instructor in the Adult Education Department, effective September 15, 2023, and grant permission to advertise to fill the vacated grant-funded 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) No

Signatures and dates for Originator, Director of Human Resources, Appropriate Vice President, and President.

September 1, 2023

ESL Manager
South Suburban College
15800 South State Street
South Holland, Illinois 60473

Dear Diana,

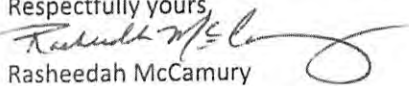
Please accept this letter as my formal notification that I am resigning from my position as ESL Lead Instructor. My last day will be September 15, 2023.

Thank you for the opportunity to work in this position for the past several years. I've greatly enjoyed the opportunities I've had and learned a lot of which I will take with me throughout my life.

During my last two weeks, I'll be doing everything I can to wrap up my duties. If I can assist with the transition including instructing the asynchronous online course, please let me know. I wish you and all those in the department a successful year ahead and beyond.

My sincerest gratitude to Dean Beasland for the opportunities given at South Suburban College.

Respectfully yours,


Rasheedah McCamury



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VII.B.5

Board Meeting Date: October 17, 2023

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 retirement of LaTherese Cooke as a full-time Court Reporting Program Coordinator & Instructor in the Court Reporting Department, effective May 31, 2024, 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 retirement letter from LaTherese Cooke. Replacement of this position aligns with Strategic Direction 1.0; South Suburban College nurtures and empowers each student to succeed.

MOTION

Move that the Board of Trustees approve the retirement of LaTherese Cooke as a full-time Court Reporting Program Coordinator & Instructor in the Court Reporting Department, effective May 31, 2024, 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) No

Signatures and dates for Anna M. Helwig, K. Pigatti, Jasha Williams, and the President, with corresponding dates.

Mr. Terry Wells, Chairman
Board of Trustees
South Suburban College
15800 South State Street
South Holland, IL 60473
September 11, 2023

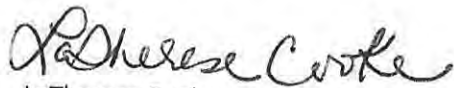
Dear Chairman Wells:

I'm writing this letter to inform you and the members of the Board of Trustees of South Suburban College of my intent to retire from my position here at South Suburban College on May 31, 2024.

I am requesting to receive all retirement benefits outlined in the Agreement Between South Suburban College and South Suburban College Faculty Association, 2020 – 2024, Article XIII, Section 13.6, including the Memorandum of Understanding between South Suburban College District No. 510, Cook County, Illinois, and South Suburban College Faculty Association dated December 14, 2022.

My 32 years here at South Suburban College have been so rewarding, and I am thankful for the lives that I have had the privilege to touch and for those who have left an indelible impression on my life. I leave SSC grateful to have worked with such esteemed administration, colleagues, and staff.

Sincerely,



LaTherese Cooke,
Court Reporting Program Coordinator & Instructor

Cc: Lynette Stokes, College President
Tasha Williams, Vice President of Academic Services
Anna Helwig, Dean
Kim Pigatti, Human Resources
Jamie Welling, Faculty Association President



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VII.B.6

Board Meeting Date: October 17, 2023

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 retirement of Darlene Bancroft as a full-time Administrative Assistant II in the Information Technology Department, effective June 30, 2024, 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 retirement letter from Darlene Bancroft. Replacement of this position aligns with Strategic Direction 1.0; South Suburban College nurtures and empowers each student to succeed.

MOTION

Move that the Board of Trustees approve the retirement of Darlene Bancroft as a full-time Administrative Assistant II in the Information Technology Department, effective June 30, 2024, 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) No

James D. Martin Jr. 10/11/23
Originator Date
K. Pigatti 10/2/23
Director of Human Resources Date
Patricia Buel 10/3/2023
Appropriate Vice President Date
Spencer Stokes 10/11/23
President Date

September 25, 2023

Chairman Terry Wells
The Board of Trustees
South Suburban College
15800 South State Street
South Holland, IL 60473

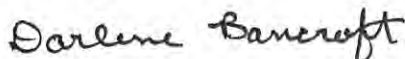
Dear Chairman Wells,

Please accept this letter as my intent to retire from South Suburban College as Administrative Assistant II for Information Technology effective June 30, 2024, under the terms and conditions outlined in the Support Staff Contract, Article XXIII, Section 23.1 pertaining to the SSC Retirement Plan Benefits, and under the terms of the December 14, 2022 Memorandum of Understanding – South Suburban College Support Staff Association Early Retirement Incentive.

I am grateful for the professional and personal development opportunities that my employment has provided me. I came to South Suburban College as a dislocated worker and became a student here to increase my education and found a new place of employment. I have worked in different positions at South Suburban College over the past 25 years. I enjoyed working with the staff, faculty and students.

Thank you for the opportunity working at South Suburban College. I will say good-bye for now and wish all of us the best of yet to come. I will miss everyone at SSC. Go Bulldogs!

Sincerely,



Darlene Bancroft

CC: Dr. Lynette Stokes
James Martin
Patrick Rush
Kimberly Pigatti
Shannan Smith



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VII.B.7

Board Meeting Date: October 17, 2023

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 retirement of George Alexopoulos as a full time Physics Instructor in the Physical Sciences Department, effective May 31, 2024, 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 retirement letter from George Alexopoulos. Replacement of this position aligns with Strategic Direction 1.0; South Suburban College nurtures and empowers each student to succeed.

MOTION

Move that the Board of Trustees approve the retirement of George Alexopoulos as a full time Physics Instructor in the Physical Sciences Department, effective May 31, 2024, 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) No

<u>Anna M. Helwig</u>	<u>10/11/23</u>
Originator	Date
<u>K. Pigatti</u>	<u>10/3/23</u>
Director of Human Resources	Date
<u>Jasha J. Williams</u>	<u>10/3/23</u>
Appropriate Vice President	Date
<u>Spencer Stokes</u>	<u>10/11/23</u>
President	Date



SOUTH SUBURBAN COLLEGE

15800 S. State St.
South Holland, IL
60473-1200
(708) 596-2000

Board of Trustees

Terry R. Wells,
Chairman

Vivian Payne,
Vice-Chair

Janet M. Rogers,
Secretary

Kevin L. Daly

Anthony P. DeFilippo

Dr. Sherelene A. Harris

Anthony W. Williams

Dr. Lynette D. Stokes,
College President

Our Mission
Is to **S**erve our
Students and
the **C**ommunity
Through Lifelong
Learning.

ssc.edu

9/ 25/ 2023

The Board of Trustees
South Suburban College
15800 South State Street
South Holland, IL 60473

Dear Chairman Wells,

Please accept this letter as my intent to retire from South Suburban College as Physics instructor for Physical Science Department, May 31, 2024, under the terms and conditions outlined in Article XIII, Section 13.6 of South Suburban College Faculty Association and the College, as well as the Memorandum of Understanding between South Suburban College District No. 510, Cook County, Illinois and South Suburban College Faculty Association dated December 14, 2022.

I am grateful for the professional and personal development opportunities that my employment has provided me. I have worked at South Suburban College over the past 15 years and have enjoyed every moment. I will miss working with the faculty, staff, and students.

Thank you for the opportunity working at South Suburban College.

Sincerely,

George Alexopoulos

George Alexopoulos 9-25-23

CC: Dr. Lynette Stokes, College President
Dr. Tasha Williams, VP of Academic Services
Dr. Anna Helwig, Dean of Physical Science
Mrs. Kimberly Pigatti, Human Resource
Mr. Jamie Welling SSCFA Union President



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VII.B.8

Board Meeting Date: October 17, 2023

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 retirement of G.A.Griffith as a full-time Instructor in the Life Sciences Department, effective May 31, 2024, 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 retirement letter from G.A. Griffith. Replacement of this position aligns with Strategic Direction 1.0; South Suburban College nurtures and empowers each student to succeed.

MOTION

Move that the Board of Trustees approve the retirement of G.A.Griffith as a full-time Instructor in the Life Sciences Department, effective May 31, 2024, 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) No

Anna M. Helwig 10/11/23
Date

K. Pigatti 10/3/23
Date

Jasha J. Williams 10/3/23
Date

Spencer Stokes 10/11/23
Date

President

September 27, 2023

Mr. Terry Wells
Chairman of the Board of Trustees
South Suburban College

Dear Chairman Wells,

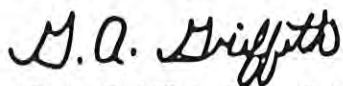
This letter is a notice of my intent to retire from South Suburban College at the end of Spring Semester May 31, 2024.

I request permission to participate in the South Suburban College Incentive (Retirement) Program as outlined in Article XIII section 13.6 of The Agreement between South Suburban College Faculty Association and South Suburban College and extended to a sixth year of participation by MOU.

I have been fortunate to work as a faculty member in the Life Sciences Department at South Suburban College for over 30 years and to also serve as a department chair and union president for much of that time. I am thankful for the opportunity to have been a small part in the education of so many students over the years. My work at the college has also given me the chance to get to know many faculty, support staff, administrators, and board members and I will miss my daily interactions all of these colleagues.

Thank you and the Board of Trustees for your consideration in this matter.

Respectfully,



G.A. Griffith, Life Sciences Faculty

Cc: College President: Lynette Stokes
Vice President Academic Services: Tasha Williams
Dean: Anna Helwig
Human Resources: Kimberly Pigatti
Life Sciences Chair: Eric Myers
SSCFA President: Jamie Welling



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VII.B.9

Board Meeting Date: October 17, 2023

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 retirement of Rea Szpajer-Alder as a full time Benefits Specialist in the Human Resources Department, effective June 30, 2024, 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 retirement letter from Rea Szpajer-Alder. Replacement of this position aligns with Strategic Direction 1.0; South Suburban College nurtures and empowers each student to succeed.

MOTION

Move that the Board of Trustees approve the retirement of Rea Szpajer-Alder as a full time Benefits Specialist in the Human Resources Department, effective June 30, 2024, 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) No

K. Pigatti 9/29/23
Originator Date

K. Pigatti 9/29/23
Director of Human Resources Date

Patricia Quil 10/3/2023
Appropriate Vice President Date

Spencer Stokes 10/11/23
President Date

September 29, 2023

Chairman Wells
Board of Trustees
South Suburban College
South Holland, IL 60473

Dear Chairman Wells:

I want to inform you of my decision to retire from the position of Benefits Specialist, in the Human Resources Department, effective June 30, 2024. This position gave me the opportunity to grow both professionally and as a person.

I am thankful for my 30 years of service at South Suburban College and looking forward to the next chapter in my life. As Gandhi quoted "The future depends on what we do in the present".

I request that I receive all retirement benefits identified under my Board approved employment agreement that are outlines in Article XIII, Section 23.1 of the South Suburban College Support Staff Association and the College, as well as the Memorandum of Agreement between South Suburban College District No. 510, Cook County, Illinois and South Suburban College Support Staff Association dated December 14, 2022 for the six-year retirement incentive.

Over the years, I have worked with several employees and developed long lasting friendships. I am looking forward to new beginnings, while spending time with family, friends, and being able to travel.

Sincerely,


Rea R. Szpajer-Alder

Cc: Dr. Lynette Stokes
Patrick Rush
Kimberly Pigatti



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VII.B.10

Board Meeting Date: October 17, 2023

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 retirement of Kimberly Pigatti as a full-time Director of Human Resources in the Human Resources Department, effective June 30, 2024, 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 retirement letter from Kimberly Pigatti. Replacement of this position aligns with Strategic Direction 1.0; South Suburban College nurtures and empowers each student to succeed.

MOTION

Move that the Board of Trustees approve the retirement of Kimberly Pigatti as a full-time Director of Human Resources in the Human Resources Department, effective June 30, 2024, 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) No

K. Pigatti 9/29/23
Director of Human Resources Date

Patricia Buel 10/3/2023
Appropriate Vice President Date

Spencer Stokes 10/11/23
President Date

September 21, 2023

Terry R. Wells
Chairman, Board of Trustees
South Suburban College
15800 S. State Street
South Holland, Illinois 60473

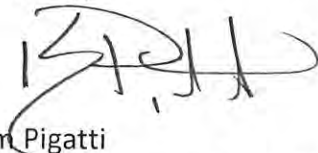
Dear Chairman Wells and members of the Board of Trustees,

After consideration of a variety of factors, please let this letter serve as my intent to retire from the position of Director of Human Resources. My last date of employment will be June 30, 2024.

I request that I receive all retirement benefits identified under my Board employment agreement that are outlined in Article XIII, Section 13.6 of the South Suburban College Faculty Association and the College, as well as the Memorandum of Understanding between South Suburban College District No. 510, Cook County, Illinois, and South Suburban College Faculty Association dated December 14, 2022 for the six year retirement incentive.

Thank you and the members of the Board of Trustees for giving me the opportunity to be a part of the South Suburban College family over the past 15 years. My experience here has been one that I will always remember. I have enjoyed working with all the staff, faculty, administration and especially my cherished colleagues in the Human Resources Department.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kim Pigatti', written over a horizontal line.

Kim Pigatti
Director of Human Resources

cc: Dr. Lynette Stokes, College President
Patrick Rush, Vice President of Administration



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VII.B.11

Board Meeting Date: October 17, 2023

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 retirement of David Anderson as a full-time Instructor in the Mathematics Department, effective May 31, 2024, 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 retirement letter from David Anderson. Replacement of this position aligns with Strategic Direction 1.0; South Suburban College nurtures and empowers each student to succeed.

MOTION

Move that the Board of Trustees approve the retirement of David Anderson as a full-time Instructor in the Mathematics Department, effective May 31, 2024, 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) No

Signatures and dates for Anna M. Helwig, K. Pigatti, Tasha Williams, and the President, with corresponding dates of 10/11/23 and 10/3/23.

September 29, 2023

Chairman Wells,

After 30 years with the college, I have decided to retire after the Spring 2024 semester. The effective date will be May 31, 2024. I will take advantage of the 6-year retirement incentive as outlined in the MOU as well as the contract Article XIII, Section 13.6.

Sincerely,

A handwritten signature in black ink that reads "David L Anderson". The signature is written in a cursive style with a large, prominent "D" and "A".

David L Anderson

Mathematics Department

CC

President Dr. Lynette Stokes

Vice-President Dr. Tasha Williams

Dean Dr. Anna Helwig

Human Resources Director Kim Pigatti

Union President Jamie Welling



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VII.B.12

Board Meeting Date: October 17, 2023

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 retirement of Maggie Shear as a full-time Instructor in the English Department, effective July 31, 2024, 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 retirement letter from Maggie Shear. Replacement of this position aligns with Strategic Direction 1.0; South Suburban College nurtures and empowers each student to succeed.

MOTION

Move that the Board of Trustees approve the retirement of Maggie Shear as a full-time Instructor in the English Department, effective July 31, 2024, 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) No

<u>Anna M. Helwig</u>	<u>10/11/23</u>
Originator	Date
<u>K. Pigatti</u>	<u>10/3/23</u>
Director of Human Resources	Date
<u>Tasha Williams</u>	<u>10/3/23</u>
Appropriate Vice President	Date
<u>Spencer Stokes</u>	<u>10/11/23</u>
President	Date



SOUTH SUBURBAN COLLEGE

15800 S. State St.
South Holland, IL
60473-1200
(708) 596-2000

Board of Trustees

Terry R. Wells,
Chairman

Vivian Payne,
Vice-Chair

Anthony P. DeFilippo

Vincent Lockett
Prince Reed

Janet M. Rogers,
Secretary

Joseph Whittington Jr.

Dr. Lynette D. Stokes,
College President

Our Mission
Is to **S**erve our
Students and
the **C**ommunity
Through Lifelong
Learning.

October 1, 2023

Lynette Stokes
Tasha Williams
Anna Helwig

It's with mixed emotions that I submit this letter as notification of my intent to retire from my current position, effective end of Summer Term next year, July 31, 2024.

I relay my gratitude to SSC for the opportunity to engage in the art and craft of teaching English at an institution of Higher Learning. I'm thankful for the professional development and growth afforded me, including but limited to serving on various college committees, establishing the Writing Center, and serving as Department Chair in two separate timelines.

I'm thankful for the support and mentoring that's been provided, from both peers and administration, as I've served SSC for the last two-plus decades. I will miss the students, especially, in addition to the congeniality and comradery among colleagues.

I plan to assist, to best of my ability, with the transition process for whomever serves as next-appointed Chair for the English and Reading Department, as the tasks involved in keeping our area effective is integral to the continued success of the college, which I sincerely wish for the institution.

With sincerest and kindest regards,

Maggie Shear