

SOUTH SUBURBAN COLLEGE



November 9, 2023

Regular Meeting of the
Board of Trustees



BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE
16333 S. KILBOURN AVENUE, OAK FOREST, ILLINOIS
JOHN A. DALY CONFERENCE ROOM
FINANCE COMMITTEE MEETING AGENDA
DEFILIPPO, CHAIR; TRUSTEES DALY AND ROGERS
THURSDAY, NOVEMBER 9, 2023
6:50 PM

- I. Recommendation to approve of the estimated amount of taxes to be levied for 2023 as required by law
- II. Recommendation Move that the Board of Trustees accept the bids of Dav-Com Electric in the amount of \$73,287.00 for Electrical Repairs & Related Work to Penthouse No. 1



BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE
16333 S. KILBOURN AVENUE, OAK FOREST, ILLINOIS
JOHN A. DALY CONFERENCE ROOM
REGULAR BOARD MEETING AGENDA
THURSDAY, NOVEMBER 9, 2023
7:00 PM

- I. **CALL TO ORDER/ROLL CALL**
- II. **PLEDGE OF ALLEGIANCE**
- III. **PUBLIC PARTICIPATION**
- IV. **PRESENTATIONS/REPORTS**
 - A. Tour of Manufacturing Lab and Cyber Cafe (M. Beasland/A. Helwig)
- V. **APPROVAL OF MINUTES OF PREVIOUS MEETINGS**
 - A. Regular Board of Trustees meeting held October 17, 2023
- VI. **NEW BUSINESS**
 - A. Monthly Financial Report (T. Hill)
 - B. Approval of the payment of bills for October, 2023 (T. Hill)
 - C. Approval of the estimated amount of taxes to be levied for 2023 as required by law (A. DeFilippo)
 - D. Approval to accept the bids of Dav-Com Electric in the amount of \$73,287 for Electrical Repairs & Related Work to Penthouse No. 1 (A. DeFilippo)
- VII. **PERSONNEL RECOMMENDATIONS**
 - A. Memorandum of Understanding – SSCFA
 - B. Retirements/Resignations/Terminations
 - C. Appointments
 - D. Reorganization Plan for Student & Enrollment Services
 - E. Reassignment of Duties for Switchboard Operations
- 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

REGULAR BOARD MEETING MINUTES

THURSDAY, OCTOBER 17, 2023

I. CALL TO ORDER & ROLL CALL:

At 7:04 p.m., Chairman Terry Wells 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: Chairman Terry Wells, Secretary Janet Rogers, and Trustees Kevin L. Daly, Sherelene A. Harris, Anthony Williams and Student Trustee Jamesina Collier.

Absent: Vice Chairperson Vivian Payne and Trustee Anthony DeFilippo.

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 L. Petrarca.

II. PUBLIC PARTICIPATION:

There was none.

III. REPORTS/PRESENTATIONS

A. Higher Learning Commission Update

A presentation was delivered before the Board of Trustees on current Higher Learning Commission activities.

B. SSC Food Pantry Video: Project Success for the Basic Needs Assistance Competition

The Board of Trustees viewed the SSC Food Pantry Video for the Project Success for the Basic Needs Assistance Competition.

IV. PREVIOUS MEETING MINUTES

A. Public Hearing held September 14, 2023

Trustee Rogers moved and Trustee Williams seconded to approve the minutes of the Public Hearing held September 14, 2023. On roll call, Trustees Kevin L. Daly, Sherelene A. Harris, Janet Rogers and Anthony Williams voted aye. Chairman Terry Wells and Student Trustee Jamesina Collier passed. Nays: None. Motion carried.

B. Finance Committee Meeting held September 14, 2023

Trustee Daly moved and Trustee Williams seconded to approve the minutes of the Finance Committee meeting held September 14, 2023. On roll call, Trustees Kevin L. Daly, Sherelene A. Harris, Janet Rogers and Anthony Williams voted aye. Chairman Terry Wells and Student Trustee Jamesina Collier passed. Nays: None. Motion carried.

C. Regular Board of Trustees Meeting held September 14, 2023

Trustee Rogers moved and Trustee Daly seconded to approve the minutes of the Regular Board of Trustees meeting held September 14, 2023. On roll call, Trustees Kevin L. Daly, Sherelene A. Harris, Janet Rogers

and Anthony Williams voted aye. Chairman Terry Wells and Student Trustee Jamesina Collier passed. Nays: None. Motion carried.

D. Decennial Committee Meeting held October 3, 2023

Trustee Rogers moved and Trustee Williams seconded to approve the minutes of the Decennial Committee meeting held October 3, 2023. On roll call, Trustees Janet Rogers, Anthony Williams, Chairman Terry Wells, Student Trustee Jamesina Collier, President Lynette D. Stokes and Vice President Patrick Rush voted aye. Trustees Kevin L. Daly and Sherelene A. Harris passed. Nays: None. Motion carried.

V. NEW BUSINESS

A. Monthly Financial Report

Trustee Rogers moved and Trustee Daly seconded to accept the Monthly Financial Report as presented by Treasurer Tyhani Hill. On roll call, Trustees Kevin L. Daly, Sherelene A. Harris, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Jamesina Collier voted aye. Nays: None. Motion carried.

B. Bills Payable for September, 2023

Trustee Harris moved and Trustee Rogers seconded to approve the bills payable for September, 2023 in the amount of \$3,640,865.64. On roll call, Trustees Kevin L. Daly, Sherelene A. Harris, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Jamesina Collier voted aye. Nays: None. Motion carried.

C. Approval to adopt the resolution outlining the duties of Recording Secretary

Chairman Terry Wells tabled the motion to adopt the resolution outlining the duties of Recording Secretary.

VI. PERSONNEL RECOMMENDATIONS

A. Memorandum of Understanding – SSCFA

Trustee Rogers moved and Trustee Harris seconded to approve the Memorandum of Understanding between Community College District No. 510, the South Suburban College Faculty Association and Maggie Shear concerning the early retirement incentive. On roll call, Trustees Kevin L. Daly, Sherelene A. Harris, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Jamesina Collier voted aye. Nays: None. Motion carried.

B. Resignations/Retirements/Terminations

1. Trustee Rogers moved and Trustee Williams seconded to approve the resignation of Christopher McElroy as full-time, grant-funded Director of Adult Education, effective October 27, 2023, and grant permission to advertise to fill the vacated grant-funded position, as needed. On roll call, Trustees Kevin L. Daly, Sherelene A. Harris, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Jamesina Collier voted aye. Nays: None. Motion carried.

2. Trustee Daly moved and Trustee Rogers seconded to 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 vacated position, as needed. On roll call, Trustees Kevin L. Daly, Sherelene A. Harris, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Jamesina Collier voted aye. Nays: None. Motion carried.

3. Trustee Harris moved and Trustee Williams seconded to 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. On roll call, Trustees Kevin L. Daly, Sherelene A. Harris, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Jamesina Collier voted aye. Nays: None. Motion carried.

4. Trustee Rogers moved and Trustee Daly seconded to 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. On roll call,

Trustees Kevin L. Daly, Sherelene A. Harris, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Jamesina Collier voted aye. Nays: None. Motion carried.

5. Trustee Harris moved and Trustee Rogers seconded to approve the retirement of LaTherese Cooke as a full-time Court Reporting Program Coordinator and Instructor in the Court Reporting Department, effective May 31, 2024, and grant permission to advertise to fill the vacated position, as needed. On roll call, Trustees Kevin L. Daly, Sherelene A. Harris, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Jamesina Collier voted aye. Nays: None. Motion carried.

6. Trustee Rogers moved and Trustee Williams seconded to 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. On roll call, Trustees Kevin L. Daly, Sherelene A. Harris, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Jamesina Collier voted aye. Nays: None. Motion carried.

7. Trustee Harris moved and Trustee Daly seconded to approve the retirement of George Alexopoulos as a full-time Instructor in the Physical Sciences Department, effective May 31, 2024, and grant permission to advertise to fill the vacated position, as needed. On roll call, Trustees Kevin L. Daly, Sherelene A. Harris, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Jamesina Collier voted aye. Nays: None. Motion carried.

8. Trustee Rogers moved and Trustee Williams seconded to 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. On roll call, Trustees Kevin L. Daly, Sherelene A. Harris, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Jamesina Collier voted aye. Nays: None. Motion carried.

9. Trustee Harris moved and Trustee Rogers seconded to 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. On roll call, Trustees Kevin L. Daly, Sherelene A. Harris, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Jamesina Collier voted aye. Nays: None. Motion carried.

10. Trustee Rogers moved and Trustee Williams seconded to 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. On roll call, Trustees Kevin L. Daly, Sherelene A. Harris, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Jamesina Collier voted aye. Nays: None. Motion carried.

11. Trustee Harris moved and Trustee Daly seconded to 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. On roll call, Trustees Kevin L. Daly, Sherelene A. Harris, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Jamesina Collier voted aye. Nays: None. Motion carried.

12. Trustee Rogers moved and Trustee Daly seconded to 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. On roll call, Trustees Kevin L. Daly, Sherelene A. Harris, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Jamesina Collier voted aye. Nays: None. Motion carried.

VII. CLOSED SESSION

There was none.

VIII. MISCELLANEOUS

There was none.

IX. ADJOURNMENT

At 7:49 p.m., Trustee Rogers moved and Trustee Williams seconded to adjourn the Board of Trustees meeting. On roll call, Trustees Kevin L. Daly, Sherelene A. Harris, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Jamesina Collier voted aye. Nays: None. Motion carried.

Chairperson of the Board

Secretary of the Board



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VI.A

Board Meeting Date: November 9, 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 October 31, 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

[Signature]
Controller/Treasurer

10/31/23
Date

[Signature]
Appropriate Vice President

10/26/2023
Date

[Signature]
President

10/31/23
Date

SOUTH SUBURBAN COLLEGE
South Holland, Illinois

To: Board of Trustees
 From: Tyhani Hill
 Date: October 25, 2023
 Subject: Financial Report For The Period Ending September 30, 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>
\$2,072,090.51	\$8,519,341.68
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$2,449,705.44	\$8,308,304.87

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>
\$3,050,187.48	\$10,972,387.06
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$3,201,958.22	\$11,466,732.66
<u>Net Monthly Position</u>	<u>Year to Date Net Position</u>
(\$151,770.74)	(\$494,345.60)

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>
\$13,262,893.00	2.84%	(11)

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	\$2,072,090.51	\$75,486.90	\$2,147,577.41
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	\$8,180,365.15	\$338,976.53	\$8,519,341.68

	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	\$2,038,681.84	\$411,023.60	\$2,449,705.44
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	\$7,133,166.88	\$1,175,137.99	\$8,308,304.87

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	\$3,050,187.48	\$3,201,958.22	(\$151,770.74)
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	\$10,972,387.06	\$11,466,732.66	(\$494,345.60)

	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	\$13,262,893.00	2.84%	(11)
October			
November			
December			
January			
February			
March			
April			
May			
June			

SOUTH SUBURBAN COLLEGE

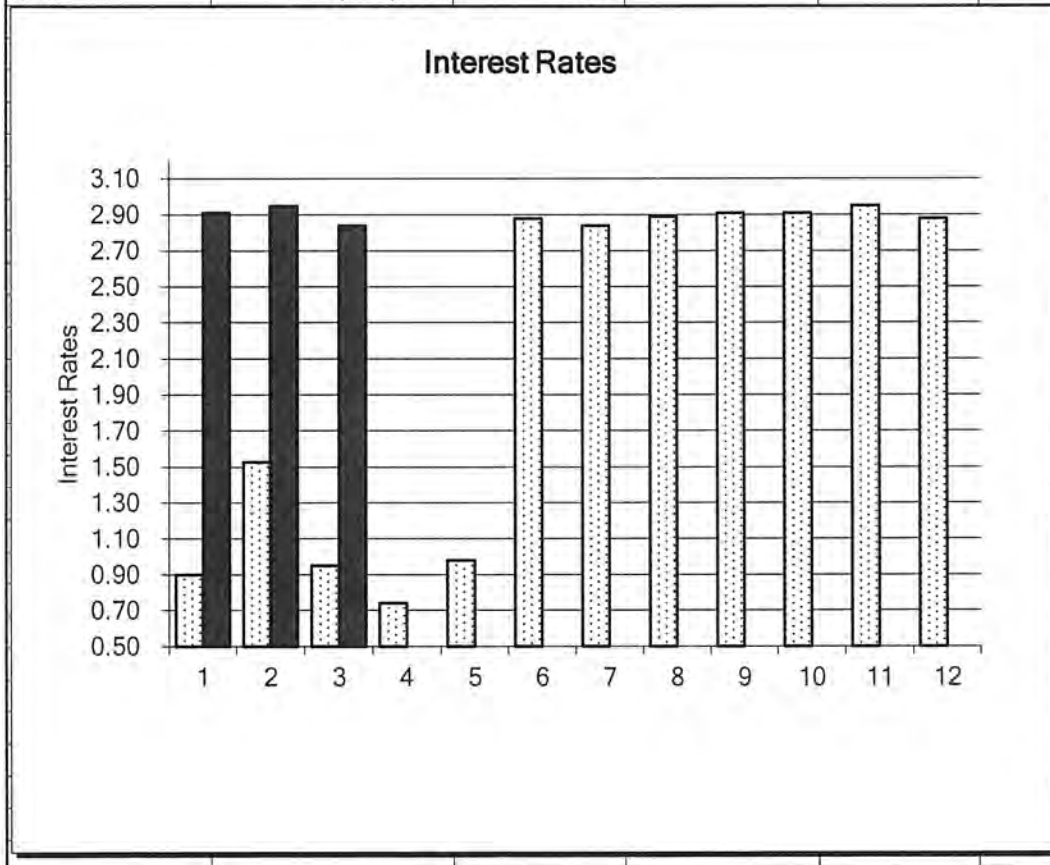
Description	Date	Fund 1	Fund 2	Fund 3	Fund 3
		Educational	Opr. & Maint.	O&M Rst(300)	PH&S(379)
53 Investment account		0.00	0.00	0.00	0.00
PMA/I S D L A F + = ISDMAX		0.00	0.00	0.00	0.00
Illinois Funds		286,269.38	0.00	0.00	0.00
53 Contributory Trust		0.00	0.00	0.00	0.00
PFM Asset Management		2,320,534.30	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	9/1/2023	15,886,564.79	0.00	0.00	0.00
Transactions:					
Illinois Fund MM deposit from Comptroller	09/01/2023	24,330.00			
Illinois Fund MM deposit from Comptroller	09/07/2023	48,725.00			
Illinois Fund MM deposit from Comptroller	09/08/2023	24,525.00			
Illinois Fund MM deposit from Comptroller	09/11/2023	6,780.00			
Illinois Fund MM deposit from Comptroller	09/12/2023	150,973.79			
Illinois Fund MM deposit from Comptroller	09/14/2023	6,965.50			
Illinois Fund MM deposit from Comptroller	09/18/2023	109,760.83			
Illinois Fund MM deposit from Comptroller	09/19/2023	11,460.00			
Illinois Fund MM deposit from Comptroller	09/22/2023	20,940.00			
Illinois Fund MM deposit from Comptroller	09/25/2023	23,310.00			
Interest on Illinois Funds MM	09/30/2023	2,428.70			
5/3 transfer from Investments to Cash	09/30/2023	(3,100,000.00)			
Interest on 53 MM	09/30/2023	28,640.39			
PFM Interest	09/30/2023	10,331.51			
Ending Balance:		13,255,735.51	0.00	0.00	0.00
53 Investment account		0.00	0.00	0.00	0.00
PMA/I S D L A F + = ISDMAX		0.00	0.00	0.00	0.00
Illinois Funds		716,468.20	0.00	0.00	0.00
53 Contributory Trust		0.00	0.00	0.00	0.00
PFM Asset Management		2,330,865.81	0.00	0.00	0.00
IIIT Money Market/UMB		(0.00)	0.00	0.00	0.00
53 Financial Money Market		10,208,401.50	0.00	0.00	0.00
Totals	9/30/2023	13,255,735.51	0.00	0.00	0.00

SOUTH SUBURBAN COLLEGE

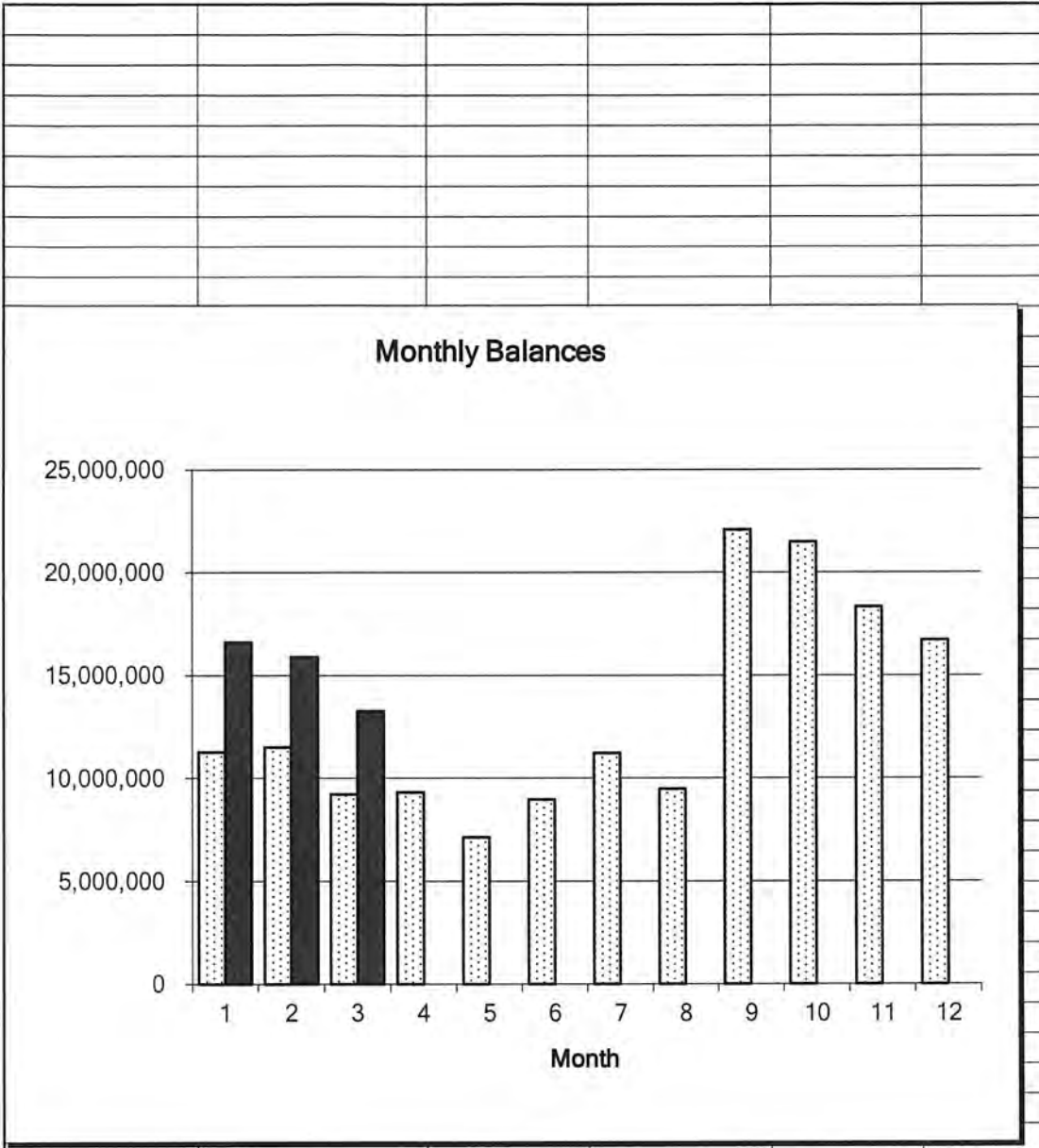
Investment		Page 4	Page 6	Total	Percent to Total
10	U. S. Government Securities	0.00	0.00	0.00	0%
20	Time Deposits	0.00	0.00	0.00	0%
30	Commercial Paper	0.00	0.00	0.00	0%
30	Commercial Paper	0.00	0.00	0.00	0%
10	U. S. Government Securities	0.00	0.00	0.00	0%
20	Time Deposits	0.00	0.00	0.00	0%
40	Mutual Funds	0.00	0.00	0.00	0%
50	Illinois Funds	3,047,334.01	0.00	3,047,334.01	23%
90	Other	10,215,558.51	0.00	10,215,558.51	77%

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	13,262,893	2.84
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: November 9, 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

Move that the Board of Trustees approve the payment of bills for October, 2023.

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	\$1,778,028.35
Operations & Maintenance Fund	\$377,378.32
Auxiliary Enterprise Fund	\$14,665.29
Restricted Funds	\$571,563.00
Special Levies Fund	\$140,063.14
Audit Fund	\$32,585.00
Flex Plan Fund	\$3,537.07
Total	\$2,917,820.17

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 11/2/23
 Date


 Vice President of Administration 11/2/23
 Date


 President 11/2/23
 Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VI.C

Board Meeting Date: November 9, 2023

BOARD COMMITTEE

FUNDING

- Policy
- Finance
- Architectural
- Other

- Operating
- College Capital
- Protection, Health and Safety

- Grant Funded
- Student Life
- Special Levies

PROPOSAL SUMMARY

On an annual basis, the Board of Trustee must establish the tax levy for the following year. The proposed amount of taxes to be levied by fund is attached. Since this amount is less than 105% of the final levy of the preceding year, the College is not required to hold a public hearing. This levy will be on file not less than 20 days prior to its adoption as required by law.

ESTIMATED COST OR BENEFIT

(See attached)

JUSTIFICATION OF ACTION

These actions are necessary in order to comply with statutory requirements associated with the adoption of our tax levy for 2023 and this action supports Vision Statement Strategic Direction 2, SSC.2.17 to continue to provide an efficient, transparent, and financially secure institution.

MOTION

To accept the estimated amount of taxes to be levied for 2023 as required by law.

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

 Controller/Treasurer	10/31/23 Date
 Appropriate Vice President	10/26/23 Date
 President	10/31/23 Date

Levy Worksheet For
Tax Year 2023

Fund	2022 Levy	2022 Rate	2023 Levy	2023 Rate	Maximum Rate
Educational	13,567,077	0.4304	14,530,339	0.4469	0.75
O&M	3,151,967	0.1000	3,151,967	0.0969	0.1
PH&S	0	0.0000	0	0.0000	0.1
Audit	\$137,363	0.0044	144,217	0.0044	0.005
Liability Insurance	1,862,460	0.0591	1,955,397	0.0601	N/A
SS/Medicare	\$370,794	0.0118	389,297	0.0120	N/A
Worker's Comp	0	0.0000	0	0.0000	N/A
Unemployment	0	0.0000	0	0.0000	N/A
Total Operations & Special Purposes:	\$19,089,661	0.6057	20,171,217	0.6204	
Increase/Decrease				\$1,081,556	
% Increase/Decrease				5.67%	
Bond & Interest	\$2,826,275	0.0897	\$2,826,275	0.0869	N/A
Less: Abatement					
Plus: Uncollectables					
Total Bond & Interest	\$2,826,275	0.0897	\$2,826,275	0.0869	
Increase/Decrease					
% Increase/Decrease					
Adjusted Total	\$21,915,936	0.6954	\$22,997,492	0.7073	
Increase/Decrease				\$1,081,556	
% Increase/Decrease				4.94%	
Equalized Assessed Valuation					
2019 EAV	\$3,120,446,454				
2020 EAV	\$3,095,365,522				
2021 EAV	\$3,607,078,056				
2022 EAV	\$3,251,261,097				



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VI.D

Board Meeting Date: November 9, 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 accept the bids of Dav-Com Electric in the amount of \$73,287.00 for Electrical Repairs & Related Work to Penthouse No. 1.

ESTIMATED COST OR BENEFIT

\$73,287.00

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 accept the bids of Dav-Com Electric in the amount of \$73,287.00 for Electrical Repairs & Related Work to Penthouse No. 1.

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

Justin Papp
Originator

10/30/23
Date

Patricia Reul
Appropriate Vice President

10/30/23
Date

Spencer Stokes
President

10/31/23
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. DeFilippa

Dr. Sherelene A. Harris

Anthony W. Williams

Dr. Lynette D. Stokes,
College President

Our Mission
Is to **Serve** our
Students and
the **Community**
Through Lifelong
Learning.

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MEMO

To: Dr. Lynette Stokes, President
From: Patrick Rush, Vice President of Administration
Date: October 30, 2023

Subject: Electrical Repairs and Related Work Penthouse 1

On October 15, 2023, our Purchasing Office broadcast via DemandStar to 158 vendors and via Beacon to 319 vendors. Our legal requirement to advertise was satisfied through notices placed in The Daily Southtown, along with DemandStar and Beacon.

A public opening was held on October 27, 2023, at 10:00 a.m. with the results being read and documented. The College received four responses as noted below. SSC has conducted previous business with all of the vendors and all have received satisfactory references.

We are pleased to present the Dav-Com proposal for approval based on providing the lowest cost of qualified bids and meeting our request for electrical repairs, in addition to participation in the Business Enterprise Program (BEP). Therefore, I recommend acceptance of the bid in the amount of \$73,287.00 from Dav-Com, 18404 S 116th Ave., Orland Park, IL 60467.

Company	Bid Amount	Contingency	BEP	Percentage
AirPort Electric	79,842.00	yes	yes	15%
Chicago Height Carrier Electric	84,415.00	yes	yes	30%
DavCom Electric	73,287.00	yes	yes	24.6%
Kreykes Electric	47,000.00	no	no	0.00%

BID TABULATION SHEET

Planera Architects

18225 Morris Ave, Homewood, IL 60430
 P 708-747-3600 F 708-747-3650
 www.planeraarchitects.com

Electrical Repairs and Related Work Penthouse 1

Project No. 23-510-07

Bid Opening

10/27/2023

10:00 a.m.

Contractor Name	Bid Security	Base Bid	Alt. #1 omit replacement of existing vertical feeders Deduct	BEP	Remarks
Airport Electric	x	\$79,842.00	\$9,859.00	\$11,977.00	15.00%
Chicago Heights Carrier Electric	x	\$84,415.00	\$12,250.00	\$25,325.00	30.00%
Dav-Com Electric, Inc.	x	\$73,287.00	\$4,037.00	\$18,000.00	24.60%
HY-Power Electric		NO BID			
Kreykes Electric, Inc.	x	\$47,000.00	\$6,367.00	\$0.00	0.00%



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VI.A.1

Board Meeting Date: November 9, 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 Dr. James O'Leary 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 Dr. James O'Leary concerning the early retirement incentive.

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

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

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

If to O'LEARY, to: Ms. JAMES O'LEARY
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 O'LEARY. 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 O'LEARY with respect to the subject matter hereof, and there are no understandings, representations, or warranties of any kind between the COLLEGE, the SSCFA and O'LEARY except those expressly set forth herein.
9. AMENDMENTS: This Agreement may not be modified except by written approval of the COLLEGE, the SSCFA, and O'LEARY.

SOUTH SUBURBAN COLLEGE

SOUTH SUBURBAN COLLEGE
FACULTY ASSOCIATION

BY: _____

BY: _____

DATE: _____

DATE: _____

JAMES O'LEARY

BY: _____

DATE: _____



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VII.B.1

Board Meeting Date: November 9, 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 Dr. James O'Leary 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 Dr. James O'Leary. 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 Dr. James O'Leary 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.

- * 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: Anna M. Helwig (10/25/23), K. Pigatti (10/26/23), Yasha Williams (10/25/23), and the President (10/25/23).



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

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October 17, 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 Spring Semester May 31, 2024, after 28 years in the Life Sciences department as a full-time instructor and several years as an adjunct before that.

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 am proud to have represented South Suburban College on the Illinois Articulation Initiative panel for eighteen years as a panel member, as co-chair and as chair, which means that I also served on the Steering Panel for the IAI for a number of years. I also served on the Outcomes Assessment committee here at South Suburban College during the early years of that committee and on the Predominantly Black Institution committee some years ago.

I first heard "first generation and second chances" as a catchphrase here at SSC and it succinctly captures the spirit of what we proudly offer here to students. I don't think that I have seen any school that offers as much support to students and as much direct contact with highly educated and skilled educators as South Suburban College is able to offer. I have worked with exceptionally talented and dedicated educators here and I believed in them enough that all three of my sons enrolled at SSC and one, Patrick, has even returned as a full-time math instructor.

When I was first hired full time and was filling out paperwork with Human Resources Director Bill Hafer, he said "The day you start planning for your retirement is the first day on the job." And so, I



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did just that and the time for retirement has arrived, far sooner than I ever would have imagined. However, I also repeated his advice to all the classes I have taught here since that time, so thousands of students have heard those words.

One student posted a review of my class: "If you want easy, you don't want O'Leary." I think that sums up my teaching best. I had high expectations for students, sought very good results and wanted to provide a solid foundation of knowledge for the students.

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

Respectfully,

Dr. James O'Leary, Life Sciences Faculty

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



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VII.B.2

Board Meeting Date: November 9, 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 Claudia Rodriguez as a full-time Testing Technician in the Academic Assistance Center, effective October 30, 2023, 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 Claudia Rodriguez. 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 Claudia Rodriguez as a full-time Testing Technician in the Academic Assistance Center, effective October 30, 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:

Signatures and dates for Originator, Director of Human Resources, Appropriate Vice President, and President, all dated 10/25/23 or 10/26/23.

Resignation Letter

Claudia Rodriguez
131 W Tam O' Shanter Dr.
Crete, IL 60417

Date 10/13/2023

Dr. Anissa Jones and Human Resources,
Dean
South Suburban College
15800 South State Street
South Holland, IL 60473

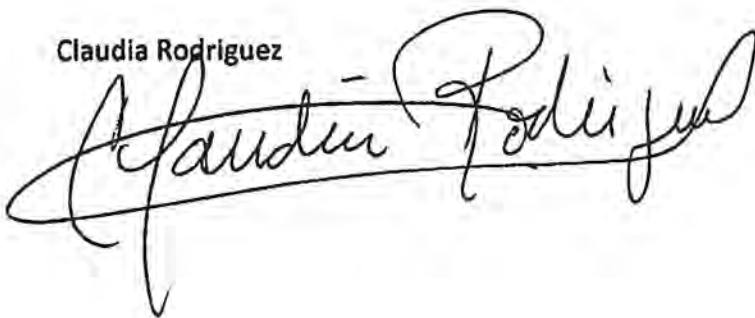
Please accept this letter as my formal two weeks' notice of my resignation from the position Testing Technician. My last day of employment will be 10/30/2023.

It has been a pleasure working with you and the entire South Suburban College team. I have a lot to take with me as a new experience that I will apply in the future as part of my Skills.

I appreciate the opportunity that I have been given at South Suburban College, your professional guidance and support. I wish you the best for you and the entire team of South Suburban College.

Thank you
Sincerely,

Claudia Rodriguez

A handwritten signature in black ink that reads "Claudia Rodriguez". The signature is written in a cursive style with a large, sweeping initial "C" and a long horizontal flourish at the bottom.



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VII.B.3

Board Meeting Date: November 9, 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 Antwon Russell as a full-time, grant-funded Sustainability Coordinator in the Plant Operations Department, effective November 3, 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 Antwon Russell. 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 Antwon Russell as a full-time, grant-funded Sustainability Coordinator in the Plant Operations Department, effective November 3, 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

Justin Papp
Originator 10/26/23
Date

K. Pigatti
Director of Human Resources 10/30/23
Date

Patricia Buel
Appropriate Vice President 10/26/23
Date

Spencer Stokes
President 10/30/23
Date

Antwon T Russell
Burnham, IL 60633
10/24/2023

Kevin Hickey
Physical Plant Manager
The CHaRM Center
15800 S. State St.
South Holland, IL 60473

Dear Kevin Hickey:

It is with a heavy heart that I submit my resignation. As one of the first employees at The CHaRM Center, I watched The CHaRM Center grow from the newest recycling center in the State, to a Nationally Recognized Recycling Center that's igniting a Recycling and Sustainability movement in the South Suburban recycling industry. However, in light of this great success, I will be continuing my law enforcement career, and cheering from the sideline for the CHaRM Center.

My last day at The CHaRM Center will be 11/3/2023. I would be happy to meet with you at your convenience to discuss the transition of my duties to my successor.

I wish The CHaRM Center and the whole team much success in coming years.

Sincerely,



Antwon T Russell
Grant Sustainability Coordinator



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VI.C.1

Board Meeting Date: November 9, 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 appointment of Destinee Carter as a full-time, grant-funded Student Success Advisor for the Mental Health Early Action on Campus (MHEAC) Grant in the Student Development Department, effective November 13, 2023, pending successful completion of a criminal background investigation.

ESTIMATED COST OR BENEFIT

This is a regular full-time, grant-funded position; 40 hours per week, 52 weeks per year, with a beginning annual salary of \$47,000 plus benefits. Continued employment is contingent upon receipt of grant funds.

JUSTIFICATION OF ACTION

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

MOTION

Move that the Board of Trustees approve the appointment of Destinee Carter as a full-time, grant-funded Student Success Advisor for the Mental Health Early Action on Campus (MHEAC) Grant in the Student Development Department, effective November 13, 2023, 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

10/24/23
Date

K. Pigatti
Director of Human Resources

10/24/23
Date

Appropriate Vice President

10/24/23
Date

President

10/24/23
Date



SOUTH SUBURBAN COLLEGE

PERSONNEL RECOMMENDATION

Position: Mental Health Early Action on Campus (MHEAC) Student Success Advisor Date: 10/12/2023

Applications Received: 17

Applicants Offered Interviews: 2

Please list alphabetically the applicants who were interviewed for the position:

Destinee Carter

Timetta Turpin (scheduled and candidate cancelled)

*Denotes Internal Applicants

Recommend for employment: Destinee Carter

Beginning Date: November 13, 2023 Salary/Placement: 47,000.00 yr

Originator  Date 10/12/2023

Dean/Vice President  Date 10/13/23

Human Resources K. Pigatti Date 10/13/23

President Lynette D. Stokes Date 10/13/23



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VI.C.2

Board Meeting Date: November 9, 2023

BOARD COMMITTEE

FUNDING

Policy (x), 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 appointment of Katrina Kenady as a full-time Police Officer in the Campus Police Department, effective November 13, 2023, and grant permission to advertise to fill the vacated position, as needed.

ESTIMATED COST OR BENEFIT

This is a regular full-time position; 35 hours per week, 52 weeks per year, with a beginning annual salary of \$47,775.00 plus benefits, classified Grade XI on the Support Staff Salary Schedule.

JUSTIFICATION OF ACTION

This action supports 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 appointment of Katrina Kenady as a full-time Police Officer in the Campus Police Department, effective November 13, 2023, and grant permission to advertise to fill the vacated position, as needed.

Approvals:

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

Originator (signature) 10/24/23 Date
K. Pigatti 10/26/23 Date
Director of Human Resources
Appropriate Vice President (signature) 10/24/23 Date
President (signature) 10/24/23 Date



SOUTH SUBURBAN COLLEGE

PERSONNEL RECOMMENDATION

Position: Police Officer Date: 24 October 2023

Applications Received: 11

Applicants Offered Interviews: 7

Please list alphabetically the applicants who were interviewed for the position:

- Christian Clark
- Chiquita Jones-McKenzie
- Katrina Kenady*
- Jabril Muhammad
- Jacques Rivera
- Jerold Rodish
- Shawn Toles

*Denotes Internal Applicants

Recommend for employment: Katrina Kenady

Beginning Date: 13 November 2023 Salary/Placement: \$47,775.00

Originator Ramonde D. Williams Digitally signed by Ramonde D. Williams
Date: 2023.10.24 12:01:16 -05'00' Date 24 October 2023

Dean/Vice President Patrick Rush Digitally signed by Patrick Rush
Date: 2023.10.24 12:19:16 -05'00' Date 10/24/2023

Human Resources K Pigatti Digitally signed by K Pigatti
Date: 2023.10.26 13:24:12 -05'00' Date 10/26/2023

President Lynette D Stokes Digitally signed by Lynette D Stokes
Date: 2023.10.24 17:19:19 -05'00' Date 10/24/2023



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VII.C.3

Board Meeting Date: November 9, 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 appointment of Madai Juarez as a full-time Administrative Assistant II in the Student Development Department, effective November 13, 2023, pending successful completion of a criminal background investigation.

ESTIMATED COST OR BENEFIT

This is a regular full-time position; 35 hours per week, 52 weeks per year, with a beginning annual salary of \$43,025, plus benefits, classified Grade IX on the Support Staff Salary Schedule.

JUSTIFICATION OF ACTION

This action 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 appointment of Madai Juarez as a full-time Administrative Assistant II in the Student Development Department, effective November 13, 2023, pending successful completion of a criminal background investigation.

- * 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

Approvals:

Approval signatures and dates: Originator (10/30/23), Director of Human Resources (10/30/23), Appropriate Vice President (10/30/23), President (10/30/23)



SOUTH SUBURBAN COLLEGE

PERSONNEL RECOMMENDATION

Position: Administrative Assistant II -Student Development Date: 10.26.2023

Applications Received: 12 applications were received, 4 applicants were qualified for the position.

Applicants Offered Interviews: 4 applicants were offered an interview, 1 declined.


Please list alphabetically the applicants who were interviewed for the position:

- *Madai Juarez
- Alexandra Kusnierz
- Ashley Minter
- Cynthia Sexton (declined interview)

*Denotes Internal Applicants

Recommend for employment: Madai Juarez

Beginning Date: November 13, 2023 Salary/Placement: 43025.00 Grade IX

Originator  Date 10.26.2023

Dean/Vice President Devon Powell Digitally signed by Devon Powell
Date: 2023.10.26 17:34:54 -05'00' Date 10/26/2023

Human Resources K Pigatti Digitally signed by K Pigatti
Date: 2023.10.30 15:04:50 -05'00' Date 10/30/2023

President Lynette D. Stokes Digitally signed by Lynette D. Stokes
Date: 2023.10.30 15:26:39 -05'00' Date 10/30/2023



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VII.C.4

Board Meeting Date: November 9, 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 appointment of Akeema Styles as a full-time Administrative Assistant II in the Student Services Department, effective November 13, 2023, pending successful completion of a criminal background investigation.

ESTIMATED COST OR BENEFIT

This is a regular full-time position; 35 hours per week, 52 weeks per year, with a beginning annual salary of \$43,025, plus benefits, classified Grade IX on the Support Staff Salary Schedule.

JUSTIFICATION OF ACTION

This action 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 appointment of Akeema Styles as a full-time Administrative Assistant II in the Student Services Department, effective November 13, 2023, 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 11/1/23
Director of Human Resources 11/1/23
Originator 11/1/23
President 11/1/23



SOUTH SUBURBAN COLLEGE

PERSONNEL RECOMMENDATION

Position: Administrative Assistant II - Student Services Date: October 30, 2023

Applications Received: 14

Applicants Offered Interviews: 6

Please list alphabetically the applicants who were interviewed for the position:

- Demetrius Cooper
- Sylvia Frazier
- Jaleel Harris
- Nikala McLaurin
- *Akeema Styles
- Aaron Zambrano (Declined)

*Denotes Internal Applicants

Recommend for employment: Akeema Styles

Beginning Date: November 13, 2023 Salary/Placement: \$43,025

Originator Devon Powell Digitally signed by Devon Powell
Date: 2023.10.30 15:41:35 -05'00' Date 10/30/2023

Dean/Vice President Devon Powell Digitally signed by Devon Powell
Date: 2023.10.30 15:41:55 -05'00' Date 10/30/2023

Human Resources K Pigatti Digitally signed by K Pigatti
Date: 2023.11.01 12:48:16 -05'00' Date 11/1/23

President Lynette D. Stokes Digitally signed by Lynette D. Stokes
Date: 2023.11.01 16:26:46 -05'00' Date 11/2/23



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VII.C.5

Board Meeting Date: November 9, 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 appointment of Raylynn Stokes as a full-time, grant funded Director of Adult Education, effective November 13, 2023, and grant permission to advertise to fill the vacated, grant-funded position.

ESTIMATED COST OR BENEFIT

This is a full-time grant-funded Administrator position; 40 hours per week, 52 weeks per year, with a beginning annual salary of \$78,000, plus benefits. Continued employment is contingent upon receipt of grant funds.

JUSTIFICATION OF ACTION

This action 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 appointment of Raylynn Stokes as a full-time, grant funded Director of Adult Education, effective November 13, 2023, and grant permission to advertise to fill the vacated, grant-funded position.

- * 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

Approvals:

[Signature]
Originator

11/1/23
Date

K. Pigatti
Director of Human Resources

11/2/23
Date

Dr. Ronald Kawanna Jr.
Vice President

11/1/23
Date

[Signature]
Treasurer

11/1/23
Date



SOUTH SUBURBAN COLLEGE

PERSONNEL RECOMMENDATION

Position: Director of Adult Education Date: 11/2/23

Applications Received: 6

Applicants Offered Interviews: 3 applicants offered interviews, 3 applicants unqualified for the position.

Please list alphabetically the applicants who were interviewed for the position:

*Stevens, David

*Stokes, Raylynn

Walus, Malana

*Denotes Internal Applicants

Recommend for employment: Raylynn Stokes

Beginning Date: November 13, 2023 Salary/Placement: \$78,000

Originator  Date 11/2/23

Dean/Vice President Ron Kawanna Date 11/2/23

Human Resources K. Pigatti Date 11/2/23

Treasurer  Date 11/2/23



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VII.D.1

Board Meeting Date: November 9, 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 proposed reorganization plan for the division of Student & Enrollment Services, as presented.

ESTIMATED COST OR BENEFIT

The proposed reorganization plan for the division of Student & Enrollment will result in a cost savings of \$65,338.00 for the FY24 budget year.

JUSTIFICATION OF ACTION

This action aligns with Strategic Direction 5.4; improve operational efficiencies of all internal structures and processes.

MOTION

Move that the Board of Trustees approve the proposed reorganization plan for the division of Student & Enrollment Services, 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

K. Pigatti 10/31/23
Director of Human Resources Date

[Signature] 10/31/23
Appropriate Vice President Date

[Signature] 10/31/23
President Date



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: Dr. Lynette Stokes, President

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

Cc: Kimberly Pigatti, Human Resources Director

Date: October 31, 2023

Subject: Student & Enrollment Services Restructure Plan

In an ongoing effort to maximize efficiency and productivity from existing administrative staff and better align departments, the following restructuring within the division of Student and Enrollment Services is proposed to meet three primary goals:

1. To restructure the division in such a way as to increase efficiency and streamline operations,
2. To create a more transparent pathway for SSC to become financially stronger, and
3. To create targeted workflow pathways that support positive outcomes for student success, retention and completion.

In addressing these goals, the Vice President of Student and Enrollment Services took into consideration the financial health of the college, the logic of department groupings and workload needs. The following restructuring proposal is considered an investment for the benefit of future enrollment growth and continuous improvement of services to students.

STUDENT & ENROLLMENT SERVICES RESTRUCTURING PLAN:

- Motion to change the job title and adjust the salary of full-time Director of Recruitment & Retention Services (Tiffane Jones) to **Executive Director of Enrollment Management**. It is recommended that the position report directly to the Vice President of Student & Enrollment Services due to the wide scope of responsibilities that impact the college's Strategic Enrollment Management plan. Added responsibilities to support the restructuring proposal and current salary adjustment to mirror like and kind positions of the Community College System include:
 - Managerial oversight and supervision of recruitment, enrollment and retention service departments.

- Motion to abolish the job title of **Dean of Student Services**. Student services departments previously reporting to the position will be reassigned to respective leadership within the division. Restructuring the division increases efficiency by streamlining processes, reduce costs by eliminating redundancies, increase innovation and collaboration. The restructure mirror like and kind positions of the Community College system.
- Motion to change job title and adjust the salary of full-time Manager of Onboarding & Outreach (Christina Gutierrez) to **Director of Student Activities**. It is recommended that the position report directly to the Executive Director of Enrollment Management due to the wide scope of responsibilities that impact student engagement and programming to support enrollment, retention and completion. Added responsibilities to support the restructuring proposal and current salary adjustment to mirror like and kind positions of the Community College System include:
 - Managerial oversight and supervision of student initiatives, new student orientation, and serve as a Title IX Investigator to support legislative compliance.
- Motion to authorize amendment of employment contracts for the positions of:
 - Tiffane Jones, Executive Director of Enrollment Management
 - Christina Gutierrez, Director of Student Activities
 - Dr. Anissa Jones, Dean of Student Development

Dean of Student Services remaining Salary for FY24	\$	81,752.00
Proposed increase of Salary for Executive Director	\$	(10,063.00)
Proposed increase of Salary for Director	\$	(13,147.00)
Proposed increase of Salary for Dean	\$	(5,000.00)
Total Salary Savings	\$	53,542.00
Total Benefit Savings	\$	11,796.00
Total Saving for Salary and Benefits	\$	65,338.00

Revisions have been made to the job description of the **Dean of Student Development** position to align with the restructuring proposal.

As a result of the restructure plan for the Student & Enrollment Services division, the overall prorated cost savings to the general operating budget will be **(\$65,338.00)** for the FY 2024 budget year.

*No other salary increases will be provided in FY24 for staff who receive internal promotions as a part of this plan. All adjustments and restructuring will be effective November 13, 2023.

*No other salary increases will be provided in FY24 for staff who receive internal promotions as a part of this plan.

*Attachments include revised job descriptions and organizational charts for the division of Student and Enrollment Services.



SOUTH SUBURBAN COLLEGE
Job Description

JOB TITLE: Executive Director of Enrollment Management
DEPARTMENT: Student Services
REPORTS TO: Vice President of Student & Enrollment Services
ADMINISTRATOR/TPE/CLASSIFIED: Administrator
SALARY LEVEL: \$88,500
PREPARED DATE: October 2023

SUMMARY

Under the direct supervision of the Vice President of Student & Enrollment Services, the Executive Director of Enrollment Management is responsible for providing leadership and supervision for Recruitment, Admissions, Director of Registration and Records; and the Director of Student Activities and Engagement. The Executive Director of Enrollment Management coordinates services with other areas of Student and Enrollment Services and the College to ensure a student-friendly entry into the College to increase enrollment, retention, and completion. This position serves on committees, prepares reports, manages budgets and performs other related duties.

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

Leads strategic efforts to address student enrollment and retention as well as addresses issues related to the review, implementation, improvement and enhancement of policies and procedures in accordance with the mission, goals, and objectives of the College.

Responsible for developing, implementing, and evaluating effective and integrated programs for student recruitment, admission, registration, and student onboarding.

Supervises the selection, evaluation, promotion, and termination procedures for all personnel in supervising areas and makes appropriate recommendations to the Vice President.

Serve as the Title IX Deputy, respond to and review complaints, provides interventions and resolutions; and prepares documents according to federal regulations.

Develops and maintains proper budgeting, fiscal and human resources within assigned areas.

Reviews and responds to student requests for services and appeals of College policy in a timely, consistent and efficient manner.

Implements and monitors policies and procedures related to enrollment, student information system, and compliance.

Articulates with appropriate faculty, staff, community agencies, and other educational institutions (both secondary and post-secondary) regarding collaborative efforts that would enhance services for SSC students or benefit the college community. Successfully integrates objectives, opportunities, and resources.

Assures compliance with regulations governing federal, state, institutional, and private programs; participates in audits and prepares reports and statistics regarding enrollment and or retention.

Prepares detailed reports, narratives, and memos, and obtains data as requested. Maintains confidentiality of sensitive data/information.

Attends appropriate seminars, webinars, events, conferences and workshops relevant to obtaining information and data for professional development and institutional resources.

Represents the College at local, state and national meetings when necessary.

Performs other duties as assigned by the Vice President of Student & Enrollment Services.

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

QUALIFICATIONS: To execute this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below represent 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

Bachelors degree or 3-5 years of experience in student services in an institution of higher education required. Masters preferred. Three years prior management experience, preferable in an education environment. Masters' Degree preferred. Strong leadership and managerial skills. Strong communication skills (written and verbal) with the ability to connect to individuals and groups in both group and one-on-one settings. Ability to read, analyze, and interpret data, research and trend information related to recruitment, enrollment and retention. Demonstrated ability to work effectively with a diverse faculty, staff and student population. Ability to work under minimal supervision and manage multiple priorities. Subject to a background check.



SOUTH SUBURBAN COLLEGE
Job Description

JOB TITLE: Director of Student Activities
DEPARTMENT: Student Services
REPORTS TO: Executive Director of Enrollment Management
ADMINISTRATOR/TPE/CLASSIFIED: Administrator
SALARY LEVEL: \$58,544
PREPARED DATE: October 2023

SUMMARY

The Director of Student Activities oversees and monitors a detailed and comprehensive program of student activities to enhance the student development and educational experience of students as they matriculate and progress through South Suburban College. Provides direction and supervision of the Student Life and Leadership Office, Latino Center, Veterans Center services and respective support staff. Responsible for budgets within these areas and vendor contracts. This position serves on committees, prepares reports, manages budgets and performs other related duties.

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

Lead strategic efforts to address student activities and opportunities for engagement as well as addresses issues related to the review, implementation, improvement and enhancement of policies and procedures in accordance with the mission, goals, and objectives of the College.

Provide direct oversight of the Student Life and Leadership Office, Latino Center, Veterans Center and all aspects of first-year programming for students and families.

Coordinate outreach efforts to attract first-time students to provide opportunities for admission, registration, and engagement.

Support the planning and implementation of the new student orientation and onboarding processes both in-person and virtually.

Serve as a lead member of the Strategic Enrollment Management Team and provide support with meeting annual recruitment, enrollment, and retention goals.

Serve as a Title IX Investigator to investigate complaints and document findings according to federal regulations as directed by the Title IX Coordinator or designee.

Works closely with administration, academic deans, faculty, and staff to develop, implement, and coordinate activities and services which enhance the success of students.

Fosters strong relationships with campus and community constituents to enhance student outreach, enrollment, retention, and completion.

Supports assessment and reporting of student programs, engagement and services.

Attends appropriate seminars, webinars, events, conferences and workshops relevant to obtaining information and data for professional development and institutional resources.

Performs other duties as assigned by the Executive Director of Enrollment Management.

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

QUALIFICATIONS: To execute this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below represent 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 or minimum of 3+ years equivalent experience working in an educational environment with student services. Administrative experience in one or more areas of student services. Strong leadership and managerial skills. Strong communication skills (written and verbal) with the ability to connect to individuals and groups in both group and one-on-one settings. Ability to read, analyze, and interpret data, research and trend information related to recruitment, enrollment and retention. Demonstrated experience with Microsoft Office suite and the ability to learn new software programs. Ability to work effectively in a diverse environment. Ability to work under minimal supervision and manage multiple priorities. Subject to background check.



SOUTH SUBURBAN COLLEGE
Job Description

JOB TITLE: Dean, Student Development

DEPARTMENT: Student Services

REPORTS TO: Vice President, Student and Enrollment Services

ADMINISTRATOR/TPE/CLASSIFIED: Administrator

SALARY LEVEL: \$97,955

PREPARED DATE: October 2023

SUMMARY

Under the direct supervision of the Vice President of Student and Enrollment, the Dean of Student Development is responsible for providing leadership, supervision, planning, coordination, and implementation in the Library, Counseling Department, Academic Assistance Center, and Services for Students with Disabilities Office, Assessment Center and Transfer Center. The Dean coordinates services with other areas of Student Services and the College to ensure a student-friendly entry into the College and to increase retention, graduation and transfer.

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

Leads strategic efforts to address student retention and completion as well as addresses issues related to the review, implementation, improvement and enhancement of policies and procedures in accordance with the mission, goals, and objectives of the College.

Responsible for developing, implementing, and evaluating effective and integrated programs for student registration, assessment, orientation, advising, and counseling.

Serves as the academic administrator for the Counseling and Library departments; maintains the semester class schedule, and is responsible for staffing of faculty. Works closely and effectively with Department Chairs to resolve student concerns or faculty issues. Participates in Tenure Committee duties and prepares detailed reports for tenure submission to the Vice President.

Serves as judicial officer for student discipline issues as related to the Student Codes of Conduct.

Directs supervisors in the continuous improvement of various student services, activities, programs, and legal compliance reporting.

Develops and maintains proper budgeting, fiscal and human resources within assigned areas.



Works directly with the Vice President for Student & Enrollment Services toward the achievement of division and College goals and objectives.

Articulates with appropriate faculty, staff, community agencies, and other educational institutions (both secondary and post-secondary) regarding collaborative efforts that would enhance services for SSC students or benefit the college community. Successfully integrates objectives, opportunities, and resources.

Reviews and responds to student requests for services and appeals of College policy in a timely, consistent and efficient manner.

Implements and monitors policies and procedures related to academic probation, dismissal and graduation.

Assures compliance with regulations governing federal, state, institutional, and private programs; participates in audits and prepares reports and statistics regarding enrollment and or retention.

Prepares detailed reports, narratives, and memos, and obtains data as requested. Maintains confidentiality of sensitive data/information.

Attends appropriate seminars, webinars, events, conferences and workshops relevant to obtaining information and data for professional development and institutional resources.

Represents the College at local, state and national meetings when necessary.

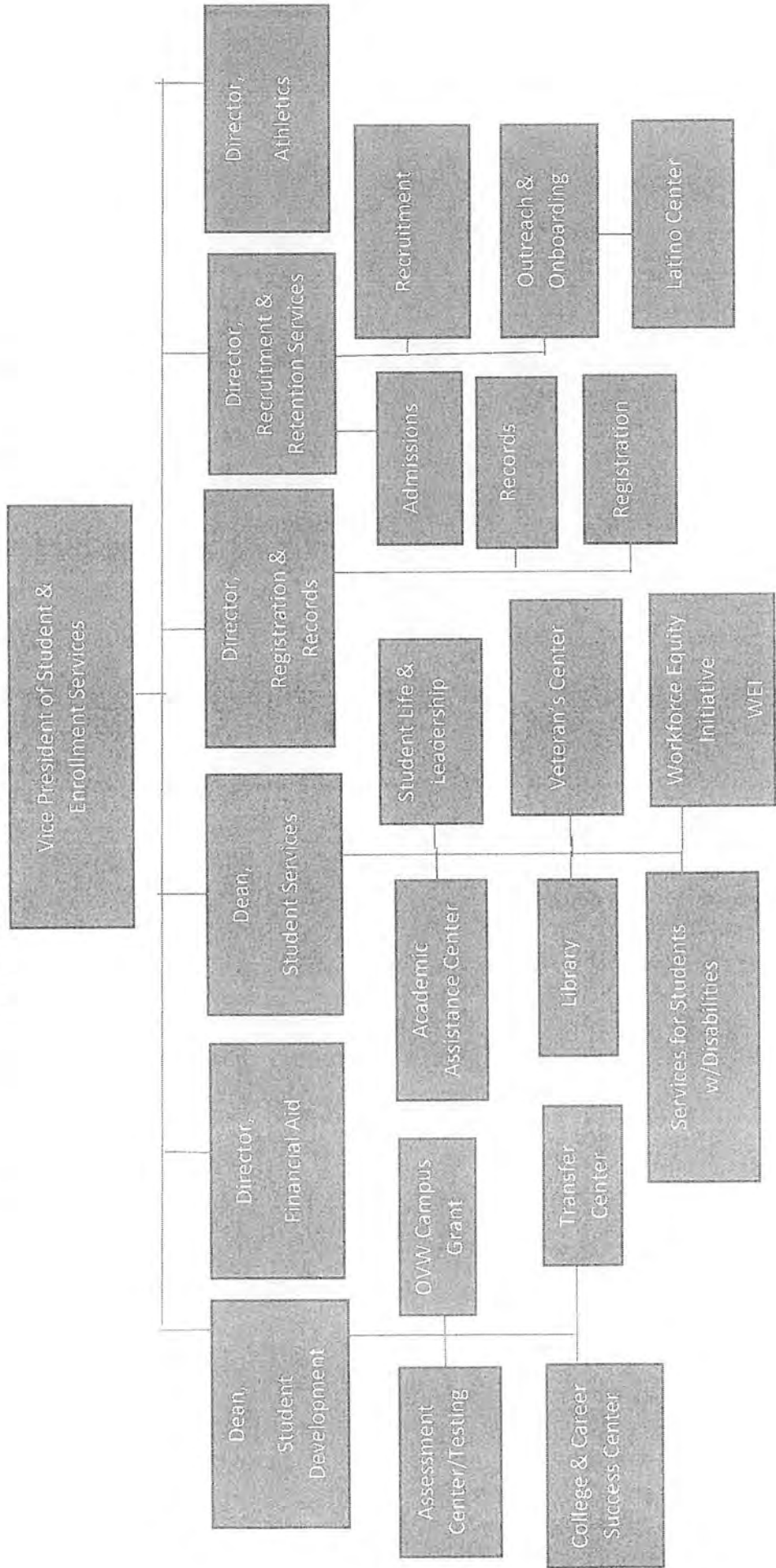
The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.

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.

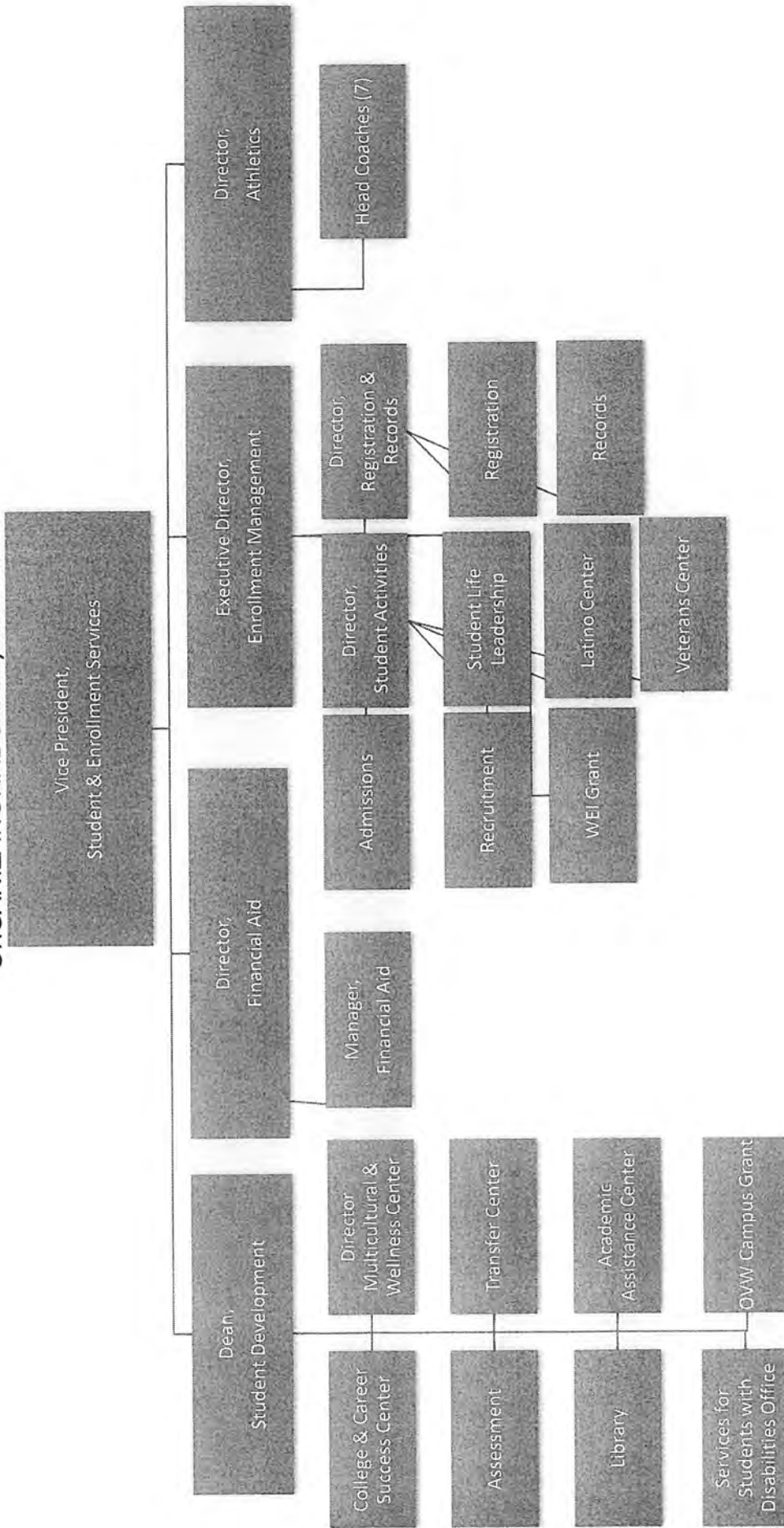
EDUCATION and/or EXPERIENCE

Master's degree in Counseling or related to educational field, 3-5 years of experience in student services in an institution of higher education required. Doctorate preferred. Three years prior management experience, preferable in an education environment. Strong analytical, interpersonal and communications skills, both orally and in writing. Ability to read, analyze, and interpret data, research and trend information related to enrollment, retention and completion. Demonstrated ability to work effectively with a diverse faculty, staff and student population. Ability to work under minimal supervision and manage multiple priorities. Subject to background check.

**CURRENT
SOUTH SUBURBAN COLLEGE – STUDENT & ENROLLMENT SERVICES
ORGANIZATIONAL CHART, FALL 2023**



REVISED
 SOUTH SUBURBAN COLLEGE – STUDENT & ENROLLMENT SERVICES
 ORGANIZATIONAL CHART, FALL 2023





SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VII.E.1

Board Meeting Date: November 9, 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 proposed reassignment of duties for Switchboard Operations, as presented.

ESTIMATED COST OR BENEFIT

The proposed reassignment of duties for the Switchboard will result in no additional cost for the FY24 budget year.

JUSTIFICATION OF ACTION

This action aligns with Strategic Direction 5.4; improve operational efficiencies of all internal structures and processes.

MOTION

Move that the Board of Trustees approve the proposed reassignment of duties for Switchboard Operations, 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

Handwritten signatures and dates for Director of Human Resources, Appropriate Vice President, and President, all dated 10/31/23.



SOUTH SUBURBAN COLLEGE

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

ssc.edu

MEMO

To: Dr. Lynette Stokes, President
From: Patrick Rush, Vice President of Administration
Date: October 31, 2023

Subject: Reassignment of Duties: Switchboard

The South Suburban College Department of Information Technology and Network Systems has experienced significant changes in personnel in fiscal year 2023 and 2024. The changes have led to a shift in priorities for both strategy and technology along with some exciting advancements including tangible improvements to SSC's wireless infrastructure and cloud-based services, and much more.

The personnel changes have included key internal promotions for the roles of Executive Director of IT, Director of IT, Manager of IT, and Microcomputer Analyst, and the external additions to the positions of Student Helpdesk Coordinator and Server Administrator. Leveraging the talents of these individuals in collaboration with the entire department in new and innovative ways has enabled our team to work more efficiently. Additionally, the corresponding administrative salary changes alone reduced the Fiscal Year 2024 budget by (\$44,077.00).

As responsibilities have shifted, we have realized different needs. Our new Executive Director – James Martin – has immersed himself in strategically leading the team and resources while still leaning heavily into his Colleague administration skills. An additional inefficiency we have identified as the new roles have evolved is an antiquated reporting structure in which the E.D. has direct responsibility for oversight of the institution's Switchboard Operation, its budget, two full-time and one part-time staff. We believe the Switchboard belongs more appropriately under the supervision of the Manager of Microcomputers and Help Desk which includes responsibility for the College's telecommunications system.

To achieve this important restructuring, I am requesting a small but impactful reinvestment of our FY24 savings as follows:

Reassign the Switchboard to the Manager of Microcomputers and Help Desk – Robert Reynolds – with a \$5,000 annual salary increase. This action will leave IT with a net personnel savings of \$39,077.00.

Please see enclosed proposed organizational structure and job description revision. Thank you for your consideration.



SOUTH SUBURBAN COLLEGE
Job Description

MANAGER, MICROCOMPUTERS, HELP DESK AND SWITCHBOARD

Department: Information Technology & Network Systems
Reports To: Director of Academic Computing
FLSA Status: Technical/Professional/Exempt
Prepared Date: November 10, 2005
Updated April 5, 2012
Updated November 10, 2023 (pending)
New Salary: \$74,311.00 (pending)

SUMMARY: The Manager of Microcomputers, Help Desk and Switchboard is responsible for management of the switchboard, help desk, project management, Apple UNIX and Microsoft operating systems, common PC desktop applications, hardware, and Intra/Internet concepts. This position supervises the Microcomputer Analysts and ensures that end users receive the appropriate assistance. This includes the responsibility of managing all procedures related to the identification, prioritization and resolution of end user help requests including the monitoring, tracking and coordination of help desk functions. The Manager will also contribute to problem resolution by giving in-person, hands-on support to end users at the desktop level. Other related duties may be assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Manage the Switchboard Department including supervision of Switchboard Attendants and Part-Time Operator.

Monitor budget, technology and overall performance of Switchboard operation.

Supervise Microcomputer Analysts, Lab Coordinator and Part-Time Lab Coordinator

Manage the processing of incoming calls to the Help Desk via both telephone and e-mail to ensure courteous, timely, and effective resolution of end user issues.

Design and enforce request handling and escalation policies and procedures.

Responsible for keeping inventory of supplies and equipment.

Assist end users and staff in computer applications and techniques which apply to their work.

Identify, recommend, develop and implement end user training programs to increase computer literacy and self-sufficiency.

Oversee development and dissemination of help sheets, usage guides, and FAQ lists for end users.

Coordinate and schedule training sessions.

Must be able to communicate effectively by presenting instruction in a classroom environment in a clear, concise and informative manner.

Monitor performance, provide analysis/present recommendations regarding purchases, installation and/or operation of hardware and software to the Director of Academic Computing.

Coordinate and/or perform hands-on fixes at the desktop level, including installing and upgrading software, installing hardware, and configuring systems and applications.

Monitor and test fixes to ensure problems have been adequately resolved.

Analyze performance of Help Desk activities and document resolutions, identify problem areas, and devise and deliver solutions to enhance quality of service and to prevent future problems.

Track and analyze trends in Help Desk requests and generate statistical reports.

Assess need for any system reconfigurations based on request trends and make recommendations.

Conduct research on emerging products, services, protocols, and standards in support of Help Desk technology procurement and development efforts.

Oversee the development, implementation, and administration of Help Desk staff training procedures and policies.

Train, coach and mentor junior staff.

Plan and conduct performance appraisals of Switchboard Attendants and Microcomputer Analysts and administer disciplinary action when necessary.

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

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,

Experience in configuration, troubleshooting and setup of Internet protocols. Experience in Microsoft Outlook and Office. Experience in installation/integration of various network clients including Microsoft, UNIX and Apple. Must have experience with help desk management and project management. Must have A+ and Network+ or equivalent certification. Working knowledge of a range of diagnostic utilities. Ability to motivate and direct staff members and subordinates. Exceptional written and oral communication skills. Exceptional interpersonal skills, with a focus on listening and questioning skills. Strong documentation skills. Ability to absorb and retain information quickly. Ability to present ideas in a user-friendly language to non-technical staff and end users. Ability to effectively prioritize and execute tasks in a high-pressure environment. Exceptional customer service orientation necessary.

EDUCATION AND/OR EXPERIENCE: A Bachelor's Degree and two years experience, or proven work experience of five to ten years, supplemented by advanced knowledge in network operating systems and Internet systems.

REASONING ABILITY: Must possess the ability to solve practical computer problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel objects, tools or controls, and reach with hands and arms. The employee is occasionally required to stand, sit, stoop, kneel, crouch, crawl and use ladders for various installation jobs. Must be able to lift or carry up to 50 lbs. a short distance by hand.

