

# SOUTH SUBURBAN COLLEGE



December 14, 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 2248**  
**FINANCE COMMITTEE MEETING AGENDA**  
**DEFILIPPO, CHAIR; TRUSTEES DALY AND ROGERS**  
**THURSDAY, DECEMBER 14, 2023**  
**6:50 PM**

---

- I. Recommendation to adopt the resolution concerning the proposed 2023 tax levy of Community College District No. 510, South Suburban College of Cook County and Certificate of tax levy, as attached
- II. Recommendation to adopt the resolution directing the Cook County Clerk to reduce the 2023 tax levy should it be capped under the Property Tax Extension Limitation Law



**BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE**  
**15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS**  
**BOARD ROOM, SUITE 2248**  
**REGULAR BOARD MEETING AGENDA**  
**THURSDAY, DECEMBER 14, 2023**  
**7:00 PM**

---

**I. CALL TO ORDER/ROLL CALL**

**II. PLEDGE OF ALLEGIANCE**

**III. PUBLIC PARTICIPATION**

**IV. PRESENTATIONS/REPORTS**

There are none.

**V. APPROVAL OF MINUTES OF PREVIOUS MEETINGS**

- A. Finance Committee held November 9, 2023
- B. Regular Board Meeting held November 9, 2023
- C. Closed Session Meeting held November 9, 2023

**VI. NEW BUSINESS**

- A. Monthly Financial Report (T. Hill)
- B. Approval of the payment of bills for November 2023 (T. Hill)
- C. Approval to adopt the resolution concerning the proposed 2023 tax levy of Community College District No. 510, South Suburban College of Cook County and Certificate of tax levy, as attached (A. DeFilippo)
- D. Approval to adopt the resolution directing the Cook County Clerk to reduce the 2023 tax levy should it be capped under the Property Tax Extension Limitation Law (A. DeFilippo)
- E. Approval to adopt the proposed academic calendars for Fall 2025, Spring 2026, and Summer 2026 semesters (T. Williams)
- F. Approval of the Board of Trustees Meeting dates for calendar year 2024 (P. Rush)

**VII. PERSONNEL RECOMMENDATIONS**

- A. Memorandums of Understanding - SSCSSA
- B. Retirements/Resignations/Terminations
- C. Appointments

**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

16333 S. KILBOURN AVENUE, OAK FOREST, ILLINOIS

JOHN A. DALY CONFERENCE ROOM

MINUTES OF THE FINANCE COMMITTEE

THURSDAY, NOVEMBER 9, 2023

---

Trustee Anthony DeFilippo called the meeting of the Finance Committee to order at 7:06 p.m.

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

Committee members absent: None.

Other Board members in attendance: Trustees Vivian Payne, Sherelene A. Harris, and Chairman Terry Wells.

Other Board members absent: Trustee Anthony Williams and Student Trustee Jamesina Collier.

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

Agenda:

**I. Recommendation to approve the estimated amount of taxes to be levied for 2023 as required by law**

Trustee DeFilippo recommended the Board approve the estimated amount of taxes to be levied for 2023, as required by law, at the regular Board of Trustees meeting.

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

Trustee DeFilippo recommended the Board accept the bids of Dav-Com Electric in the amount of \$73,287.00 for Electrical Repairs and Related Work to Penthouse No. 1 at the regular Board of Trustees meeting.

The meeting adjourned at 7:13 p.m.

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

16333 S. KILBOURN AVENUE, OAK FOREST, ILLINOIS

JOHN A. DALY CONFERENCE ROOM

REGULAR BOARD MEETING MINUTES

THURSDAY, NOVEMBER 9, 2023

---

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

At 7:13 p.m., 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 John D. Daly Conference Room.

*Present:* Chairman Terry Wells, Vice Chairperson Vivian Payne, Secretary Janet Rogers, Trustees Kevin L. Daly, Anthony DeFilippo, and Sherelene A. Harris. Trustee Anthony Williams arrived at 7:22 p.m.

*Absent:* Student Trustee Jamesina Collier.

*Also present:* Lynette D. Stokes, President; 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. PLEDGE OF ALLEGIANCE**

Chairman Terry Wells led the Pledge of Allegiance.

### **III. PUBLIC PARTICIPATION:**

There was none.

### **IV. REPORTS/PRESENTATIONS**

#### **A. Tour of the Manufacturing Lab and Cyber Cafe**

The Board of Trustees and audience were invited to tour the Manufacturing Lab and Cyber Café.

### **V. PREVIOUS MEETING MINUTES**

#### **A. Regular Board Meeting held October 17, 2023**

Trustee Rogers moved and Trustee Williams seconded to approve the minutes of the Regular Board of Trustees meeting held October 17, 2023. On roll call Trustees Kevin L. Daly, Sherelene A. Harris, Janet Rogers, Anthony Williams, and Chairman Terry Wells voted aye. Trustees Anthony DeFilippo and Vivian Payne passed. Nays: None. Motion carried.

### **VI. NEW BUSINESS**

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

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

#### **B. Bills Payable for October, 2023**

Trustee Rogers moved and Trustee Payne seconded to approve the bills payable for October, 2023 in the amount of \$2,917,820.17. On roll call Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams, and Chairman Terry Wells voted aye. Nays: None. Motion carried.

**C. Approval of the estimated amount of taxes to be levied for 2023 as required by law**

Trustee DeFilippo moved and Trustee Rogers seconded to approve the estimated amount of taxes to be levied for 2023 as required by law. On roll call Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams, and Chairman Terry Wells voted aye. Nays: None. Motion carried.

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

Trustee DeFilippo moved and Trustee Daly seconded to accept the bids of Dav-Com Electric in the amount of \$73,287.00 for Electrical Repairs & Related Work to Penthouse No. 1. On roll call Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams, and Chairman Terry Wells voted aye. Nays: None. Motion carried.

**VII. PERSONNEL RECOMMENDATIONS**

**A. Memorandum of Understanding - SSCFA**

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

**B. Retirements/Resignations/Terminations**

1. Trustee Rogers moved and Trustee Daly seconded to 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. On roll call Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams, and Chairman Terry Wells voted aye. Nays: None. Motion carried.

2. Trustee Janet Rogers moved and Anthony DeFilippo seconded to 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. On roll call Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams, and Chairman Terry Wells voted aye. Nays: None. Motion carried.

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

**C. Appointments**

1. Trustee Daly moved and Trustee Williams seconded to 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. On roll call Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams, and Chairman Terry Wells voted aye. Nays: None. Motion carried.

2. Trustee DeFilippo moved and Trustee Rogers seconded to approve the appointment of Katrina Kenady as a full-time Police Officer in the Campus Police Department, effective November 13, 2023, pending successful completion of a criminal background investigation, and grant permission to advertise to fill the vacated position, as needed. On roll call Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams, and Chairman Terry Wells voted aye. Nays: None. Motion carried.

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

4. Trustee Rogers moved and Trustee Daly seconded to approve the appointment of Ameeka 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. On roll call Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams, and Chairman Terry Wells voted aye. Nays: None. Motion carried.

5. Trustee DeFilippo moved and Trustee Rogers seconded to 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, as needed. On roll call Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams, and Chairman Terry Wells voted aye. Nays: None. Motion carried.

#### **D. Reorganization Plan for Student and Enrollment Services**

Trustee DeFilippo moved and Trustee Rogers seconded to approve the reorganization plan for Student and Enrollment Services, as presented. On roll call Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams, and Chairman Terry Wells voted aye. Nays: None. Motion carried.

#### **E. Reassignment of Duties for Switchboard Operations**

Trustee Rogers moved and Trustee Harris seconded to approve the reassignment of duties for Switchboard Operations. On roll call Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams, and Chairman Terry Wells voted aye. Nays: None. Motion carried.

### **VIII. CLOSED SESSION**

At 7:57 p.m., on a motion made by Trustee Payne and seconded by Trustee DeFilippo, the Board entered into 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. On roll call Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams, and Chairman Terry Wells voted aye. Nays: None. Motion carried.

At 9:06 p.m., the Board resumed open session on a motion made by Trustee Payne, seconded by Trustee Williams. On roll call Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams, and Chairman Terry Wells voted aye. Nays: None. Motion carried.

### **IX. MISCELLANEOUS**

Trustee Daly announced the Daly family's donation to the South Suburban College Foundation for the purchase of student artwork to beautify the John A. Daly Conference Room.

### **X. ADJOURNMENT**



At 9:06 p.m., Trustee Williams moved and Trustee Payne seconded to adjourn the Board of Trustees meeting. On roll call Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Vivian Payne, Janet Rogers, Anthony Williams, and Chairman Terry Wells voted aye. Nays: None. Motion carried.

---

**Chairman of the Board**

---

**Secretary of the Board**





**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM: FY24-VI.A

Board Meeting Date: December 14, 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

  
 Controller/Treasurer 12/4/23  
 Date  
  
 Appropriate Vice President 12/4/2023  
 Date  
  
 President 12/4/23  
 Date

**SOUTH SUBURBAN COLLEGE**  
South Holland, Illinois

To: Board of Trustees  
 From: Tyhani Hill  
 Date: December 4, 2023  
 Subject: Financial Report For The Period Ending October 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>
\$1,250,134.38	\$10,019,610.54
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$2,155,406.67	\$10,463,711.54

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>
\$2,924,367.00	\$13,896,754.06
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$2,917,820.17	\$14,384,552.83
<u>Net Monthly Position</u>	<u>Year to Date Net Position</u>
\$6,546.83	(\$487,798.77)

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>
\$12,504,572.38	2.88%	4

**SOUTH SUBURBAN COLLEGE**  
South Holland, Illinois

	<b>Revenue Educational</b>	<b>Revenue O&amp;M</b>	<b>Monthly Total</b>
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	\$1,250,134.38	\$250,134.48	\$1,500,268.86
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	\$9,430,499.53	\$589,111.01	\$10,019,610.54

	<b>Expenditures Educational</b>	<b>Expenditures O&amp;M</b>	<b>Monthly Total</b>
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	\$1,778,028.35	\$377,378.32	\$2,155,406.67
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	\$8,911,195.23	\$1,552,516.31	\$10,463,711.54

SOUTH SUBURBAN COLLEGE  
South Holland, Illinois

	<b>Revenues All Funds</b>	<b>Expenditures All Funds</b>	<b>Monthly Total</b>
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	\$2,924,367.00	\$2,917,820.17	\$6,546.83
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	\$13,896,754.06	\$14,384,552.83	(\$487,798.77)

	<b>Investment Total</b>	<b>Average Rate of Return</b>	<b>Basis Point Change from Last Month</b>
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	\$12,504,572.38	2.88%	4
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		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	10/1/2023	13,255,735.51	0.00	0.00	0.00
<b>Transactions:</b>					
Illinois Fund MM deposit from Comptroller	10/05/2023	247,102.32			
Illinois Fund MM deposit from Comptroller	10/12/2023	89,683.50			
Illinois Fund MM deposit from Comptroller	10/18/2023	59,135.00			
Illinois Fund MM deposit from Comptroller	10/18/2023	240,937.00			
Illinois Fund MM deposit from Comptroller	10/18/2023	1,199,990.00			
Illinois Fund MM deposit from Comptroller	10/19/2023	(2,000,000.00)			
Illinois Fund MM deposit from Comptroller	10/20/2023	26,985.00			
Illinois Fund MM deposit from Comptroller	10/26/2023	77,630.00			
Illinois Fund MM deposit from Comptroller	10/27/2023	700,350.80			
Illinois Fund MM deposit from Comptroller	10/31/2023	89,683.50			
Illinois Fund MM deposit from Comptroller	10/31/2023	71,880.00			
Illinois Fund MM deposit from Comptroller	10/31/2023	(1,000,000.00)			
Interest on Illinois Funds MM	10/31/2023	4,413.01			
5/3 transfer from Investments to Cash	10/31/2023	(3,601,965.50)			
5/3 transfer from Cash to Investment	10/31/2023	3,001,965.50			
Interest on 53 MM	10/31/2023	23,148.45			
PFM Interest	10/31/2023	10,741.28			
Ending Balance:		12,497,415.37	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		524,258.33	0.00	0.00	0.00
53 Contributory Trust		0.00	0.00	0.00	0.00
PFM Asset Management		2,341,607.09	0.00	0.00	0.00
IIIT Money Market/UMB		(0.00)	0.00	0.00	0.00
53 Financial Money Market		9,631,549.95	0.00	0.00	0.00
Totals	10/31/2023	12,497,415.37	0.00	0.00	0.00







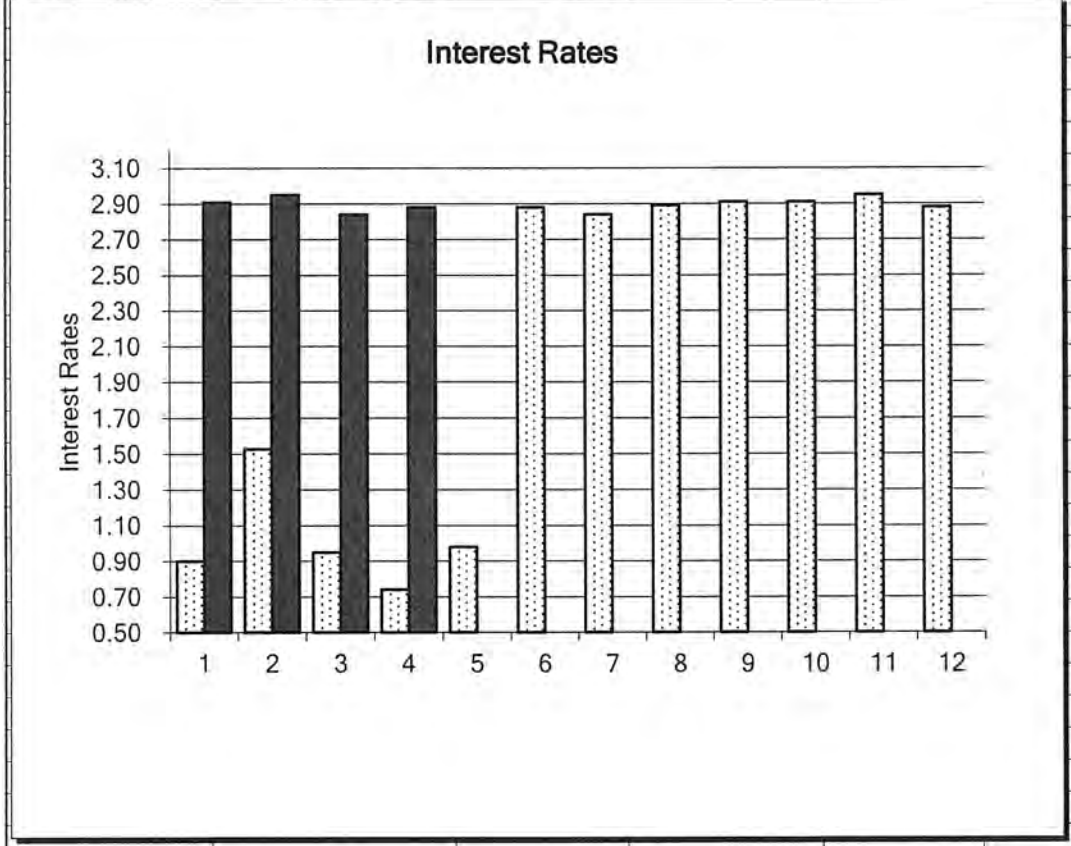


SOUTH SUBURBAN COLLEGE

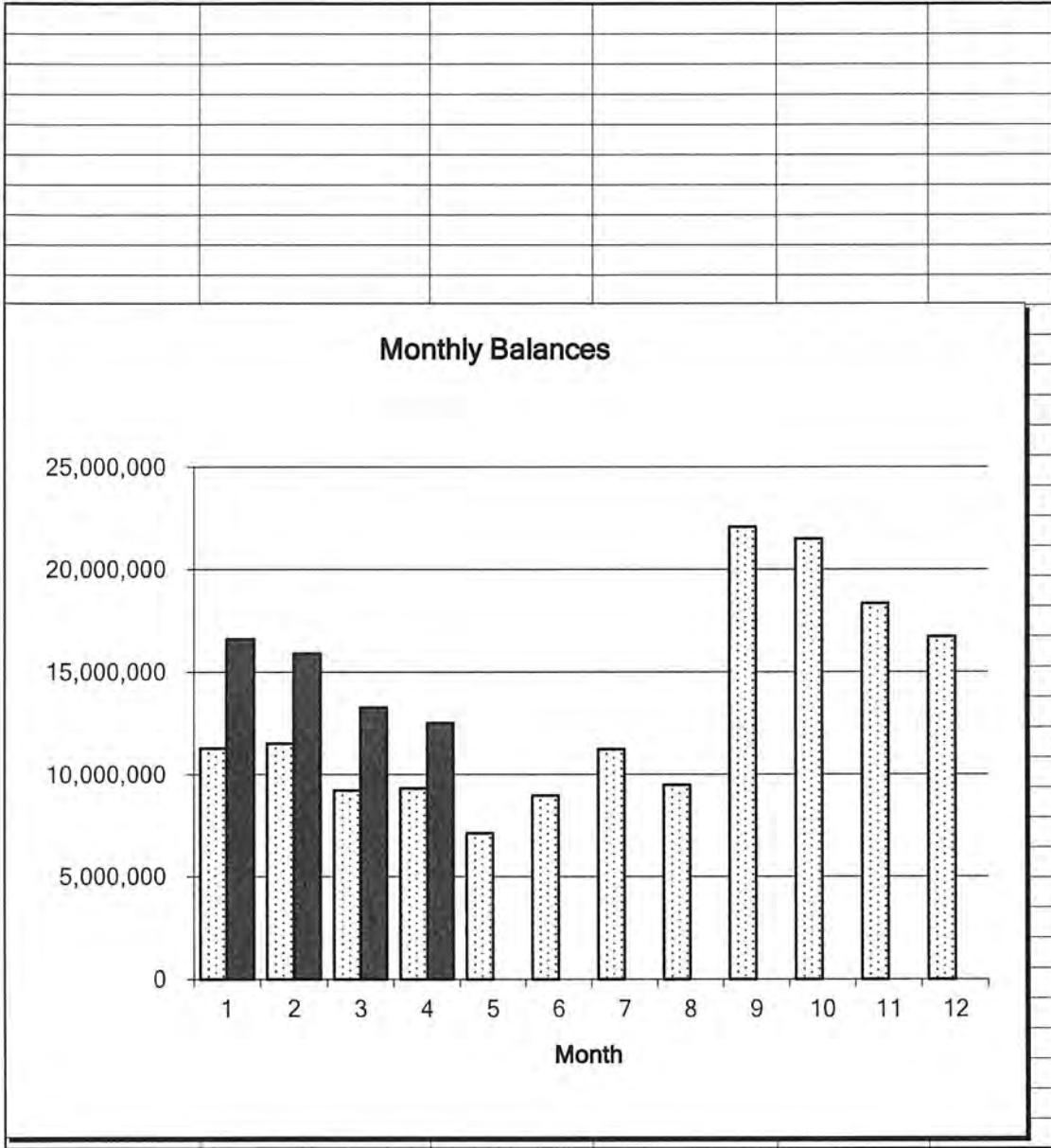
Investment		Page 4	Page 6	Total	Percent to Total
10	U. S. Government Securities	0.00	0.00	0.00	0%
20	Time Deposits	0.00	0.00	0.00	0%
30	Commercial Paper	0.00	0.00	0.00	0%
30	Commercial Paper	0.00	0.00	0.00	0%
30	Commercial Paper	0.00	0.00	0.00	0%
10	U. S. Government Securities	0.00	0.00	0.00	0%
20	Time Deposits	0.00	0.00	0.00	0%
20	Time Deposits	0.00	0.00	0.00	0%
40	Mutual Funds	0.00	0.00	0.00	0%
50	Illinois Funds	2,865,865.42	0.00	2,865,865.42	23%
60	Repurchase Agreements	0.00	0.00	0.00	0%
90	Other	9,638,706.96	0.00	9,638,706.96	77%

**South Suburban College**

<b>Investment Summary</b>				
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	12,504,572	2.88
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: December 14, 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	\$1,652,939.88
Operations & Maintenance Fund	\$303,266.94
Auxiliary Enterprise Fund	\$36,078.89
Restricted Funds	\$370,278.06
Special Levies Fund	\$95,392.21
Total	\$2,457,955.98

Approvals:

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

*[Signature]*  
Controlle/Treasurer

12/07/23  
Date

*[Signature]*  
Vice President of Administration

12/07/23  
Date

*[Signature]*  
President

12/07/23  
Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VI.C

Board Meeting Date: December 14, 2023

BOARD COMMITTEE

- Policy
X 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 concerning the proposed 2023 tax levy of Community College District No. 510, South Suburban College of Cook County and certificate of tax levy as attached.

ESTIMATED COST OR BENEFIT

To approve a total levy for tax year 2023 in the amount of \$22,997,492. This is an increase of \$1,081,556 or 4.94% when compared to the 2023 actual tax extensions.

JUSTIFICATION OF ACTION

Annually, the Board of Trustees needs to establish how much money must be raised from local taxes for all funds as authorized by State Statutes. This action aligns with Strategic Direction 3.0; South Suburban College will ensure the financial, physical, and technological resources necessary to support educational programs and promote continuous innovation and sustainability.

MOTION

Move that the Board of Trustees adopt the resolution concerning the proposed 2023 tax levy of Community College District No. 510, South Suburban College of Cook County and certificate of tax levy as attached.

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

Signatures and dates for Controller/Treasurer, Appropriate Vice President, and President.

**A RESOLUTION ADOPTING THE 2023 TAX LEVY  
FOR COMMUNITY COLLEGE DISTRICT #510  
COUNTY OF COOK, STATE OF ILLINOIS**

**WHEREAS**, The Board of Trustees of Community College District #510, County of Cook and State of Illinois (hereinafter referred to as the "District") estimates that its 2023 Tax Levy shall be less than 105% of the amount extended or estimated to be extended upon the levy of the preceding year; and

**WHEREAS**, the Board of Trustees of Community College District #510, ascertained that the 2023 taxes be levied as follows: Educational Fund \$14,530,339, Operations and Maintenance Fund \$3,151,967, Audit Fund \$144,217, Liability, Protection and Settlement Fund \$1,955,397, Social Security/ Medicare Insurance Fund Purposes \$389,297 for the year 2023 to be collected in the year 2024 and that the levy for the year 2023 be allocated 50% for fiscal year 2024 and 50% for fiscal year 2025; and

**WHEREAS**, the Board of Trustees of Community College District #510, agree it is in the best interest of the College to pass such Tax Levy, and a copy of that Levy is provided in Schedule A, attached to this Resolution; and

**WHEREAS**, it is the intent of District #510 to levy taxes as provided pursuant to Chapter 110, Illinois Compiled Statutes, 805/3-20.5 of the Illinois Public Community College Act; and

**WHEREAS**, it is the intent of District #510 to levy an additional tax as provided for in Chapter 110, Illinois Compiled Statutes, 805/3-14.3 of the Illinois Public Community College Act or in Chapter 110, Illinois Compiled Statutes, 805/3-1 of the Illinois Public Community College Act; and

**NOW THEREFORE BE IT RESOLVED** by the Board of Trustees of Community College District #510, County of Cook and State of Illinois, as follows:



**SECTION 1:** That there is hereby levied on the equalized assessed valuation of the taxable property of this District for the year 2023, the following sums:

Educational Fund	\$14,530,339
Operations and Maintenance Fund	3,151,967
Audit Fund	144,217
Liability, Protection and Settlement	1,955,397
Social/Medicare Insurance	389,297

**SECTION 2:** The Secretary of the Board shall file a certified copy of this resolution with the Cook County Clerk on or before December 27, 2023.

**SECTION 3:** This Resolution shall be effective from and after its passage and approval as provided by law.

made the motion to adopt

Seconded

Adopted this 14th day of December 2023, at South Holland Illinois.

YES:

NAYS:

ABSENT:

---

CHAIRMAN

ATTEST:

---

SECRETARY

Tax Levy Resolution

**TRUTH IN TAXATION**  
**CERTIFICATE OF COMPLIANCE**

I, Terry Wells, Chairman, hereby certify that I was the presiding officer of the Board of Trustees of Community College District No. 510, County of Cook and State of Illinois, and as such presiding officer I certify that the levy ordinance, a copy of which is attached, was adopted pursuant to, and in all respects in compliance with the provisions of the Illinois Property Tax Code - Truth in Taxation Law, 35 ILCS 200/18-60 through 18-80.

This certificate applies to the 2023 levy.

Dated this 14<sup>th</sup> day of December, 2023.

\_\_\_\_\_  
Terry Wells, Chairman  
Board of Trustees  
Community College District No. 510  
County of Cook and State of Illinois

CERTIFICATE OF TAX LEVY

Community College District No. 510 County(ies) Cook

Community College District Name: South Suburban College and State of Illinois

We hereby certify that we require:

- the sum of \$ 14,530,339 to be levied as a tax for educational purposes(110 ILCS 805/3-1), and
- the sum of \$ 3,151,967 to be levied as a tax for operations and maintenance purposes (110 ILCS 805/3-1), and
- the sum of \$ 0 to be levied as an additional tax for educational and operations and maintenance purposes (110 ILCS 805/3-14.3), and
- the sum of \$ 1,955,397 to be levied as a special tax for purposes of the Local Governmental and Governmental Employees Tort Immunity Act (745 ICLS 10/9-107), and
- the sum of \$ 389,297 to be levied as a special tax for Social Security and Medicare insurance purposes (40 ILCS 5/21-110 and 5/21-110.1), and
- the sum of \$ 144,217 to be levied as a special tax for financial audit purposes (50 ILCS 310/9), and
- the sum of \$ 0 to be levied as a special tax for protection, health, and safety purposes (110 ILCS 805/3-20.3.01), and
- the sum of \$ 0 to be levied as a special tax for (specify) \_\_\_\_\_ purposes, on the taxable property of our community college district for the year 20\_\_.

Signed this 9 day of November, 2023

\_\_\_\_\_  
Chairman of the Board of Said Community College District

\_\_\_\_\_  
Secretary of the Board of Said Community College District

When any community college district is authorized to issue bonds, the community college board shall file in the office of the county clerk in which any part of the community college district is situated a certified copy of the resolution providing for their issuance and levying a tax to pay them. The county clerk shall each year during the life of a bond issue extend the tax for bonds and interest set forth in the certified copy of the resolution. Therefore, to avoid a possible duplication of tax levies, the community college board should not include in its annual tax levy a levy for bonds and interest.

Number of bond issues of said community college district which have not been paid in full Three.

This certificate of tax levy shall be filed with the county clerk of each county in which any part of the community college district is located on or before the last Tuesday in December.

-----  
(DETACH AND RETURN TO COMMUNITY COLLEGE DISTRICT)

This is to certify that the Certificate of Tax Levy for Community College District No. \_\_\_\_\_ County(ies) of \_\_\_\_\_ and State of Illinois on the equalized assessed value of all taxable property of said community college district for the year 20\_\_ was filed in the office of the County Clerk of this county on \_\_\_\_\_, 20\_\_.

In addition to an extension of taxes authorized by levies made by the board of said community college district an additional extension(s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon. The total amount, as approved in the original resolution(s), for said purpose for the year 20\_\_ is \$ \_\_\_\_\_.

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Clerk and County

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
<b>Total Operations &amp; Special Purposes:</b>	<b>\$19,089,661</b>	<b>0.6057</b>	<b>20,171,217</b>	<b>0.6204</b>	
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					
<b>Total Bond &amp; Interest</b>	<b>\$2,826,275</b>	<b>0.0897</b>	<b>\$2,826,275</b>	<b>0.0869</b>	
Increase/Decrease					
% Increase/Decrease					
<b>Adjusted Total</b>	<b>\$21,915,936</b>	<b>0.6954</b>	<b>\$22,997,492</b>	<b>0.7073</b>	
Increase/Decrease				\$1,081,556	
% Increase/Decrease				4.94%	
<b>Equalized Assessed Valuation</b>					
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: December 14, 2023

BOARD COMMITTEE

FUNDING

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

**PROPOSAL SUMMARY**

Move that the Board of Trustees adopt the resolution directing the Cook County Clerk to reduce the levy amount in the Education Fund, if our total levy exceeds the tax cap limitations set forth by the Property Tax Extension Limitation Law.

**ESTIMATED COST OR BENEFIT**

[Empty box for estimated cost or benefit]

**JUSTIFICATION OF ACTION**

It is recommended that any reduction in our tax levy be made in the education fund. This action aligns with Strategic Direction 3.0; South Suburban College will ensure the financial, physical, and technological resources necessary to support educational programs and promote continuous innovation and sustainability.

**MOTION**

Move that the Board of Trustees adopt the resolution directing the Cook County Clerk to reduce the 2023 levy should it be capped under the Property Tax Extension Limitation Law.

- \* 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

Approvals:

*[Signature of David Hull]*

Controller/Treasurer

11/16/2023

Date

*[Signature of Patricia Buel]*

Appropriate Vice President

12/7/23

Date

*[Signature of Stephen V. Stokes]*

President

12/04/23

Date

**RESOLUTION DIRECTING THE COOK COUNTY  
CLERK HOW TO REDUCE THE 2023 LEVY  
SHOULD IT BE CAPPED UNDER THE PROPERTY  
TAX EXTENSION LIMITATION LAW**

**WHEREAS**, the Board of Trustees of Community College District #510, County of Cook, State of Illinois (the "Board") has by resolution adopted the 2023 Levy on December 14, 2023; and

**WHEREAS**, the adopted levy may exceed the amount permitted by the Property Tax Extension Limitation Law (PTELL) as determined by the Cook County Clerk; and

**WHEREAS**, the law requires the Board to notify the Cook County Clerk as to what funds should not be limited; and

**WHEREAS**, the law requires the Board to notify the Cook County Clerk as to what funds should be limited, either proportionately or otherwise; and

**WHEREAS**, it is in the best interest of South Suburban College to choose which funds should be reduced by the Cook County Clerk.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of Community College District #510, County of Cook and the State of Illinois, as follows:

**SECTION 1:** The following four funds should not be reduced:

- Operations and Maintenance
- Protection, Health and Safety
- Audit
- Social Security/Medicare

**SECTION 2:** One hundred percent (100%) of the money needed to reduce the levy should be taken from the following fund:  
Education

**SECTION 3:** The Treasurer shall file a certified copy of this resolution with the Cook County Clerk on or before December 27, 2023.

**SECTION 4:** This Resolution shall be in full force and effect from and after its passage.

made the motion to adopt,

seconded.

Adopted this 14<sup>th</sup> day of December 2023 at South Holland, Illinois.

AYES:

NAYS:

ABSENT:

---

Chairman

ATTEST:

---

Secretary

PTELA Resolution

SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VI.E

Board Meeting Date: December 14, 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 adopt the proposed academic calendars for the Fall 2025, Spring 2026, and Summer 2026 semesters.

**ESTIMATED COST OR BENEFIT**

N/A

**JUSTIFICATION OF ACTION**

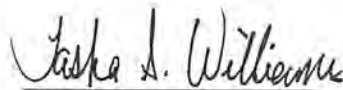
The Calendar Committee recommends the Board of Trustees adopt the proposed calendars for the Fall 2025, Spring 2026, and Summer 2026 semesters. This action aligns with Strategic Direction 1.0; South Suburban College nurtures and empowers each student to succeed.

**MOTION**

Move that the Board of Trustees adopt the proposed academic calendars for the Fall 2025, Spring 2026, and Summer 2026 semesters.

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

  
 Tasha L. Williams  
 Appropriate Vice President

11/16/23  
Date

  
 Lynette Stokes  
 President

11/16/23  
Date



# PROPOSED FALL 2025 – ACADEMIC CALENDAR

Thursday, August 14	Faculty Development (full day)
Friday, August 15	Faculty Development (½ day morning)
Saturday, August 16	Adjunct Development Day
Monday, August 18	First meeting of day and evening 1 <sup>st</sup> 8 week and 16 week credit classes
Monday, September 1	<b>Labor Day – College Closed NO CLASSES - BOTH CAMPUSES</b>
Monday, September 15	First meeting of day and evening 12 week credit classes
Monday, September 22	Last day to withdraw from 1 <sup>st</sup> 8 week credit classes
Saturday, October 11	End of 1 <sup>st</sup> 8 week credit classes
Monday, October 13	<b>Columbus Day – College Closed NO CLASSES - BOTH CAMPUSES</b>
Tuesday, October 14	First meeting of 2 <sup>nd</sup> 8 week credit classes
Tuesday, November 11	<b>Veterans' Day – College Closed NO CLASSES - BOTH CAMPUSES</b>
Monday, November 24	Last day to withdraw for 2 <sup>nd</sup> 8, 12 week and 16 week college credit classes
Thurs.–Sat, Nov. 27-29	<b>Thanksgiving Recess – College Closed NO CLASSES - BOTH CAMPUSES</b>
Saturday, December 6	Last meeting of day and evening college credit classes
Mon.-Sat., Dec. 8-13	FINALS WEEK
December 22 - January 1	College Closed

# PROPOSED SPRING 2026 – ACADEMIC CALENDAR

Friday, January 2	College reopens
Thursday, January 15	Faculty Development
Friday, January 16	Faculty Development (½ day morning)
Saturday, January 17	Adjunct Development Day
Monday, January 19	<b>Martin Luther King Holiday-College Closed NO CLASSES - BOTH CAMPUSES</b>
Tuesday, January 20	First meeting of day and evening 1 <sup>st</sup> 8 week and 16 week credit classes
Monday, February 16	<b>Presidents' Day – College Closed NO CLASSES - BOTH CAMPUSES</b>
Tuesday, February 17	First meeting of day and evening 12 week credit classes
Friday, February 27	<b>Pulaski Day Observed – College Closed NO CLASSES - BOTH CAMPUSES</b>
Monday, March 2	Last day to withdraw from 1 <sup>st</sup> 8 week credit classes
Saturday, March 14	End of 1 <sup>st</sup> 8 week credit classes
Mon-Sat, March 16-21	<b>Midterm Break College <i>Open</i> Main Campus - No Classes OFC Campus Open – No SSC Classes</b>
Monday, March 23	First meeting of 2 <sup>nd</sup> 8 week credit classes
Thursday, April 2	<b>Spring Break – <i>College Open</i> NO CREDIT CLASSES</b>
Friday, April 3	<b>Spring Day – <i>College Closed</i> NO CLASSES - BOTH CAMPUSES</b>
Saturday, April 4	<b>NO CREDIT CLASSES</b>
Monday, May 4	Last day to withdraw from 2 <sup>nd</sup> 8 week, 12 week and 16 week credit classes
Saturday, May 16	Last meeting of day and evening college credit classes
Sunday, May 17	Graduation
Mon.- Sat., May 18-23	FINALS WEEK

## APPROVED SUMMER 2026 – ACADEMIC CALENDAR

Monday, May 25	<b>Memorial Day– College Closed NO CLASSES – BOTH CAMPUSES</b>
Monday, June 8	First meeting of day and evening credit classes
Thursday, June 18	<b>Juneteenth Day Observed – College Closed NO CLASSES – BOTH CAMPUSES</b>
Monday, July 6	<b>Independence Day Observed– College Closed NO CLASSES – BOTH CAMPUSES</b>
Monday, July 20	Last day to withdraw from day and evening classes
Thursday, July 30	Last meeting of day and evening classes



# SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VI.F

Board Meeting Date: December 14, 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 regular Board of Trustees meetings dates for calendar year 2024. The meetings will convene at 7:00 p.m. on the second Thursday of each month.

### ESTIMATED COST OR BENEFIT

N/A

### JUSTIFICATION OF ACTION

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

### MOTION

Move that the Board of Trustees approve the regular Board of Trustees meetings dates for calendar year 2024. The meetings will convene at 7:00 p.m. on the second Thursday of each month.

Approvals:

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

Appropriate Vice President

12/04/23  
Date

President

12/04/23  
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**

# MEMO

**To:** Dr. Lynette D. Stokes, President  
**From:** Patrick Rush, Vice President of Administration  
**Date:** November 16, 2023

**Subject:** 2024 Regular Board of Trustees Meeting Dates

We respectfully request approval for the regular Board of Trustees meeting dates 2024. We have cross-referenced the dates with the academic calendar and find no conflicts. The proposed 2024 meeting schedule will occur on the second Thursday of each month at 7:00 p.m., as follows:

- ❖ January 11<sup>th</sup>
- ❖ February 8<sup>th</sup>
- ❖ March 14<sup>th</sup>
- ❖ April 11<sup>th</sup>
- ❖ May 9<sup>th</sup>
- ❖ June 13<sup>th</sup>
- ❖ **\*\*July 11<sup>th</sup>**
- ❖ August 8<sup>th</sup>
- ❖ September 12<sup>th</sup>
- ❖ October 10<sup>th</sup>
- ❖ **\*\*November 14<sup>th</sup>**
- ❖ December 12<sup>th</sup>

*\*\*The July and November meetings will be held at the Oak Forest Campus.*

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





SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VII.A.1

Board Meeting Date: December 14, 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 Support Staff Association and Michael Ostrowski 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 Support Staff Association and Michael Ostrowski 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

Justin Papp
Originator 12/4/23
Date

K. Pigatti
Director of Human Resources 12/4/23
Date

Ratind Buel
Appropriate Vice President 12/4/23
Date

Justin Ostrowski
President 12/4/23
Date





If to the SSCSSA, to: Ms. Shannan Smith  
South Suburban Community College  
15800 South State Street  
South Holland, Illinois 60473

If to OSTROWSKI, to: Mr. Michael Ostrowski  
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 SSCSSA. All signatories to the MOU understand and agree that the terms stated herein shall apply only to OSTROWSKI. This MOU shall not be construed in any manner to create a binding practice upon the COLLEGE or the SSCSSA.
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 SSCSSA, and OSTROWSKI with respect to the subject matter hereof, and there are no understandings, representations, or warranties of any kind between the COLLEGE, the SSCSSA and OSTROWSKI except those expressly set forth herein.
9. AMENDMENTS: This Agreement may not be modified except by written approval of the COLLEGE, the SSCSSA, and OSTROWSKI.

SOUTH SUBURBAN COLLEGE

SOUTH SUBURBAN COLLEGE  
SUPPORT STAFF ASSOCIATION

BY: \_\_\_\_\_

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

MICHAEL OSTROWSKI

BY: \_\_\_\_\_

DATE: \_\_\_\_\_



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VII.B.1

Board Meeting Date: December 14, 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 Michael Ostrowski as a full-time Tradees II Maintenance Worker in the Plant Operations 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 Michael Ostrowski. 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 retirement of Michael Ostrowski as a full-time Tradees II Maintenance Worker in the Plant Operations Department, effective June 30, 2024, 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

Justin Papp
Originator
12/4/23
Date

K. Pigatti
Director of Human Resources
12/4/23
Date

Patricia Ruel
Appropriate Vice President
12/4/23
Date

Michael Ostrowski
President
12/4/23
Date

November 29, 2023

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 my position as Trades II in the Physical Plant Maintenance Department effective on June 30, 2024.

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.

Sincerely,

A handwritten signature in cursive script that reads "Michael J. Ostrowski".

Michael Ostrowski

cc: Lynette Stokes  
Pat Rush  
Kevin Hickey  
Kim Pigatti  
Shannan Smith



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VII.C.1

Board Meeting Date: December 14, 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 Lynette Moore as a full-time Admissions & Registration Specialist in the Registration & Records Department, effective January 2, 2024, 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 \$39,749 plus benefits, classified Grade VII on the Support Staff Salary Schedule.

JUSTIFICATION OF ACTION

This action aligns with Strategic Direction 2.5; Provide improved student experiences across all areas of the college.

MOTION

Move that the Board of Trustees approve the appointment of Lynette Moore as a full-time Admissions & Registration Specialist in the Registration & Records Department, effective January 2, 2024, 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

[Signature] 11/15/23

Originator Date

Kim Pigatti 11/16/23  
Director of Human Resources Date

[Signature] 11/15/23  
Appropriate Vice President Date

[Signature] 11/16/23  
President Date



# SOUTH SUBURBAN COLLEGE

## PERSONNEL RECOMMENDATION

Position: Admissions & Registration Specialist Date: 11/15/23

Applications Received: 9 applications received, 6 candidates were qualified for the position.

Applicants Offered Interviews: 6

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

- Demetrius Cooper
- Daijah Jackson
- \*Madai Juarez
- Stephanie Keller
- \*Audrey Lewis
- Lynette Moore

\*Denotes Internal Applicants

Recommend for employment: Lynette Moore

Beginning Date: January 2, 2024 Salary/Placement: \$39,749

Originator Devon Powell Digitally signed by Devon Powell  
Date: 2023.11.16 08:29:51 -06'00' Date 11/16/23

Dean/Vice President Devon Powell Digitally signed by Devon Powell  
Date: 2023.11.16 08:30:08 -06'00' Date 11/16/23

Human Resources Kim Plgatti Digitally signed by Kim Plgatti  
Date: 2023.11.16 08:39:39 -06'00' Date 11/16/23

President Lynette Stokes Digitally signed by Lynette Stokes  
Date: 2023.11.16 08:39:52 -06'00' Date 11/16/23



# SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY24-VII.C.2

Board Meeting Date: December 14, 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 Corrie Phillips as the full-time Manager of Public Relations and Resource Development in the Office of the President, effective January 2, 2024, pending successful completion of a criminal background investigation.

## ESTIMATED COST OR BENEFIT

This is a full-time technical professional exempt (TPE) position; 40 hours per week, 52 weeks per year, with a beginning annual salary of \$54,000 plus benefits. Upon successful completion of a six-month probationary period, the pending FY25 compensation increase may at that time be applied.

## JUSTIFICATION OF ACTION

This action aligns with Strategic Direction 2.0; South Suburban College will raise the visibility of the college and improve the understanding and perceived value of educational opportunities, including lifelong learning, offered by the college.

## MOTION

Move that the Board of Trustees approve the appointment of Corrie Phillips as the full-time Manager of Public Relations and Resource Development in the Office of the President, effective January 2, 2024, 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

11/16/23  
Date

Director of Human Resources

11/16/23  
Date

President

11/16/23  
Date



# SOUTH SUBURBAN COLLEGE

## PERSONNEL RECOMMENDATION

Position: Manager of Public Relations and Resource Development Date: 11/15/23

Applications Received: 9 applications were received; 6 candidates were qualified for the position.

Applicants Offered Interviews: 6

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

- J'Arnay Harris
- Jacqueline Lewis
- \*Ashley McCray
- Nikala McLaurin
- \*Delorah Mims
- Corrie Phillips

\*Denotes Internal Applicants

Recommend for employment: Corrie Phillips

Beginning Date: January 2, 2024 Salary/Placement: \$54,000

Originator Zanetta Miller Digitally signed by Zanetta Miller  
Date: 2023.11.15 15:45:07 -06'00' Date 11/15/23

Dean/Vice President Zanetta Miller Digitally signed by Zanetta Miller  
Date: 2023.11.15 15:45:48 -06'00' Date 11/15/23

Human Resources Kim Plgatti Digitally signed by Kim Plgatti  
Date: 2023.11.16 08:59:34 -06'00' Date 11/16/23

President Lynette Stokes Digitally signed by Lynette Stokes  
Date: 2023.11.16 08:59:57 -06'00' Date 11/16/23



**SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST**

ITEM: FY24-VII.C.3

Board Meeting Date: December 14, 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 Dr. Sharlene Chapman as a full-time Pharmacy Technician Faculty Coordinator in the Pharmacy Technician Program, effective January 8, 2024, pending successful completion of a criminal background investigation.

**ESTIMATED COST OR BENEFIT**

As placed on the Faculty 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 Dr. Sharlene Chapman as a full-time Pharmacy Technician Faculty Coordinator in the Pharmacy Technician Program, effective January 8, 2024, 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

*Sasha A Williams*

Originator

12/5/23

Date

*Kim Pigatti*

Director of Human Resources

12/5/23

Date

*Sydney Stokes*

President

12/5/23

Date





# SOUTH SUBURBAN COLLEGE

## Personnel Recommendation

Position: Pharmacy Technician Faculty Coordinator Date: 11/27/23

Applications Received: 13 applications received; 4 candidates were qualified for the position.

Applicants Offered Interviews: 4

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

- Omar Abead
- Niratsa Noikoon Brown
- Sharlene Chapman
- Basirat Gbemikaiye

\*Denotes Internal Applicants

Recommend for employment: Dr. Sharlene Chapman

Beginning Date: January 8, 2024 Salary/Placement: Lane H, Step 16

Originator *M. Hughes* Date 11/27/23

Dean/Vice President *Tasha S. Williams* Date 12/05/23

Human Resources K. Pigatti Date 12/07/23

President *Spencer Stokes* Date 12/05/23