

# SOUTH SUBURBAN COLLEGE



April 10, 2025

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**  
**POLICY COMMITTEE MEETING AGENDA**  
**ROGERS, CHAIR; TRUSTEES PAYNE, AND WILLIAMS**  
**THURSDAY, APRIL 10, 2025**  
**5:40 PM**

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- I. Recommendation to accept the second reading of and adopt new Board Policy 306.03, Conflict of Interest Policy; and revised Board Policies 301.01, The Annual Budget; and 301.04, Annual Financial Statement.



**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, APRIL 10, 2025**  
**5:50 PM**

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- I. Approval to accept the College Insurance Committee's recommendation for the annual renewal of health and life insurance
- II. Approval to appoint Vista National Insurance Group, a division of Brown & Brown of Illinois, Inc. as the insurance broker of record for fiscal year 2026
- II. Approval to accept the bid of Chicago Heights Construction in the total base bid amount of \$3,270,000 for Household Hazardous Waste (HHW) Facility, utilizing Cook County American Rescue Plan Act (ARPA) grant funds



**BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE**  
**15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS**  
**BOARD ROOM, ROOM 2248**  
**REGULAR BOARD OF TRUSTEES MEETING AGENDA**  
**THURSDAY, APRIL 10, 2025**  
**6:00 PM**

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- I. CALL TO ORDER/ROLL CALL**
- II. PLEDGE OF ALLEGIANCE**
- III. PUBLIC PARTICIPATION**
- IV. PRESENTATIONS/REPORTS**
  - A. Workforce Equity Initiative Grant (WEI) (A. Barnett-Clemons)
  - B. Reducing Barriers to Meaningful Participation in Court Grant (B. Walters)
- V. APPROVAL OF MINUTES OF PREVIOUS MEETINGS**
  - A. Policy Committee Meeting held March 13, 2025
  - B. Finance Committee Meeting held March 13, 2025
  - C. Regular Board Meeting held March 13, 2025
  - D. Closed Session Meeting held March 13, 2025
- VI. NEW BUSINESS**
  - A. Oath of Office to Student Trustee Elect, Grace Ojo (J. Rogers)
  - B. Monthly Financial Report (T. Agnew)
  - C. Approval of the payment of bills for March, 2025 (T. Agnew)
  - D. Approval to accept the second reading of and adopt new Board Policy 306.03, Conflict of Interest Policy; and revised Board Policies 301.01, The Annual Budget; and 301.04, Annual Financial Statement (J. Rogers)
  - E. Approval to accept the College Insurance Committee's recommendation for the annual renewal of health and life insurance (A. DeFilippo)
  - F. Approval to appoint Vista National Insurance Group, a division of Brown & Brown of Illinois, Inc. as the insurance broker of record for fiscal year 2026 (A. DeFilippo)
  - G. Approval to accept the bid of Chicago Heights Construction in the total base bid amount of \$3,270,000 for Household Hazardous Waste (HHW) Facility, utilizing Cook County American Rescue Plan Act (ARPA) grant funds (A. DeFilippo)
- VII. PERSONNEL RECOMMENDATIONS**
  - A. Retirements/Resignations/Terminations
  - B. Appointments
  - C. Memorandum of Understanding – Life Sciences Department Chair Election
- VIII. MISCELLANEOUS**
- IX. ADJOURNMENT**





# BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE

15800 SOUTH STATE STREET, SOUTH HOLLAND, IL 60473

BOARD ROOM, ROOM 2248

MINUTES OF THE POLICY COMMITTEE

THURSDAY, MARCH 13, 2025

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Trustee Anthony Williams called the meeting of the Policy Committee to order at 5:48 p.m.

Committee members present: Trustee Anthony Williams.

Committee members absent: Trustees Vivian Payne and Janet Rogers

Other Board members in attendance: Chairman Terry Wells, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, and Student Trustee Lizbeth Atenco.

Other Board members absent: None

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

Agenda:

**I. Recommendation to accept the first reading of new Board Policy 306.03, Conflict of Interest Policy; and revised Board Policies 301.01, The Annual Budget, and 301.04, Annual Financial Statement.**

Trustee Williams recommended the Board of Trustees accept the first reading of new Board Policy 306.03, Conflict of Interest Policy; and revised Board Policies 301.01, The Annual Budget, and 301.04, Annual Financial Statement at the regular Board of Trustees meeting.

**II. Recommendation to accept the second reading of and adopt revised Board Policies 102.03, Duties and Responsibilities of the Secretary of the Board; 102.04, Duties and Responsibilities of the Clerk to the Board; 103.04, Public Inspection of Records; and 106.01, Citizen Participation at Open Board Meetings**

Trustee Williams recommended the Board of Trustees accept the second reading of and adopt revised Board Policies 102.03, Duties and Responsibilities of the Secretary of the Board; 102.04, Duties and Responsibilities of the Clerk to the Board; 103.04, Public Inspection of Records; and 106.01, Citizen Participation at Open Board Meetings at the regular Board of Trustees meeting.

The meeting adjourned at 5:56 p.m.

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

**15800 SOUTH STATE STREET, SOUTH HOLLAND, IL 60473**

**BOARD ROOM, ROOM 2248**

**MINUTES OF THE FINANCE COMMITTEE**

**THURSDAY, MARCH 13, 2025**

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Trustee Anthony DeFilippo called the meeting of the Finance Committee to order at 5:57 p.m.

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

Committee members absent: Trustee Janet Rogers.

Other Board members in attendance: Chairman Terry Wells and Trustees Sherelene A. Harris, Anthony Williams and Student Trustee Lizbeth Atenco.

Other Board members absent: Trustee Vivian Payne.

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

Agenda:

## **I. Recommendation to approve the recommended fee changes beginning with the Fall 2025 semester.**

Trustee DeFilippo recommended the Board of Trustees approve the recommended fee changes beginning with the Fall 2025 semester at the regular Board of Trustees meeting.

The meeting adjourned at 6:00 p.m.

# BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE

15800 SOUTH STATE STREET, SOUTH HOLLAND, IL

BOARD ROOM, SUITE 2248

## REGULAR BOARD MEETING MINUTES

THURSDAY, MARCH 13, 2025

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

At 6:02 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, and Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Anthony Williams and Student Trustee Lizbeth Atenco.

*Absent:* Vice Chairperson Vivian Payne and Secretary Janet Rogers.

*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. PLEDGE OF ALLEGIANCE

Chairman Terry Wells led the Pledge of Allegiance.

### III. PUBLIC PARTICIPATION:

A. Ms. Penny Catlett addressed the Board of Trustees regarding general information related to the Oak Forest Center.

### IV. REPORTS/PRESENTATIONS

There were none.

### V. PREVIOUS MEETING MINUTES

#### **A. Policy Committee meeting held February 13, 2025**

Trustee Anthony DeFilippo moved and Trustee Williams seconded to approve the minutes of the Finance Committee meeting held February 13, 2025. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Anthony Williams, Chairman Terry Wells and Student Trustee Lizbeth Atenco voted aye. Nays: None. Motion carried.

#### **B. Regular Board of Trustees meeting held February 13, 2025**

Trustee Williams moved and Trustee DeFilippo seconded to approve the minutes of the regular Board of Trustees meeting held February 13, 2025. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Anthony Williams, Chairman Terry Wells and Student Trustee Lizbeth Atenco voted aye. Nays: None. Motion carried.

#### **C. Closed Session meeting held February 13, 2025**

Trustee Harris moved and Trustee Williams seconded to approve the minutes of the Closed Session meeting held February 13, 2025. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Anthony Williams, Chairman Terry Wells and Student Trustee Lizbeth Atenco voted aye. Nays: None. Motion carried.

Sherelene A. Harris, Anthony Williams, Chairman Terry Wells and Student Trustee Lizbeth Atenco voted aye. Nays: None. Motion carried

### **VIII. CLOSED SESSION**

At 6:19 p.m., the Board entered into Closed Session on a motion made by Trustee DeFilippo and seconded by Trustee Williams 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, Anthony Williams, Chairman Terry Wells and Student Trustee Lizbeth Atenco voted aye. Nays: None. Motion carried

The Board resumed open session at 7:01 p.m. on a motion made by Trustee Daly and seconded by Trustee DeFilippo. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Anthony Williams, Chairman Terry Wells and Student Trustee Lizbeth Atenco voted aye. Nays: None. Motion carried.

### **IX. MISCELLANEOUS**

There was none.

### **X. ADJOURNMENT**

At 7:01 p.m., Trustee Daly moved and Trustee Williams seconded to adjourn the Board of Trustees meeting. On roll call, Trustees Kevin L. Daly, Anthony DeFilippo, Sherelene A. Harris, Anthony Williams, Chairman Terry Wells and Student Trustee Lizbeth Atenco voted aye. Nays: None. Motion carried

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Chairman of the Board

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Secretary of the Board





## SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY25-VI.A

Board Meeting Date: April 10, 2025

### BOARD COMMITTEE

\_\_\_\_ Policy  
\_\_\_\_ Finance  
\_\_\_\_ Architectural  
\_\_\_\_ Other

### FUNDING

\_\_\_\_ Operating  
\_\_\_\_ College Capital  
\_\_\_\_ Protection, Health and  
Safety

\_\_\_\_ Grant Funded  
\_\_\_\_ Student Life  
\_\_\_\_ Special Levies

### PROPOSAL SUMMARY

The proposal is to swear in the South Suburban College Student Trustee Elect, Grace Ojo.

### ESTIMATED COST OR BENEFIT

### JUSTIFICATION OF ACTION

This action supports Strategic Direction 2.6; Ensure instructional programs, academic support, and student support initiatives are designed to serve a diverse student population.

### MOTION

Move to swear in Grace Ojo as the South Suburban College Student Trustee effective April 10, 2025.

### 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

4/1/25  
Date

  
\_\_\_\_\_  
President

4/1/25  
Date



## SOUTH SUBURBAN COLLEGE

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

### Board of Trustees

Terry R. Wells,  
**Chairman**

Vivian Payne,  
*Vice-Chair*

Janet M. Rogers,  
*Secretary*

Kevin L. Daly

Anthony P. DeFilippo

Dr. Sherelene A. Harris

Anthony W. Williams

Dr. Lynette D. Stokes,  
*College President*

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

[ssc.edu](http://ssc.edu)

To: Dr. Lynette D. Stokes  
President

From: Devon Powell  
Vice President of Student & Enrollment Services

Date: April 4, 2025

The Division of Student and Enrollment Services initiated the Student Trustee Election process in March. Grace Ojo emerged as the winner of the election.

I am pleased to present Grace Ojo for approval and swearing-in as Student Trustee from April 10, 2025, through the April 2026 Board of Trustees Meeting.

#### Bio:

Grace Ojo is a 21-year-old transfer student from Nigeria. She is currently a federal work study student in the Registration & Records department. While being a student and working she has maintained a 4.0 GPA. She is passionate about advocating for students' wellness and policies that enhance the student experience, access to resources and opportunities for personal and professional growth. Her academic goal is to be admitted to South Suburban College's nursing program for Fall 2025. Her career aspiration is to become a Certified Registered Nurse Anesthetist (CRNA).







## SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY25-VI.B

Board Meeting Date: April 10, 2025

### 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 Financial Report as presented.

### ESTIMATED COST OR BENEFIT

### JUSTIFICATION OF ACTION

Please refer to the attached Investment Report and Financial Summary enclosed in your Board booklet for the period ending June 30, 2024. 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

*Thomas Agnew*

Controller/Treasurer

4/1/25  
Date

*Patricia Buel*  
Appropriate Vice President

4/1/25  
Date

*Spencer Stokes*  
President

4/1/25  
Date

SOUTH SUBURBAN COLLEGE  
South Holland, Illinois

To: Board of Trustees

From: Thomas Agnew, Chief Financial Officer

Date: April 2, 2025

Subject: Financial Report For The Period Ending February 28, 2025

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>
\$2,525,930.51	\$20,669,513.40
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$3,428,685.54	\$21,923,442.38

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>
\$5,220,539.27	\$33,771,003.92
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$5,032,837.55	\$33,551,990.48
<u>Net Monthly Position</u>	<u>Year to Date Net Position</u>
\$187,701.72	\$219,013.44

On page eight of the Investment Report you will see our investments for the period:

<u>Total Investments</u>	<u>Average Rate of Return</u>	<u>Basis Point Change from Last Month</u>
\$11,420,635.00	3.67%	63

**SOUTH SUBURBAN COLLEGE**  
South Holland, Illinois

	<b>Revenue Educational</b>	<b>Revenue O&amp;M</b>	<b>Monthly Total</b>
July	\$2,549,779.69	\$129,531.63	\$2,679,311.32
August	\$3,238,020.04	\$79,730.61	\$3,317,750.65
September	\$2,367,699.13	\$511,776.54	\$2,879,475.67
October	\$1,477,239.53	\$353,097.76	\$1,830,337.29
November	\$1,127,110.25	\$62,006.49	\$1,189,116.74
December	\$2,607,137.51	\$364,829.62	\$2,971,967.13
January	\$3,084,974.17	\$190,649.92	\$3,275,624.09
February	\$2,214,194.01	\$311,736.50	\$2,525,930.51
March			\$0.00
April			\$0.00
May			\$0.00
June			\$0.00
YTD	\$18,666,154.33	\$2,003,359.07	\$20,669,513.40

	<b>Expenditures Educational</b>	<b>Expenditures O&amp;M</b>	<b>Monthly Total</b>
July	\$1,922,473.93	\$353,426.86	\$2,275,900.79
August	\$3,492,544.05	\$355,448.95	\$3,847,993.00
September	\$2,189,058.97	\$348,203.07	\$2,537,262.04
October	\$1,749,373.15	\$328,282.97	\$2,077,656.12
November	\$2,907,519.27	\$459,598.62	\$3,367,117.89
December	\$1,741,583.39	\$313,301.23	\$2,054,884.62
January	\$1,939,833.32	\$394,109.06	\$2,333,942.38
February	\$3,042,708.01	\$385,977.53	\$3,428,685.54
March			\$0.00
April			\$0.00
May			\$0.00
June			\$0.00
YTD	\$18,985,094.09	\$2,938,348.29	\$21,923,442.38

**SOUTH SUBURBAN COLLEGE**  
South Holland, Illinois

	<b>Revenues All Funds</b>	<b>Expenditures All Funds</b>	<b>Monthly Total</b>
July	\$3,130,326.40	\$2,914,309.40	\$216,017.00
August	\$5,946,801.41	\$6,349,833.75	(\$403,032.34)
September	\$5,007,101.35	\$4,767,593.99	\$239,507.36
October	\$3,418,854.29	\$2,890,552.61	\$528,301.68
November	\$3,692,109.87	\$4,276,357.81	(\$584,247.94)
December	\$3,471,967.13	\$2,709,936.71	\$762,030.42
January	\$3,883,304.20	\$4,610,568.66	(\$727,264.46)
February	\$5,220,539.27	\$5,032,837.55	\$187,701.72
March			\$0.00
April			\$0.00
May			\$0.00
June			\$0.00
YTD	\$33,771,003.92	\$33,551,990.48	\$219,013.44

	<b>Investment Total</b>	<b>Average Rate of Return</b>	<b>Basis Point Change from Last Month</b>
July	\$17,431,730.87	3.72%	(12)
August	\$22,214,869.69	3.77%	5
September	\$19,828,080.07	3.87%	10
October	\$17,337,161.92	3.84%	(3)
November	\$13,084,455.87	3.68%	(16)
December	\$11,994,138.23	3.04%	(64)
January	\$11,420,635.00	3.67%	63
February	\$10,089,356.23	3.49%	(18)
March			
April			
May			
June			

## SOUTH SUBURBAN COLLEGE

		Fund 1	Fund 2	Fund 3	Fund 3
Description	Date	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		325,293.57	0.00	0.00	0.00
53 Contributory Trust		0.00	0.00	0.00	0.00
PFM Asset Management		2,497,601.87	0.00	0.00	0.00
IIIT Money Market/UMB		(0.00)	0.00	0.00	0.00
53 Financial Money Market		7,791,763.47	0.00	798,819.25	0.00
Totals	1/31/25	10,614,658.91	0.00	798,819.25	0.00
Transactions:					
Illinois Fund MM deposit from Comptroller	2/3/25	1,545.60			
Illinois Fund MM deposit from Comptroller	2/4/25	58,677.00			
Illinois Fund MM deposit from Comptroller	2/7/25	4,166.67			
Illinois Fund MM deposit from Comptroller	2/7/25	123,472.99			
Illinois Fund MM deposit from Comptroller	2/7/25	101,186.20			
Illinois Fund MM deposit from Comptroller	2/7/25	51,727.00			
Interest on Illinois Funds MM	2/28/25	2,067.36			
5/3 transfer from Investments to Cash	2/6/25	(200,000.00)			
5/3 transfer from Investments to Cash	2/20/25	(500,000.00)			
5/3 transfer from Cash to Investment	2/20/25	(1,000,000.00)			
Interest on 53 MM	2/28/25	17,457.26			
PFM Interest	2/28/25	8,420.98			
Ending Balance:		9,283,379.97	0.00	798,819.25	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		668,136.39	0.00	0.00	0.00
53 Contributory Trust		0.00	0.00	0.00	0.00
PFM Asset Management		2,506,022.85	0.00	0.00	0.00
IIIT Money Market/UMB		(0.00)	0.00	0.00	0.00
53 Financial Money Market		6,109,220.73	0.00	798,819.25	0.00
Totals	2/28/25	9,283,379.97	0.00	798,819.25	0.00

## SOUTH SUBURBAN COLLEGE

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## SOUTH SUBURBAN COLLEGE

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## SOUTH SUBURBAN COLLEGE

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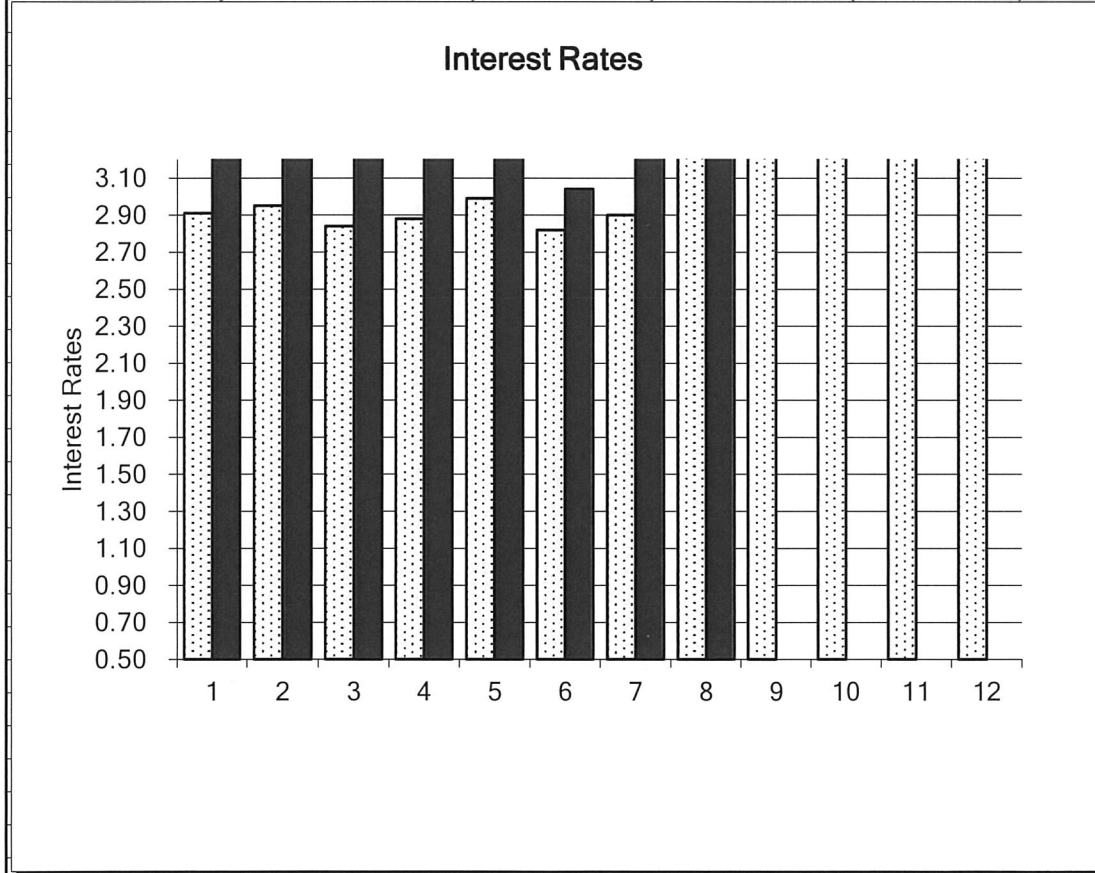


## SOUTH SUBURBAN COLLEGE

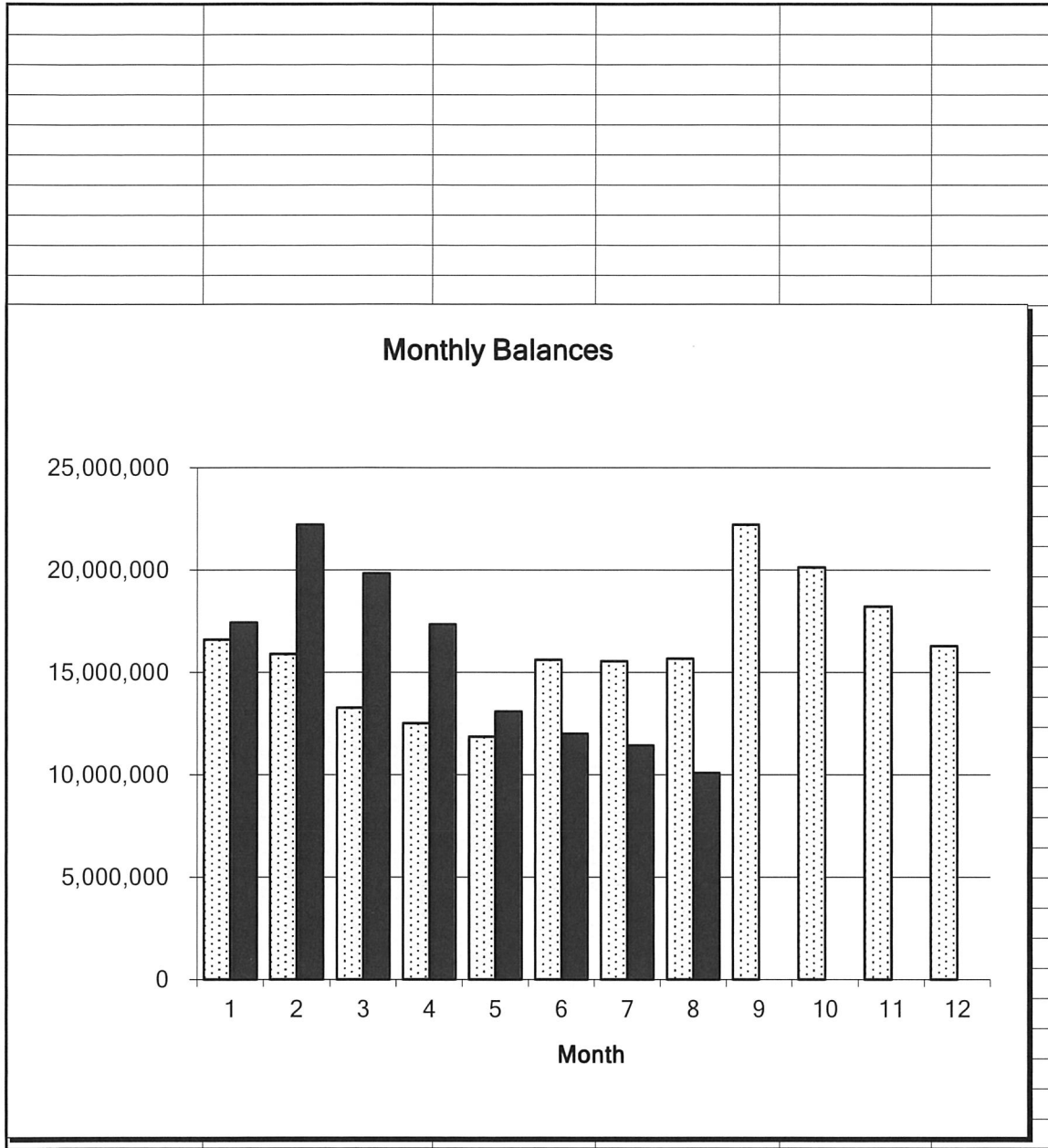
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# South Suburban College

Investment Summary					
F Y 2023 - 2024			F Y 2024 - 2025		
Month	Month End Balance	Percent Return	Month End Balance	Percent Return	
July	16,593,643	2.91	17,431,731	3.72	
August	15,893,722	2.95	22,214,870	3.77	
September	13,262,893	2.84	19,828,080	3.87	
October	12,504,572	2.88	17,337,162	3.84	
November	11,856,861	2.99	13,084,456	3.68	
December	15,616,406	2.82	11,994,138	3.04	
January	15,546,623	2.90	11,420,635	3.67	
February	15,663,399	3.84	10,089,356	3.49	
March	22,218,501	3.86			
April	20,125,775	3.71			
May	18,205,599	3.76			
June	16,286,762	3.84			



# South Suburban College





## SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY25-VI.C

Board Meeting Date: April 10, 2025

### BOARD COMMITTEE

\_\_\_\_ Policy  
\_\_\_\_ Finance  
\_\_\_\_ Architectural  
\_\_\_\_ Other

  x    
  x    
  x  

Operating  
College Capital  
Protection, Health and  
Safety

  x    
  x    
  x  

Grant Funded  
Student Life  
Special Levies

### FUNDING

### PROPOSAL SUMMARY

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### ESTIMATED COST OR BENEFIT

--

### JUSTIFICATION OF ACTION

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

### MOTION

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

Education Fund	\$2,162,399.50
Operations & Maintenance Fund	\$408,032.46
Operations & Maintenance Fund Restricted	\$133,362.50
Auxiliary Enterprise Fund	\$275,511.65
Restricted Fund	\$630,147.33
Flex Plan Fund	\$3,904.61
Audit Fund	\$8,925.00
Special Levies Fund	\$59,505.39
Total	\$3,681,788.44

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

*Thomas Agnew*

Controller/Treasurer

4/1/25  
Date

*Patricia Buel*  
Appropriate Vice President

4/1/25  
Date

*Shirley A. Stokes*  
President

4/1/25  
Date



## SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY25-VI.D

Board Meeting Date: April 10, 2025

### 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 to accept the second reading of and adopt new Board Policy 306.03, Conflict of Interest Policy; and revised Board Policies 301.01, The Annual Budget; and 301.04, Annual Financial Statement.

### ESTIMATED COST OR BENEFIT

### JUSTIFICATION OF ACTION

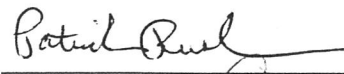
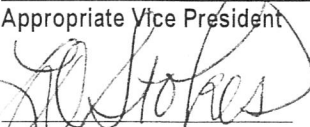
This action aligns with Strategic Direction 5.4; Improve operational efficiencies of all internal structures and processes.

### MOTION

Move that the Board of Trustees to accept the second reading of and adopt new Board Policy 306.03, Conflict of Interest Policy; and revised Board Policies 301.01, The Annual Budget; and 301.04, Annual Financial Statement.

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  
  
\_\_\_\_\_  
President

3/27/25  
Date

3/27/25  
Date

South Suburban College  
South Holland, Illinois

Board of Trustees Policy and Procedures Manual

---

**306.3 Vendor Conflict of Interest Policy**

**Page 1 of 2**

The purpose of this Vendor Conflict of Interest Policy is to ensure that all relationships with vendors are conducted in an ethical, transparent, and impartial manner, preventing any potential conflicts of interest that could undermine the integrity of our organization.

**1. Scope**

This policy applies to all employees, officers, directors, and representatives of [Company Name] who are involved in the selection, evaluation, or management of vendors and suppliers.

**2. Definition of Conflict of Interest**

A conflict of interest occurs when an individual's personal interests, relationships, or activities interfere or appear to interfere with their ability to make unbiased decisions in the best interest of [Company Name]. This includes situations where an employee or their family member has a financial interest in, or a personal relationship with, a vendor or potential vendor.

**Policy Statements**

**1. Prohibited Actions**

- Employees must not engage in any activities or relationships with vendors that could create a conflict of interest.
- Employees must not accept gifts, favors, or hospitality from vendors that could influence or appear to influence procurement decisions.
- Employees must not hold any significant financial interest in a vendor or potential vendor.

**2. Disclosure Requirements**

- Employees must disclose any personal, familial, or financial relationships with vendors or potential vendors to their supervisor and the compliance officer.
- Any potential conflicts of interest must be reported immediately, and the employee must recuse themselves from any decision-making process involving the concerned vendor.

**3. Evaluation and Selection**

- Vendor selection must be based on objective criteria such as price, quality, service, and reliability.
- All vendor relationships must be documented and reviewed periodically to ensure ongoing compliance with this policy.

**4. Monitoring and Enforcement**

- The compliance officer will monitor adherence to this policy and investigate any reported conflicts of interest.
- Employees found to be in violation of this policy will be subject to disciplinary action, which may include termination of employment.

**South Suburban College  
South Holland, Illinois**

**Board of Trustees Policy and Procedures Manual**

---

**Procedures**

Page 2 of 2

**1. Reporting a Conflict of Interest**

- Employees must complete a Conflict of Interest Disclosure Form and submit it to their supervisor and the compliance officer.
- The compliance officer will review the disclosure and determine whether a conflict of interest exists and the appropriate actions to mitigate it.

**2. Review Process**

- The compliance officer, along with relevant department heads, will periodically review all vendor relationships and disclosures to ensure compliance with this policy.

**3. Training and Communication**

- All employees will receive training on this policy during onboarding and at regular intervals thereafter.
- The policy will be communicated to all employees and made readily accessible on the company intranet.

**Responsibilities**

**1. Employees**

- Understand and comply with this policy.
- Disclose any potential conflicts of interest.
- Avoid any activities or relationships that could lead to a conflict of interest.

**2. Supervisors**

- Ensure that employees are aware of and understand this policy.
- Assist in identifying and managing potential conflicts of interest.

**3. Compliance Officer**

- Monitor compliance with this policy.
- Investigate reported conflicts of interest.
- Provide guidance and training on the policy.

**4. Policy Review**

- This policy will be reviewed annually by the compliance officer and updated as necessary to ensure its effectiveness and relevance.

**5. Acknowledgment**

- All employees must sign an acknowledgment form indicating that they have read, understood, and agree to comply with this policy.

---

Revised: April 8, 1999  
Reviewed: July 12, 2007  
Reviewed: March 13, 2025

## Conflict of Interest Vendor Disclosure Form

Purpose:

This form is designed to disclose any potential conflicts of interest between South Suburban College and the vendor. Transparency in these matters helps maintain integrity and trust in our business relationships.

### Section 1: Vendor Information:

- Vendor Name: \_\_\_\_\_
- Business Address: \_\_\_\_\_
- Contact Person: \_\_\_\_\_
- Phone Number: \_\_\_\_\_
- Email Address: \_\_\_\_\_

### Section 2: Conflict of Interest Disclosure

1. Do you or your company have any personal or financial relationships with any South Suburban College employees?

- ☐ Yes
- ☐ No

If yes, please describe:

---

---

2. Do you or your company hold any financial interests in South Suburban College?

- ☐ Yes
- ☐ No



If yes, please describe:

---

---

3. Are there any other circumstances that might create a conflict of interest or the appearance of a conflict of interest?

- ☐ Yes

- ☐ No

If yes, please explain:

---

---

### Section 3: Certification and Signature

I hereby certify that the information provided above is accurate to the best of my knowledge. I agree to notify South Suburban College immediately if any conflicts arise in the future.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

South Suburban College  
South Holland, Illinois

Board of Trustees Policy and Procedures Manual

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**301.01          The Annual Budget**

The Office of the President shall prepare or cause to be prepared the annual budget in accordance with goals and instructions of the Board. The President shall submit a tentative budget to the Board for review, evaluation, and recommendations no later than the first Board Meeting of the fiscal year. The document will include current year revenues and expenses, if available, and projected revenues and expenses for the budgeted year.

Upon approval of the tentative budget by the Board at a duly called or special meeting, the Secretary to the Board shall cause a notice of the availability of the tentative budget for public inspection, and a public hearing by publication in a newspaper of general circulation in the College district at least thirty (30) days prior to the time of such hearing. During this period, the budget shall be conveniently available for public inspection, in accordance with Illinois Compiled Statutes, Chapter 110, Section 805/3-20.1. The public shall also be given an opportunity to comment on the tentative budget at the public hearing.

---

Revised:      April 8, 1999  
Reviewed:     July 12, 2007

South Suburban College  
South Holland, Illinois

Board of Trustees Policy and Procedures Manual

---

**301.04      Annual Financial Statement**

The President will cause the staff of the Business and Accounting Office to prepare the annual financial statement. It will be presented to the Board of Trustees at a regular or special Board meeting.

The annual financial statement will be published in one newspaper generally circulated in the district in accordance with state law. The annual financial statement must be published prior to December 31<sup>st</sup> annually.

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Adopted:      April 8, 1999  
Reviewed:     July 12, 2007



## SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY25-VI.E

Board Meeting Date: April 10, 2025

### BOARD COMMITTEE

☐ Policy  
☒ Finance  
☐ Architectural  
☐ Other

☒ Operating  
☐ College Capital  
☐ Protection, Health and  
Safety

### FUNDING

☐ Grant Funded  
☐ Student Life  
☐ Special Levies

### PROPOSAL SUMMARY

Move that the Board of Trustees approve the College Insurance Committee's recommendation for the annual renewal of health and life insurance.

### ESTIMATED COST OR BENEFIT

--

### JUSTIFICATION OF ACTION

The Board of Trustees must approve the Insurance Committee's recommendation to renew our employee health and life insurance plans to ensure the continued provision of insurance benefits. 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 College Insurance Committee's recommendation for the annual renewal of health and life insurance.

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

Appropriate Vice President

4/1/25  
Date

President

4/1/25  
Date



## SOUTH SUBURBAN COLLEGE

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

### Board of Trustees

Terry R. Wells,  
**Chairman**

Vivian Payne,  
*Vice-Chair*

Anthony P. DeFilippo

Vincent Lockett

Prince Reed

Janet M. Rogers,  
*Secretary*

Joseph Whittington Jr.

Dr. Lynette D. Stokes,  
*College President*

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

To: Dr. Lynette Stokes, South Suburban College President  
From: Dr. Ruchi Jairath, Chair, Joint Insurance Committee  
Date: April 1, 2025  
Subject: Joint Insurance Committee recommendations; Medical, Vision, Dental, Telehealth and Life Insurances

The college's medical insurance plan was used more in 2024-25 as compared to the previous year. The target loss ratio was 77.8%. The college's adjusted loss ratio was 99.2% as compared to 87% last year. There were 12 high-cost claimants in the current experience period; 6 of the high-cost claimants are considered active and accounted for 47.81% of total paid claims. The resulting final proposal from Blue Cross Blue Shield (BCBS) is a 10.32% increase in premium. Initial proposal was a 19.70% premium increase. Through further negotiations with Vista, BCBSIL agreed to reduce the premium increase to 10.32%, this increase is inclusive of the bundling discount for renewing the life and dental plans.

For dental insurance, the target loss ratio was 78.3 % but the college's adjusted loss ratio was 94.2%. The resulting final proposal for dental was a 9.10% increase in dental premium.

The Insurance Committee could not consider quotes from other carriers as other carriers did not provide a quote due to heavy usage of SSC's insurance plans. However, we discussed the need to make changes within the plan, but a very slight change in premium was not worth making any changes in current copays and deductibles.

The Insurance Committee considered how plan changes may adversely affect members. After several discussions in a total of five meetings with committee members and input from Vista National, the Insurance Committee eventually voted unanimously to recommend renewing health insurance, vision insurance, dental insurance, and life insurance with BCBS without any plan changes. Additionally, the Insurance Committee voted unanimously to recommend increasing flexible spending account (FSA) limit to \$2000 from the previous limit of \$1000.

The Insurance Committee recommends the following renewals, and changes of the following plans effective July 1, 2025.

#### Recommendations:

- Retain BCBS PPO, HSA, and HMO health insurance plans. (10.32% increase)
- Retain BCBS dental. (9.10% increase)
- Retain EyeMed Vision. (No Change)
- Retain Life Insurance BCBS. (No Change)
- Retain First Stop Health for telehealth services. (No change)
- Retain Vista National as SSC's insurance consultant.

#### Recommended Changes:

- Increase the flexible spending account (FSA) limit to \$2000 (previously \$1000)

cc: Shannan Smith, Erica Humphrey, Peggy O'Connell, Jamie Welling, Patrick O'Leary, Judy McDowell, Kahlil Hogan, Cindy Bierovic, Patrick Rush.



## SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY25-VI.F

Board Meeting Date: April 10, 2025

### 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 Vista National Insurance Group, a division of Brown & Brown of Illinois, Inc. as the insurance broker of record for fiscal year 2026.

### ESTIMATED COST OR BENEFIT

--

### JUSTIFICATION OF ACTION

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

### MOTION

Move that the Board of Trustees approve the appointment of Vista National Insurance Group, a division of Brown & Brown of Illinois, Inc. as the insurance broker of record for fiscal year 2026.

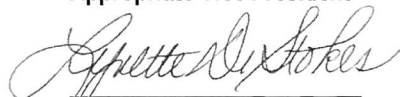
Approvals:

- \* 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



Appropriate Vice President

4/1/25  
Date



President

4/1/25  
Date



## SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY25-VI.G

Board Meeting Date: April 10, 2025

### 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 bid of Chicago Heights Construction in the total base bid amount of \$3,270,000 for Household Hazardous Waste (HHW) Facility, utilizing Cook County American Rescue Plan Act (ARPA) grant funds.

### ESTIMATED COST OR BENEFIT

The total cost is the base bid amount of \$3,270,000, utilizing Cook County American Rescue Plan Act (ARPA) grant funds.

### 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 bid of Chicago Heights Construction in the total base bid amount of \$3,270,000 for Household Hazardous Waste (HHW) Facility, utilizing Cook County American Rescue Plan Act (ARPA) grant funds.

Approvals:

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

Originator



4/1/25  
Date

Appropriate Vice President



4/1/25  
Date

President



4/1/25  
Date

March 27, 2025

Mr. Justin Papp, Director of the Physical Plant  
South Suburban College  
15800 S. State St.  
South Holland, IL 60473

Re: Household Hazardous Waste Facility  
Project No. 23-510-05

Dear Mr. Papp:

Attached please find the Bid Tally sheet for the above referenced project. There were six contractors on the bid list, but only five contractor submitted a bid.

We have spoken to the low bidder and reviewed the project scope. The bidder is comfortable with their bid.

We recommend the project be awarded to the lowest responsive bidder, Chicago Heights Construction of Chicago Heights, IL. in the total Bid amount of \$3,270,000, which includes the Base Bid only, but not the Credit Alternate.

Please do not hesitate to call should you have any questions.

Respectfully submitted,

Planera Architects

  
Lee Reid Jr., Architect

Enclosure: Bid Tabulation Sheet and Proposal Form

cc:



**BID TABULATION SHEET**  
Planera+Reid Architects

**Household Hazardous Waste Facility**

Project No. 23-510-05

Bid Opening: 3/25/2025  
10:30 a.m.

Contractor Name	Bid Security	Addendum #1	Addendum #2	Base Bid	Alternate	Alternate	Remarks
					Smaller Hazardous Storage unit per Addendum #1		
					<b>Deduct</b>		
ALL Construction Group	x	x		\$3,918,000.00	(\$299,730.00)		
Chicago Heights Construction Company	x	x		\$3,270,000.00	(\$262,000.00)		
CMM Group, Inc.	x	x		\$3,507,418.00	(\$250,000.00)		
Complete Construction Resources	x	x		\$3,312,000.00	(\$250,000.00)		
Industria Inc.							No bid
Pacific Construction	x	x		\$3,533,684.00	(\$202,661.00)		

## Personnel



## SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY25-VII.A.1

Board Meeting Date: April 10, 2025

### 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 Henderson, Trades II Maintenance Worker in the Plant Operations Department, effective June 30, 2025, and grant permission to advertise to fill the vacated position.

### ESTIMATED COST OR BENEFIT

N/A.

### JUSTIFICATION OF ACTION

Please see the attached retirement letter from Mr. Henderson. 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 Henderson, Trades II Maintenance Worker in the Plant Operations Department, effective June 30, 2025, and grant permission to advertise to fill the vacated position.

Approvals:

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

\_\_\_\_\_  
Originator

3/26/25  
Date

Charlotte Guyton  
Director of Human Resources

3/26/25  
Date

Batoul Bui  
Appropriate Vice President

3/26/25  
Date

James Stokes  
President

3/26/25  
Date

March 21, 2025

Dear Kevin Hickey,

After 12 wonderful years with South Suburban College, I am writing to formally announce my retirement, effective June 30, 2025. This decision comes with mixed emotions as I reflect on the incredible experiences, friendships, and opportunities I have had during my time here.

Working in the Physical Plant Department has been a rewarding journey. I have truly enjoyed being part of a team that works diligently behind the scenes to maintain and support the daily operations of this institution. I am grateful for the camaraderie, the professional growth, and the many memories that I will carry with me into retirement.

Per **Section 23.1A** and **Section 23.3** of the retirement supplement, I am eligible for the **\$7,000 one-time payment** and the **22.5% five-years**. Please advise on the next steps to ensure a smooth transition regarding these benefits.

Thank you again for everything. I am truly grateful for the opportunity to have been part of this organization.

Sincerely,

A handwritten signature in cursive script that reads "Michael Henderson". The signature is written in dark ink and is positioned below the word "Sincerely,".

Michael Henderson



## SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY25-VII.A.2

Board Meeting Date: April 10, 2025

### 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 Daphne Brown as a Financial Aid Technician in the Financial Aid Department, effective March 28, 2025, and grant permission to advertise to fill the vacated position.

### ESTIMATED COST OR BENEFIT

N/A.

### JUSTIFICATION OF ACTION

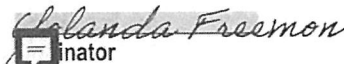
Please see the attached retirement letter from Ms. Brown. Replacement of this position aligns with Strategic Direction 3.0; South Suburban College will ensure the financial, physical and technological resources necessary to support educational programs and promote continuous innovation and sustainability.

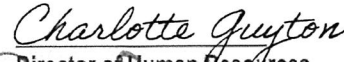
### MOTION

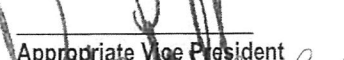
Move that the Board of Trustees approve the resignation of Daphne Brown as a Financial Aid Technician in the Financial Aid Department, effective March 28, 2025, and grant permission to advertise to fill the vacated position.


### 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

  
\_\_\_\_\_  
Chelanda Freeman  
Director  
Date 3/27/25

  
\_\_\_\_\_  
Charlotte Guyton  
Director of Human Resources  
Date 3/27/25

  
\_\_\_\_\_  
Appropriate Vice President  
Date 3/27/25

  
\_\_\_\_\_  
Daphne Brown  
President  
Date 3/27/25

March 10, 2025

Dear Lilli Willingham and Yolanda Freemon,

Please accept this letter as my formal resignation from my position as Financial Aid Technician at South Suburban College. My last day of work will be Friday March 28th, 2025.

I would like to express my gratitude for the opportunities and experiences I have had during my time at SSC. I have learned so much and developed valuable skills that I will continue to carry with me throughout my career.

I have thoroughly considered my personal and professional goals and have decided that it is time for me to explore new opportunities that align more closely with my long-term aspirations. Although I have enjoyed my time at SSC and appreciate the valuable experiences gained during my tenure, I believe it's in my best interest to seek new challenges and experiences that will help me grow and develop in my career.

Thank You again for the support and guidance you both have provided me during my time at SSC. I wish the school, and my fellow colleagues continued success and growth.

Sincerely,

Daphne Brown

A handwritten signature in black ink, appearing to read 'Daphne Brown', with a long horizontal line extending to the right.



## SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY25-VII.A.3

Board Meeting Date: April 10, 2025

### 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 Debra L. Lamoureux as an Administrative Assistant II in the Publications Department, effective July 31, 2025, and grant permission to advertise to fill the vacated position.

### ESTIMATED COST OR BENEFIT

N/A.

### JUSTIFICATION OF ACTION

Please see the attached retirement letter from Ms. Lamoureux. 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 Debra L. Lamoureux as an Administrative Assistant II in the Publications Department, effective July 31, 2025, and grant permission to advertise to fill the vacated position.

### Approvals:

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

Dr. Kellie C. Martin

Originator

4/4/25

Date

Charlotte Hugston  
Director of Human Resources

4/4/25

Date

Spencer Stokes  
President

4/4/25

Date

March 28, 2025

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

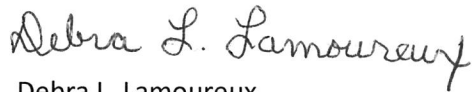
Community College District 510 Board of Trustees,

Please accept this letter as my intent to retire from South Suburban College as Administrative Assistant, Publications/Public Relations Department, effective July 31, 2025, under the terms and conditions as stated in the Article of the XXIII SSCSSA Agreement between the Board and the South Suburban College Support Staff Association pertaining to the SSC Retirement Plan Benefits. Per **Section 23.1A** I am eligible for **\$7000** one-time payment and **Section 23.3** Retirement Supplement of **22.5%** for five-years.

My 25 years of employment at South Suburban College has been an honor and a blessing. I will miss working with the staff and SSC community.

Thank you for the opportunity.

All the best,

A handwritten signature in cursive script that reads "Debra L. Lamoureux". The signature is written in dark ink and is positioned above the printed name.

Debra L. Lamoureux  
Cc: Dr. Lynette Stokes





## SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY25-VII.B.1

Board Meeting Date: April 10, 2025

### BOARD COMMITTEE

\_\_\_\_ Policy  
\_\_\_\_ Finance  
\_\_\_\_ Architectural  
\_\_\_\_ Other

\_\_\_\_ Operating  
\_\_\_\_ College Capital  
\_\_\_\_ Protection, Health and  
Safety

### FUNDING

  x   Grant Funded  
\_\_\_\_ Student Life  
\_\_\_\_ Special Levies

### PROPOSAL SUMMARY

Move that the Board of Trustees approve the appointment of Dena High-Rogers as a full-time, grant-funded Program Director for the Multicultural Wellness Center, utilizing Mental Health Early Action on Campus (MHEAC) grant funds, effective April 21, 2025.

### 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 \$65,000 plus benefits.

### 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 Dena High-Rogers as a full-time, grant-funded Program Director for the Multicultural Wellness Center, utilizing Mental Health Early Action on Campus (MHEAC) grant funds, effective April 21, 2025.

### 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

AD Jones  
Originator

3/27/25  
Date

Charlotte Hymns  
Director of Human Resources

3/27/25  
Date

[Signature]  
Appropriate Vice President

3/27/25  
Date

[Signature]  
President

3/27/25  
Date



## SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY25-VII.B.2

Board Meeting Date: April 10, 2025

### BOARD COMMITTEE

\_\_\_\_ Policy  
\_\_\_\_ Finance  
\_\_\_\_ Architectural  
\_\_\_\_ Other

x

Operating  
College Capital  
Protection, Health and  
Safety

### FUNDING

\_\_\_\_ Grant Funded  
\_\_\_\_ Student Life  
\_\_\_\_ Special Levies

### PROPOSAL SUMMARY

Move that the Board of Trustees approve the appointment of Michael Kraninas as a full-time Trades II Maintenance Worker in the Plant Operations Department, effective April 14, 2025.

### ESTIMATED COST OR BENEFIT

This is a regular full-time position; 35 hours per week, 52 weeks per year, classified Grade X on the Support Staff Salary Schedule, with a beginning annual salary of \$46,537 plus benefits.

### JUSTIFICATION OF ACTION

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

### MOTION

Move that the Board of Trustees approve the appointment of Michael Kraninas as a full-time Trades II Maintenance Worker in the Plant Operations Department, effective April 14, 2025.

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

3/27/25  
Date

Director of Human Resources

3/27/25  
Date

Appropriate Vice President

3/27/25  
Date

President

3/27/25  
Date



## SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY25-VII.B.3

Board Meeting Date: April 10, 2025

### BOARD COMMITTEE

☐ Policy  
☐ Finance  
☐ Architectural  
☐ Other

☒

Operating  
College Capital  
Protection, Health and  
Safety

### FUNDING

☐ Grant Funded  
☐ Student Life  
☐ Special Levies

### PROPOSAL SUMMARY

Move that the Board of Trustees approve the appointment of Dr. Jocelyn Betts as a full-time Manager of Clinical Coordination and Basic Nurse Assistant Training Program, effective April 14, 2025.

### ESTIMATED COST OR BENEFIT

This is a full-time technical professional exempt position (TPE); 40 hours per week, 52 weeks per year, with a beginning annual salary of \$65,000 plus benefits.

### 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. Jocelyn Betts as a full-time Manager of Clinical Coordination and Basic Nurse Assistant Training Program, effective April 14, 2025.

### 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

Linda Brown-Aldridge, DNP, RN

Originator

3/27/25

Date

Charlotte Guyton  
Director of Human Resources

3/27/25

Date

Tasha S. Williams  
Appropriate Vice President

3/27/25

Date

Spette Stokes  
President

3/27/25

Date



## SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY25-VII.C.1

Board Meeting Date: April 10, 2025

### 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 and the South Suburban College Faculty Association concerning the Life Sciences Department Chair Election.

### ESTIMATED COST OR BENEFIT

N/A

### JUSTIFICATION OF ACTION

This action aligns with Strategic Direction 2.6; Ensure instructional programs, academic support, and student support initiatives are designed to serve a diverse student population.

### MOTION

Move that the Board of Trustees approve the Memorandum of Understanding between Community College District No. 510 and the South Suburban College Faculty Association concerning the Life Sciences Department Chair Election.

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

*Jasha L. Williams*

Appropriate Vice President

4/4/25

Date

*Charlotte Guyton*

Director of Human Resources

4/4/25

Date

*Spencer Stokes*

President

4/4/25

Date

# **MEMORANDUM OF UNDERSTANDING**

## **BETWEEN**

### **SOUTH SUBURBAN COLLEGE**

### **AND THE SOUTH SUBURBAN COLLEGE FACULTY ASSOCIATION**

This Memorandum of Understanding is made on the 10th day of April 2025, by and between the South Suburban Community College District No. 510, Cook County, Illinois (hereafter the "COLLEGE") and the South Suburban College Faculty Association (hereafter "SSCFA").

Whereas the Life Science Department is currently without a Chairperson, as there were no nominations for the 2024-2026 election term;

Whereas both the COLLEGE and SSCFA believe it is best to hold a special election for the Life Sciences Department Chairperson, rather than wait until the regularly scheduled election in the Spring 2026 semester;

NOW, THEREFORE, IN CONSIDERATION OF THESE PREMISES, it is agreed between the COLLEGE and the SSCFA as follows:

1. **ELECTION DATE:** The Life Sciences Department will hold a special election for the position of Department Chair before June 1, 2025.
2. **TERM OF THE POSITION:** The faculty member elected as Department Chair will serve a one-year term from June 1, 2025 through May 31, 2026.
3. **WAIVER:** By executing this MOU, the COLLEGE and the SSCFA agree not to grieve any of the terms and conditions stated herein.
4. **JURISDICTION:** This MOU shall be governed by and construed in accordance with the substantive laws of the State of Illinois regardless of any conflict of laws provision. All disputes arising out of this Agreement, wherever derived, will be resolved in the Circuit Court of Cook County, Illinois
5. **NOTICE:** Any notice or communication permitted or required under this Agreement shall be in writing and shall become effective on the day of mailing thereof by first class mail or certified mail, postage prepaid, addressed:

If to the COLLEGE, to:      Dr. Lynette Stokes, President  
South Suburban Community College District #510  
15800 South State Street  
South Holland, Illinois 60473

If to the SSCFA, to:      Mr. Jamie Welling, SSCFA President  
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 agree that the terms stated herein shall apply only to the Life Sciences Department Chair election, for a one-year term beginning in

the Summer 2025 semester and concluding with the end of the Spring 2026 semester, unless there is a written MOU executed between the Parties in the future. 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 execution and may not be revoked by any party unless mutually agreed in writing by the authorized agent of the party.
8. ENTIRE AGREEMENT: This Agreement contains the entire agreement between the COLLEGE and the SSCFA with respect to the subject matter hereof, and there are no understandings, representations, or warranties of any kind between the COLLEGE and the SSCFA except those expressly set forth herein.
9. AMENDMENTS: This Agreement may not be modified except by written approval of the COLLEGE and the SSCFA.

SOUTH SUBURBAN COLLEGE

SOUTH SUBURBAN COLLEGE  
FACULTY ASSOCIATION

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

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

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

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