

SOUTH SUBURBAN COLLEGE



May 8, 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
FINANCE COMMITTEE MEETING AGENDA
HILL, CHAIR; TRUSTEES DALY AND WILLIAMS
THURSDAY, MAY 8, 2025
5:50 PM

- I. Approval to accept the bids of the lowest qualified bidder for the Atrium Project utilizing Department of Commerce and Economic Opportunity (DCEO) grant funds



BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE
15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS
BOARD ROOM, SUITE 2248
REGULAR BOARD MEETING AGENDA
THURSDAY, MAY 8, 2025
6:00 PM

- I. CALL TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. PUBLIC PARTICIPATION**
- IV. PRESENTATIONS/REPORTS**
 - A. 2025 Student Art Purchase Awards (Pamela Planera)
 - B. 2025 President's Leadership Awards (Dr. Lynette D. Stokes)
- V. APPROVAL OF MINUTES OF PREVIOUS MEETINGS**
 - A. Special Board of Trustees Meeting held April 29, 2025
- VI. NEW BUSINESS**
 - A. Monthly Financial Report (Thomas Agnew)
 - B. Approval of the payment of bills for April, 2025 (Thomas Agnew)
 - C. Approval to accept the bids of the lowest qualified bidder for the Atrium Project utilizing Department of Commerce and Economic Opportunity (DCEO) grant funds (Tyhani Hill)
- VII. PERSONNEL RECOMMENDATIONS**
 - A. Retirements/Resignations/Terminations
 - B. Appointments
 - C. Approval to Return to Previous Position
 - D. Approval to Create and Advertise
- VIII. CLOSED SESSION**
 - A. The Board to consider meeting in Closed Session for the discussion of the hiring, discipline, performance, and compensation of certain personnel, dismissal of specific volunteers, dismissal of specific independent contractors, matters of collective bargaining, acquisition of real property, and matters of pending, probable, or imminent litigation.
- IX. MISCELLANEOUS**
- X. ADJOURNMENT**

BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE

15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS

BOARD ROOM, SUITE 2248

SPECIAL ORGANIZATIONAL BOARD MEETING MINUTES

TUESDAY, APRIL 29, 2025

I. CALL TO ORDER & ROLL CALL:

At 6:01 p.m., Chairman Terry Wells called the Special Organizational Meeting of the Board of Trustees of South Suburban College, Illinois Community College District No. 510 to order. The meeting was held in the Board Room, Suite 2248.

Present: Chairman Terry Wells, Secretary Janet Rogers and Trustees Kevin L. Daly, Sherelene A. Harris, Anthony Williams and Student Trustee Grace Ojo.

Absent: Trustees Anthony DeFilippo and Vivian Payne.

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:

There was none.

IV. PREVIOUS MEETING MINUTES

A. Policy Committee Meeting held April 10, 2025

Trustee Rogers moved and Trustee Daly seconded to approve the minutes of the Policy Committee meeting held April 10, 2025. On roll call, Trustees Kevin L. Daly, Sherelene A. Harris, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Grace Ojo vote aye. Nays: None. Motion carried.

B. Finance Committee Meeting held April 10, 2025

Trustee Daly moved and Trustee Rogers seconded to approve the minutes of the Finance Committee meeting held April 10, 2025. On roll call, Trustees Kevin L. Daly, Sherelene A. Harris, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Grace Ojo vote aye. Nays: None. Motion carried.

C. Regular Board of Trustees Meeting held April 10, 2025

Trustee Harris moved and Trustee Rogers seconded to approve the minutes of the Regular Board of Trustees meeting held April 10, 2025. On roll call, Trustees Kevin L. Daly, Sherelene A. Harris, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Grace Ojo vote aye. Nays: None. Motion carried.

V. NEW BUSINESS

A. Approval of the election results as certified by the Cook County Board of Elections for the April 1, 2025 South Suburban College District 510 Trustees' Elections

Trustee Rogers moved and Trustee Williams seconded to approve the election results as certified by the Cook County Board of Elections for the April 1, 2025 South Suburban College District 510 Trustees' Elections. On roll call, Trustees Kevin L. Daly, Sherelene A. Harris, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Grace Ojo vote aye. Nays: None. Motion carried.

VI. MISCELLANEOUS

There was none.

VII. ADJOURNMENT SINE DIE

At 6:03 p.m. Chairman Terry Wells adjourned the Special Board Meeting Sine Die. On roll call, Trustees Kevin L. Daly, Sherelene A. Harris, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Grace Ojo vote aye. Nays: None. Motion carried.

Chairman of the Board

Secretary of the Board

BOARD OF TRUSTEES OF SOUTH SUBURBAN COLLEGE

15800 S. STATE STREET, SOUTH HOLLAND, ILLINOIS

BOARD ROOM, SUITE 2248

RECONVENED SPECIAL ORGANIZATIONAL BOARD MEETING MINUTES

TUESDAY, APRIL 29, 2025

I. CALL TO ORDER:

At 6:04 p.m., Dr. Lynette D. Stokes called the Special Organizational 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.

II. OATH OF OFFICE

Judge D. Renee Jackson Administered the Oath of Office to newly elected Trustees Tyhani Hill and Prince Reed.

III. ROLL CALL

Present: Trustees Kevin L. Daly, Sherelene A. Harris, Tyhani Hill, Prince Reed, Janet Rogers, Terry Wells, Anthony Williams and Student Trustee Grace Ojo.

Absent: none.

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.

IV. NEW BUSINESS

A. Appointment of Chairman Pro Tempore

Pursuant to State Statute (110 ILCS 805/3-8) (from Ch. 122, par. 103-8), Dr. Lynette D. Stokes served as Chairman Pro Tempore to preside over the nomination and election of Chairperson of the Board of Trustees.

B. Board of Trustees Reorganization

1. Trustee Rogers moved and Trustee Harris seconded to nominate Terry Wells to serve as Chairman of the Board of Trustees. On roll call, Trustees Kevin L. Daly, Sherelene A. Harris, Tyhani Hill, Prince Reed, Janet Rogers, Terry Wells, Anthony Williams and Student Trustee Grace Ojo voted aye. Nays: None. Motion carried.

2. Trustee Hill moved and Trustee Rogers seconded to nominate Kevin L. Daly to serve as Vice Chairperson of the Board of Trustees. On roll call, Trustees Kevin L. Daly, Sherelene A. Harris, Tyhani Hill, Prince Reed, Janet Rogers, Anthony Williams, Chairman Terry Wells and Student Trustee Grace Ojo voted aye. Nays: None. Motion carried.

3. Trustee Reed moved and Trustee Daly seconded to nominate Sherelene A. Harris to serve as Secretary of the Board of Trustees. On roll call, Trustees Kevin L. Daly, Sherelene A. Harris, Tyhani Hill, Prince Reed, Janet Rogers, Terry Wells, Anthony Williams and Student Trustee Grace Ojo voted aye. Nays: None. Motion carried.

C. Acceptance of the Board of Trustees Regular Meeting Schedule for the remainder of 2025, as amended

Trustee Rogers moved and Trustee Hill seconded to accept the Board of Trustees Regular Meeting Schedule for the remainder of 2025. On roll call, Trustees Kevin L. Daly, Sherelene A. Harris, Tyhani Hill, Prince Reed, Janet Rogers, Terry Wells, Anthony Williams and Student Trustee Grace Ojo voted aye. Nays: None. Motion carried.

D. Board of Trustees Appointments

1. Chairman Terry Wells appointed Trustee Janet Rogers to serve as Illinois Community College Trustees Association (ICCTA) Representative.
2. Chairman Terry Wells appointed Terry Wells to serve as Illinois Community College Trustees Association (ICCTA) Alternate Representative.
3. Chairman Terry Wells appointed Patrick Rush to serve as Secretary to the Board of Trustees.
4. Chairman Terry Wells appointed Thomas Agnew to serve as Treasurer for the Board of Trustees.
5. Chairman Terry Wells appointed Christin Miller to serve as Clerk to the Board of Trustees.

E. Appointment of Board Committees

1. Chairman Terry Wells appointed Trustee Prince Reed to Chair the Architectural Committee with Trustees Sherelene A. Harris and Anthony Williams.
2. Chairman Terry Wells appointed Trustee Sherelene A. Harris to Chair the Audit Committee with Trustees Tyhani Hill and Prince Reed.
3. Chairman Terry Wells appointed Trustee Tyhani Hill to Chair the Finance Committee with Trustees Kevin L. Daly and Anthony Williams.
4. Chairman Terry Wells appointed Trustee Kevin L. Daly to Chair the Legislative Committee with Trustees Sherelene A. Harris and Janet Rogers.
5. Chairman Terry Wells appointed Trustee Janet Rogers to Chair the Policy Committee with Trustees Prince Reed and Anthony Williams.

V. ADJOURNMENT

At 6:20 p.m. Chairman Terry Wells adjourned the Special Board Meeting on a motion made by Trustee Rogers and seconded by Trustee Reed. On roll call, Trustees Kevin L. Daly, Sherelene A. Harris, Tyhani Hill, Prince Reed, Janet Rogers, Terry Wells, Anthony Williams and Student Trustee Grace Ojo voted aye. Nays: None. Motion carried.

Chairman of the Board

Secretary of the Board



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY25-VI.A

Board Meeting Date: May 08, 2025

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 March 31, 2025. 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

5/1/25

Date

Patricia Ruel

Appropriate Vice President

5/1/25

Date

Spencer Stokes

President

5/1/25

Date

SOUTH SUBURBAN COLLEGE
South Holland, Illinois

To: Board of Trustees

From: CFO - Thomas Agnew

Date: May 1, 2025

Subject: Financial Report For The Period Ending March 31, 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>
\$1,451,401.10	\$22,120,914.50
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$2,079,328.62	\$24,002,771.00

Activity for the month and year to date totals in all funds are as follows:

<u>Monthly Revenue</u>	<u>Year to Date Revenue</u>
\$3,576,288.25	\$37,347,292.17
<u>Monthly Expenditures</u>	<u>Year to Date Expenditures</u>
\$3,266,784.85	\$36,818,775.33
<u>Net Monthly Position</u>	<u>Year to Date Net Position</u>
\$309,503.40	\$528,516.84

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>
\$10,511,246.20	3.37%	(12)

SOUTH SUBURBAN COLLEGE
South Holland, Illinois

	Revenue Educational	Revenue O&M	Monthly Total
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	\$973,699.52	\$477,701.58	\$1,451,401.10
April			\$0.00
May			\$0.00
June			\$0.00
YTD	\$19,639,853.85	\$2,481,060.65	\$22,120,914.50

	Expenditures Educational	Expenditures O&M	Monthly Total
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	\$1,672,926.87	\$406,401.75	\$2,079,328.62
April			\$0.00
May			\$0.00
June			\$0.00
YTD	\$20,658,020.96	\$3,344,750.04	\$24,002,771.00

SOUTH SUBURBAN COLLEGE
South Holland, Illinois

	Revenues All Funds	Expenditures All Funds	Monthly Total
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	\$3,576,288.25	\$3,266,784.85	\$309,503.40
April			\$0.00
May			\$0.00
June			\$0.00
YTD	\$37,347,292.17	\$36,818,775.33	\$528,516.84

	Investment Total	Average Rate of Return	Basis Point Change from Last Month
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	\$10,511,246.20	3.37%	(12)
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		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	1/31/25	9,283,379.97	0.00	798,819.25	0.00
Transactions:					
Illinois Fund MM deposit from Comptroller	3/6/25	25,392.00			
Illinois Fund MM deposit from Comptroller	3/6/25	39,786.80			
Illinois Fund MM deposit from Comptroller	3/7/25	8,370.00			
Illinois Fund MM deposit from Comptroller	3/7/25	50,344.65			
Illinois Fund MM deposit from Comptroller	3/10/25	4,166.67			
Illinois Fund MM deposit from Comptroller	3/10/25	276.00			
Illinois Fund MM deposit from Comptroller	3/13/25	61,226.00			
Illinois Fund MM deposit from Comptroller	3/21/25	1,042.00			
Illinois Fund MM deposit from Comptroller	3/26/25	123,472.99			
Illinois Fund MM deposit from Comptroller	3/29/25	2,470.40			
Illinois Fund MM deposit from Comptroller	3/29/25	76,149.49			
Interest on Illinois Funds MM	3/31/25	3,153.81			
Interest on 53 MM	3/31/25	16,810.29			
PFM Interest	3/31/25	9,228.94			
Ending Balance:		9,705,270.01	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		1,063,987.20	0.00	0.00	0.00
53 Contributory Trust		0.00	0.00	0.00	0.00
PFM Asset Management		2,515,251.79	0.00	0.00	0.00
IIIT Money Market/UMB		(0.00)	0.00	0.00	0.00
53 Financial Money Market		6,126,031.02	0.00	798,819.25	0.00
Totals	3/31/25	9,705,270.01	0.00	798,819.25	0.00

SOUTH SUBURBAN COLLEGE

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SOUTH SUBURBAN COLLEGE

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SOUTH SUBURBAN COLLEGE

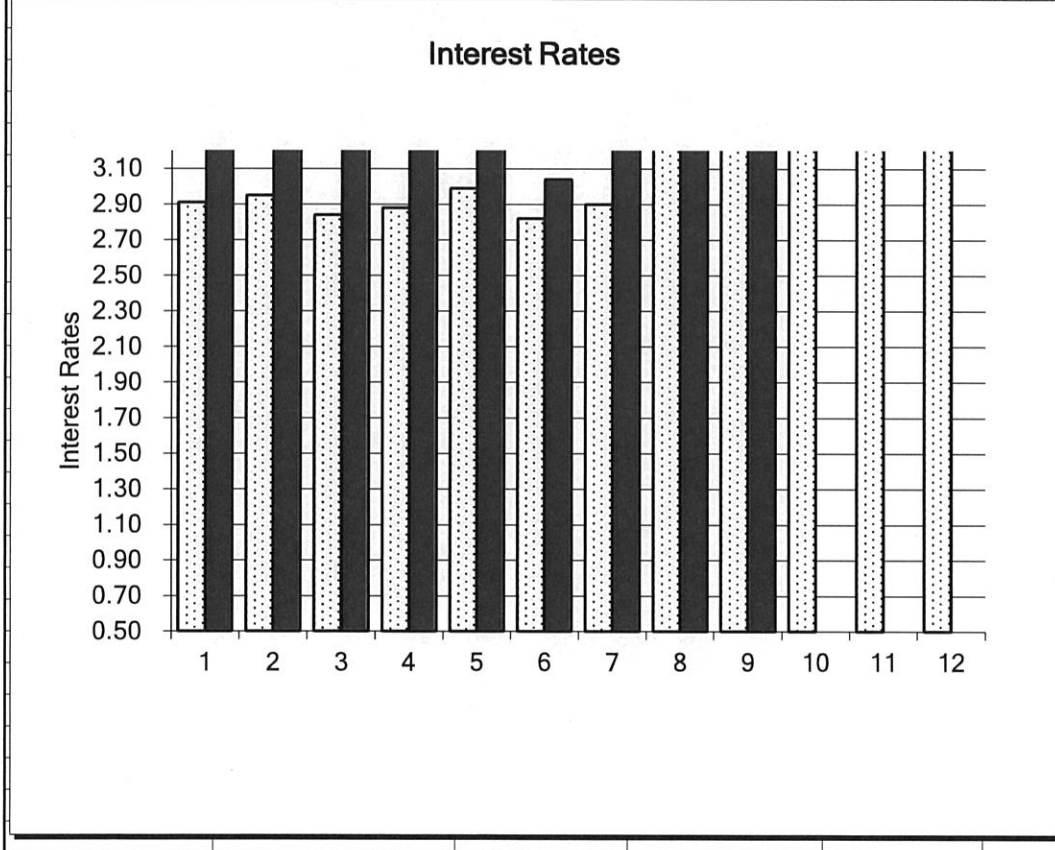
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SOUTH SUBURBAN COLLEGE

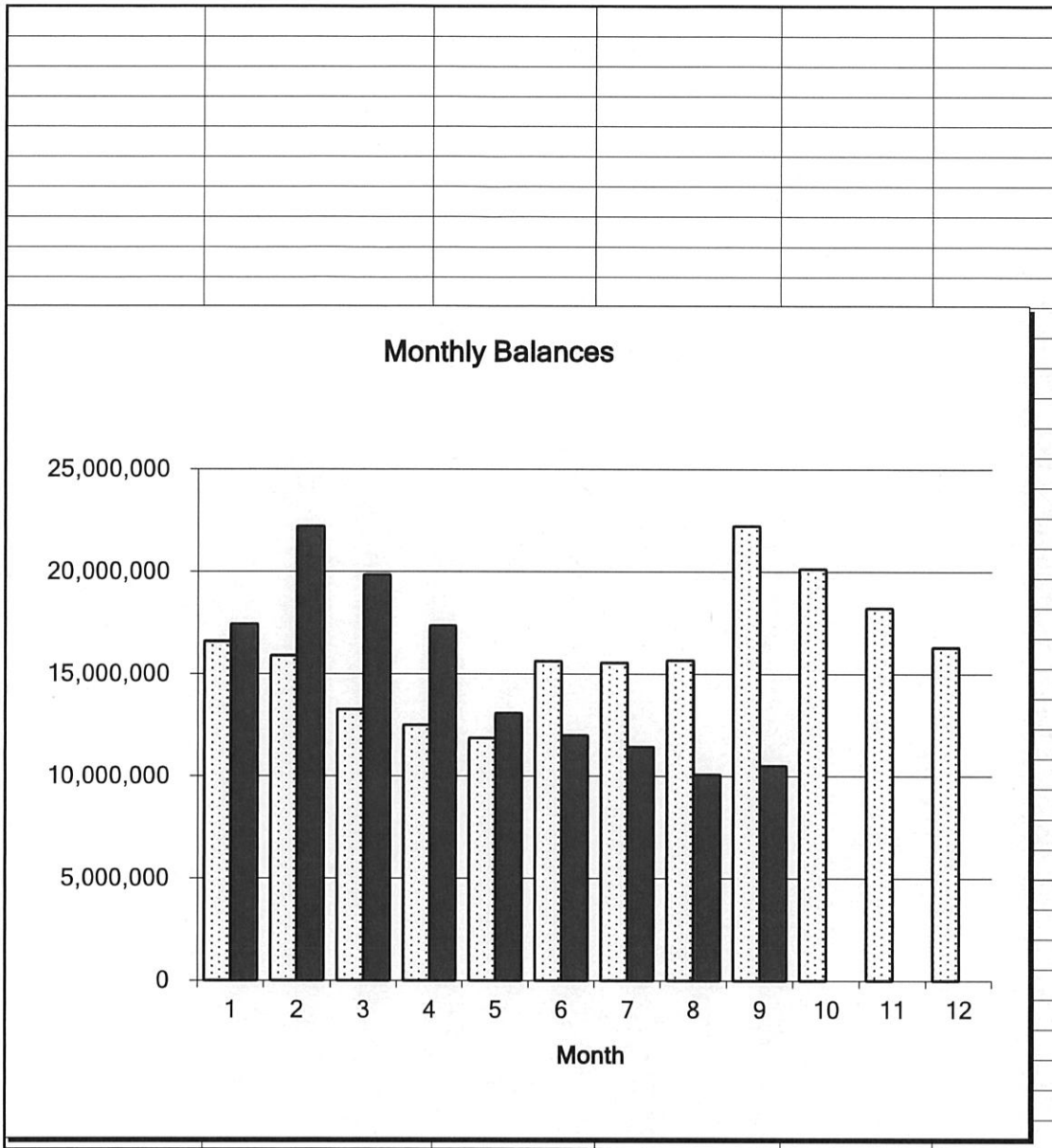
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South Suburban College

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	10,511,246	3.37
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.B

Board Meeting Date: May 8, 2025

BOARD COMMITTEE

____ Policy
____ Finance
____ Architectural
____ Other

 x Operating
 x College Capital
 x Protection, Health and
Safety

FUNDING

 x Grant Funded
 x Student Life
 x Special Levies

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	\$2,074,737.07
Operations & Maintenance Fund	\$406,284.71
Operations & Maintenance Fund Restricted	\$18,750.00
Auxiliary Enterprise Fund	\$99,426.76
Restricted Fund	\$590,761.70
Flex Plan Fund	\$1,104.22
Special Levies Fund	\$36,198.58
Total	\$3,227,263.04

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

Chief Financial Officer

Batoul Buel

Appropriate Vice President

Shette Stokes

President

05/01/2025

Date

5/1/25

Date

5/1/25

Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY25-VI.C

Board Meeting Date: May 8, 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 bids of the lowest qualified bidder for the Atrium Project utilizing Department of Commerce and Economic Opportunity (DCEO) grant funds.

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 accept the bids of the lowest qualified bidder for the Atrium Project utilizing Department of Commerce and Economic Opportunity (DCEO) 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

Patricia Ruel

Appropriate Vice President

Shirley D. Stokes

President

4/29/25
Date

4/29/25
Date

4/29/25
Date

Personnel



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY25-VII.A.1

Board Meeting Date: May 8, 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 Keith Sankey, Jr. as a full-time Police Officer in the Campus Police Department, effective May 10, 2025, and grant permission to advertise to fill the vacated position.

ESTIMATED COST OR BENEFIT

N/A

JUSTIFICATION OF ACTION


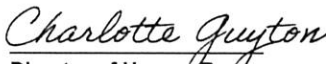
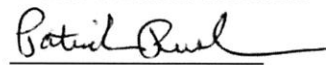
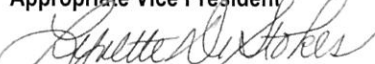
Replacement of this position aligns with Strategic Direction 3.0; South Suburban College will ensure the financial, physical and technological resources necessary to support educational programs and promote continuous innovation and sustainability.

MOTION

Move that the Board of Trustees approve the resignation of Keith Sankey, Jr. as a full-time Police Officer in the Campus Police Department, effective May 10, 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

	<u>4/30/25</u>
Originator	Date
	<u>4/30/25</u>
Director of Human Resources	Date
	<u>4/30/25</u>
Appropriate Vice President	Date
	<u>4/30/25</u>
President	Date

Keith Sankey Jr
Keiths13x@yahoo.com
773-791-1274
4/22/2025

To Whom It May Concern,

Please accept this letter as formal notice of my resignation from the South Suburban College Police Department, effective, 5/10/2025.

This decision was not made lightly, as I have genuinely valued the opportunity to work with such a dedicated team. I've accepted a new position that aligns with my long-term career goals in law enforcement. I am grateful for the experiences and knowledge I've gained while working alongside outstanding officers. I would like to especially thank Chief Williams for not only giving me the opportunity to be a part of this department, but also for the mentorship and support throughout my journey. His guidance and leadership have had a lasting impact on my development as a Police Officer, and I will carry those lessons with me into the next chapter of my career.

Thank you again for the opportunity to serve this department. I wish the team continued success and hope to stay in touch.

Sincerely,
Keith Sankey Jr

A handwritten signature in black ink, appearing to be 'K. Sankey', with a large, sweeping loop at the end.



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY25-VII.B.1

Board Meeting Date: May 8, 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 Chiquita Jones-McKenzie as a full-time Campus Police Officer in the Campus Police Department, effective July 7, 2025.

ESTIMATED COST OR BENEFIT

This is a regular full-time position; 35 hours per week, 52 weeks per year, classified Grade XI on the Support Staff Salary Schedule, with a beginning annual salary of \$50,578.00 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 Chiquita Jones-McKenzie as a full-time Campus Police Officer in the Campus Police Department, effective July 7, 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

Ramona Williams

4/29/25
Date

Director of Human Resources

Charlotte Guyton

4/29/25
Date

Appropriate Vice President

Batool Buel

4/29/25
Date

President

Spencer Stokes

4/29/25
Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY25-VII.B.2

Board Meeting Date: May 8, 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 Jacques Rivera as a full-time Campus Police Officer in the Campus Police Department, effective July 7, 2025.

ESTIMATED COST OR BENEFIT

This is a regular full-time position; 35 hours per week, 52 weeks per year, classified Grade XI on the Support Staff Salary Schedule, with a beginning annual salary of \$50,578.00 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

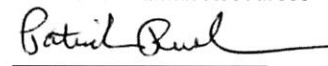
Move that the Board of Trustees approve the appointment of Jacques Rivera as a full-time Campus Police Officer in the Campus Police Department, effective July 7, 2025.

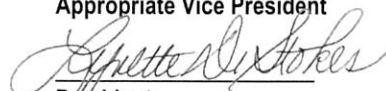
Approvals:

- * 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 4/29/25
Date


Director of Human Resources 4/29/25
Date


Appropriate Vice President 4/29/25
Date


President 4/29/25
Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY25-VII.B.3

Board Meeting Date: May 8, 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 Justin Sorrell as a full-time Human Resources Manager in the Human Resources Department, effective May 19, 2025.

ESTIMATED COST OR BENEFIT

This is a full-time Technical Professional Exempt (TPE) position; 35 hours per week, 52 weeks per year, with a beginning annual salary of \$70,000.

JUSTIFICATION OF ACTION

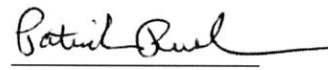
This action aligns with Strategic Direction 3.0; South Suburban College will ensure the financial, physical and technological resources necessary to support educational programs and promote continuous innovation and sustainability.

MOTION

Move that the Board of Trustees approve the appointment of Justin Sorrell as a full-time Human Resources Manager in the Human Resources Department, effective May 19, 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


4/29/25
Date


Director of Human Resources

4/29/25
Date


Appropriate Vice President

4/29/25
Date


President

4/29/25
Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY25-VII.C.1

Board Meeting Date: May 8, 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 grant approval for John Casella to return to his previous role as a Trades II Maintenance Worker in the Plant Operations Department, effective May 12, 2025, and grant permission to advertise to fill the vacated position.

ESTIMATED COST OR BENEFIT

The position of Trades II 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 \$46,537.00 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 grant approval for John Casella to return to his previous role as a Trades II Maintenance Worker in the Plant Operations Department, effective May 12, 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

Originator

4/29/25
Date

Charlotte Guyton
Director of Human Resources

4/29/25
Date

Patricia Buel
Appropriate Vice President

4/29/25
Date

Shirley Stokes
President

4/29/25
Date



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY25-VII.D.1

Board Meeting Date: May 8, 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 grant approval to create and advertise the full-time position of Nursing Laboratory & Simulation Manager.

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 \$65,000.

JUSTIFICATION OF ACTION

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

MOTION

Move that the Board of Trustees grant approval to create and advertise the full-time position of Nursing Laboratory & Simulation Manager.

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

4/29/25
Date

Charlotte Guyton
Director of Human Resources

4/29/25
Date

Tasha S. Williams
Appropriate Vice President

4/29/25
Date

Spencer Stokes
President

4/29/25
Date



SOUTH SUBURBAN COLLEGE

Job Description

Job Title: Nursing Laboratory & Simulation Manager
Division: Academic Services
Department: Nursing
Reports To: Dean of Nursing
FLSA Status: Technical/Professional/Exempt
DATE: 2025

SUMMARY

Responsible for the leadership, management and oversight of the skills and simulation nursing laboratories and nursing and simulation mid and high-fidelity equipment. Coordinates with faculty to provide an immersive simulation learning experience for students. Responsible for the management and supervision of all nursing lab Support Staff, part-time staff, and student workers and their associated functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Provides leadership and management of the of staff in multiple nursing laboratories (i.e., clinical simulation lab, the general nursing labs, and the BNATP lab) for use by faculty and students as a part of nursing courses; collaborates with faculty for the development of clinical simulation activities; coordinates and supervises Support Staff in the maintenance and set-up of equipment for lab activities and simulation to include, instructional technology equipment, clinical simulation mannequins, video learning management systems and other associated teaching/learning materials

Collaborates with faculty to develop interventions strategies, plans and facilitate simulations which meet course objectives and student learning outcomes and are consistent with current evidence-based simulation, the Illinois Department of Financial and Professional Regulation (IDFPR), and Accreditation Commission on Education in Nursing, Inc. (ACEN). Oversees and assists with lab practice with students and faculty, oversees and assists with simulations, evaluates and remediates students in simulation and laboratory skills, and helps faculty validate skill acquisition.

Oversees the documentation of all instructional activities and strategies employed, including all lab activities and related simulation activities, student remediation progress, student attendance, completion, and other relevant data, for the purposes of continuous quality improvement and maintaining the Nursing Program's accreditation. Creates an open laboratory schedule for students to practice skills. Supervises students during open laboratory practice sessions and assists faculty and students during scheduled lab sessions. Maintains all maintenance agreements and other warranty agreements for the lab and simulation equipment and systems. Evaluates and assists in the procurement of clinical equipment and supplies, coordinates with the primary clinical sites to ensure our equipment meets the current standards of clinical practice sites.

Manages staff in safe disposal of damaged nursing supplies and equipment. Provide oversight of staff in establishing and maintaining of the system for disposable biohazardous, cleaning and storage of linen and

cloth supplies, removal and security of high-risk supplies in the nursing laboratory. Establishes a process and protocol for repair/replacement parts for laboratory equipment.

Participate, contribute to, and cooperate with internal and external committees to ensure continued accreditation and for the overall success of the students. Fosters positive relationships with students, faculty, and other school personnel as well as a variety of nursing-related vendors, associations, schools, hospitals agencies to ensure effective use of labs.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title. Other duties may be assigned as necessary due to changes in the department program offerings.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and possess the physical abilities and knowledge to operate a variety of equipment, lift objects, store equipment, and carry supplies to the other campus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Required: Masters of Science in Nursing (MSN). Current unencumbered Illinois Registered Nurse (RN) license and evidence of continuing education as required by Illinois Department of Financial and Professional Regulation (IDFPR). Certification in Simulation Technology or ability to obtain within 1 year of hire. Minimum of 4 years of current nursing clinical experience as a registered nurse (RN) in medical-surgical nursing. Computer proficiency in Microsoft Word, Excel, and Access. Compliance with all health standards for Nursing staff.

Preferred: Experience in higher education, preferably community colleges. Experience with Castle Branch and D2L. Bilingual in Spanish.



SOUTH SUBURBAN COLLEGE BOARD AGENDA REQUEST

ITEM: FY25-VII.D.2

Board Meeting Date: May 8, 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 grant approval to advertise the full-time position of Switchboard Operator.

ESTIMATED COST OR BENEFIT

This is a regular, full-time position; 35 hours per week, 52 weeks per year, classified Grade V on the Support Staff Salary Schedule, with a beginning annual salary of \$38,111.

JUSTIFICATION OF ACTION

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

MOTION

Move that the Board of Trustees grant approval to advertise the full-time position of Switchboard Operator.

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

Batwil Buel
Originator 4/29/25
Date

Charlotte Guyton
Director of Human Resources 4/29/25
Date

Batwil Buel
Appropriate Vice President 4/29/25
Date

Spette Stokes
President 4/29/25
Date



SOUTH SUBURBAN COLLEGE

Job Description

Job Title: Switchboard Attendant II
Job Code: 241 points
Division: Publications
Department: Administration
Reports To: Director of Administrative Services
Salary Level: Grade V
FLSA Status: Non-exempt
DATE: May 15, 2008

SUMMARY

Acts as lead worker to Switchboard Attendant I personnel and maintains telephone service on a daily basis.

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

Operates telephone switchboard equipment for purpose of receiving incoming and outgoing calls and routing them to appropriate receiver.

Coordinates all switchboard personnel, by arranging work schedules for full and part-time personnel; provides for coverage at all appropriate times in case of absences, etc.

Trains, directs and advises switchboard personnel in all facets of telephone service operations relative to their responsibilities.

Responds to special service problems; consults with faculty, staff and other users as to special needs, problems or incidents concerning telephone service; advises and informs supervisors of telephone related matters.

Maintains a record of equipment problems, failures and repairs; directs equipment malfunctions to appropriate parties for corrective action.

Establishes, maintains and administers procedures on recording, assembling, auditing or analyzing telephone service records, phone bills, payments for leased or purchased equipment and phone service, long distance usage, etc.

Maintains record keeping of payroll, timekeeping and attendance matters relative to telephone service staff.

Advises staff of administrative and telephone service, policies and procedures; ensures compliance with directives.

Ensures quality telephone service.

Prepares and administers budget for section.

May participate in development, updating and maintenance of current in-house directories.

Participates in duties and functions of Switchboard Attendant/Receptionist I; assists staff as needed; establishes goals, assigns work, and monitors performance.

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

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

EDUCATION and/or EXPERIENCE

A high school diploma or general educational degree (GED) is preferred; up to 12 months' previous experience on a switchboard is required; ability to perform clerical or administrative tasks related to telephone service, such as described above.

PHYSICAL DEMANDS

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

Specific vision abilities required by this job include close vision and the ability to adjust focus. Ability to pass hearing acuity test is required.